COMMUNITY EDUCATION
ONLINE CLASSES
DECEMBER 2020

DAKOTA COLLEGE AT BOTTINEAU

DIVERSITY TRAINING FOR EMPLOYEES AND MANAGERS

This Diversity Training for Employees and Managers is ideal for anyone working in a professional environment. The course brings people together by focusing on principles like respect, acceptance and inclusivity.

Technology Requirements: PC (Windows 8 or newer) or Mac (OS X Mountain Lion 10.8 or later), Adobe Acrobat Reader, Internet browser (Firefox or Chrome), e-mail address
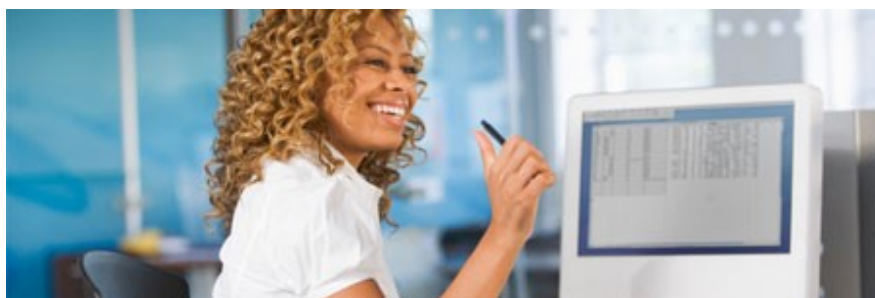**Start Date:** Start Anytime! Self-paced class over 3 months
Cost: $79

Click here to register!

ADMINISTRATIVE ASSISTANT FUNDAMENTALS

Become an indispensable member of the corporate team as an Administrative Assistant. This course will help you master essential job responsibilities as you identify opportunities and implement solutions for increased productivity throughout your company.

Technology Requirements: PC (Windows 8 or newer) or Mac (OS X Snow Leopard 10.6 or later), Adobe PDF plug-in, Internet browser (Firefox or Chrome), Email Address
Start Date: December 9 (6 weeks long)
Instructor: Becky Swaim has taught since 2000, focusing on Administrative Assistant Fundamentals, Administrative Assistant Applications, and Individual Excellence. She holds a Bachelor of Arts in Speech Communication from California State University, Long Beach. Her experience includes managing large staff in medical billing and collections and as a program manager to various medical practices. Tony Swaim has helped many clients, colleagues, and students reach their professional and personal goals. He has been an online instructor since 1998 and has taught at colleges and universities across the United States since 1981. His focus areas are project management, Six Sigma, and supply chain management.
Cost: $95

Click here to register!

BECOME A VETERINARY ASSISTANT

Are you considering a career as a veterinary assistant? This course will answer all of your questions and more as you learn about pet nutrition, preventing parasites, health and safety issues, reasons for and against spaying and neutering, and how to best assist owners in times of need.

Technology Requirements: PC (Windows 8 or newer) or Mac (OS X Snow Leopard 10.6 or later), Adobe PDF plug-in, Internet browser (Firefox or Chrome), Email Address
Start Date: December 9 (6 weeks long)
Instructors: Jeff Grognet has been a companion animal veterinarian for 25 years. He was a pioneer in the field of veterinary assistant teaching, developing his first course more than 18 years ago. Due to the success of his veterinary receptionist/assistant courses, he expanded his teaching into other high-demand areas including pet first aid and alternative medical therapies for companion animals. He practices at a veterinary hospital and contributes regularly to several magazines.
Cost: $95

Click here to register!