

CAREER TRANSITIONS Class Schedule: Winter, Spring 2019

(updated 11-28-2018)



To enroll, students must fill out a registration form and submit with payment or billing information.

Class descriptions: www.careertransitions.com; Registration: 388.6701 x 110; Checks payable to *Career Transitions*

Computer students must register for classes at least one day BEFORE class starts & pay before class begins.

Bookkeeping, QuickBooks, Payroll and First Aid students register and pay for class at least 2 days ahead.

CDL, Welding & CNA training have special registration forms and refund policies.

For most REFUNDS, student cancellation notice is required one week BEFORE first class.

Title	Teachers	Date(s)	Day(s)	Time	Cost
Administrative Assistant Training with Certificate	CT staff	tbd	tbd	tbd	tbd
Adult Literacy Assessment	CT staff (Valerie)	by appointment	by appt	by appt	tbd
Bookkeeping, Basic	Teri Patterson	February 7th & 8th	Thurs/Friday nights	6:00-8:00pm	\$45
Computers, Basics for Seniors	CT staff (Valerie)	by appointment	by appt	by appt	\$40
Computers, Introduction	CT staff (Valerie)	by appointment	by appt	2 hour class & 1 hour lab	\$40
Computers: Microsoft Word #1 or #2	CT staff (Valerie)	by appointment	by appt	2 hour class & 1 hour lab	\$40
Computer Lab for Intro & Word for enrolled Students	CT staff (Valerie)	by appointment	by appt	one hour	included
Class A Commercial Driver's License*	Sim Hofman	by appointment	by appt	by appt	diverse options
<i>* Military Veterans will receive earliest Priority Date based on their official course registration date and class availability.</i>					
Certified Nurse Assistant training	Pamela Hodgson & Rebecca Cox	February 4th-April 13th	M & W; some Saturdays daytime	M & W 5:30 - 8:30pm; Saturdays	\$810
Excel with lab	CT staff (Kristi)	by appointment	by appt	2 hour class & 1 hour lab	\$40
Resume	CT staff	by appointment	by appt	2 hour class & 1 hour lab	\$40
Intensive First Aid/CPR Training, for CNA students	Bighorn Academy	March Four hours, one session	Saturday	9am-1pm	\$70
Intensive First Aid/CPR Training, for general public	Bighorn Academy	March Four hours, one session	Saturday	9am-1pm	\$85
TABE: Test for Adult Basic Education	CT staff (Valerie)	ongoing	Mondays - Fridays	by appt	no charge
Daytime Preparation for HiSET	CT staff (Valerie)	ongoing, drop-in	Mondays	10am-noon	no charge
Evening Preparation for HiSET	CT staff (Valerie)	ongoing, drop-in	Tuesdays in spring & fall	5:30 - 7:30pm	no charge
QuickBooks, Introduction	Teri Patterson	Febr 14th-March 1st 15 hours, 6 sessions	Thurs/Friday nights	6:00-8:30pm	\$185
Payroll, Mastering	Teri Patterson	March 7th, 8th & 11th 6 hours, 3 sessions	Thurs/Friday Mon-nights	6:30-8:30pm	\$65
Welding, Introduction to Stick	Kacie Douma	Will be offered again in 2020	Tues, Wed, Thurs	7-9:30pm	\$395