



**Winter/Spring 2012**

Most Classes Meet from 6 – 9 p.m.

	Hrs.	Start Date	End Date	Days	Time	Rom #	Cost
<b>BUSINESS &amp; TECHNOLOGY</b>							
QuickBooks Pro -Beginning Level	18	1/17	2/2	Tu /Thr	6-9 pm	262	\$120
QuickBooks Pro Advanced	24	2/9	3/6	Tu /Thr	6-9 pm	262	\$145
QuickBooks Pro -Beginning Level	18	3/20	4/10	Tu /Thr	6-9 pm	262	\$120
QuickBooks Pro Advanced	24	4/17	5/10	Tu /Thr	6-9 pm	262	\$145
Digital Camera's Done Right!	12	1/17	1/26	Tu /Thr	6-9 pm	264	\$ 65
MICROSOFT TO BUILD YOUR BUSINESS:	36	1/31	3/8	Tu /Thr	6-9 pm	264	\$175
Using WORD to write a Business Plan/Using EXCEL for Spreadsheets tracking sales goals/ promoting using PUBLISHER to brand your image with Ads, Flyers/ creating a website with TEMPLATES							
Intro to Computers /Word for Beginners (Night)	18	3/20	4/10	Tu /Thr	6-9pm	264	\$ 99
Intro to Computers/Word for Beginners (early evening)	18	1/17	2/14	Tu /Thr	3:30-5:30 pm	262	\$ 99
Excel	12	2/21	3/8	Tu /Thr	3:30-5:30 pm	262	\$ 65
Microsoft Word Certification Prep	18	3/20	4/19	Tu /Thr	3:30-5:30 pm	262	\$ 99
Intro to Photoshop	30	1/31	3/1	Tu /Thr	6-9 pm	238	\$145
Intermediate Photoshop and CS5 Certification Prep	30	3/20	4/24	Tu /Thr	6-9 pm	238	\$145
Network Support Services/Cisco	84	1/17	5/1	Tu /Thr	6-9 pm	232	\$375*
<b>HEALTH &amp; MEDICAL</b>							
Certified Nursing Assistant (CNA)	120	1/17	5/10	Tu/Thr Sat.clinicals	6-9 pm 7-3:30	240	\$333**
<b>HOSPITALITY</b>							
Nail Tech Specialist	240	Open Enrollment		Tu/Thr	3-8pm	\$667 *** (financial available for those who qualify)	
<b>TRADES RELATED</b>							
Electronics	84	1/17	5/10	Tu /Thr	6-9 pm	210	\$375*
<b>LEARNING CENTER</b>							
Individualized Remediation		January 17 <sup>th</sup>		Tu /Thr	8 am - 8 pm	110	\$ 30
TABE Testing		Tuesday evenings only		Open testing	8-5:30 pm	110	\$ 15
GED Preparation		January 17 <sup>th</sup>		Tu /Thr	8 am – 8 pm	110	\$ 30

\*May be made in 3 installments of \$125 each

\*\* CNA has additional costs for uniforms, background check, textbooks, drug screen, and a \$30 non-refundable application fee

\*\*\* Nail Specialist has additional costs for application fee \$30, uniforms, and textbooks approximately \$160 plus Lab Fee of \$100 due 12<sup>th</sup> week of program.

**No class week of March 12-March 16. No class April 5<sup>th</sup>.**

All classes include a \$10 nonrefundable registration fee.

Evening classes are for adults only

The TABE assessment is not required for evening classes (Exception: CNA and Nail Specialist).

**REFUND POLICY:** Refunds are given on or before the end of the first night of class.

Refunds are mailed within 30 days of date of withdrawal.

**EVENING CLASSES**