



COMMUNITY EDUCATION

ONLINE CLASSES

APRIL 2021



COMPUTER SKILLS FOR THE WORKPLACE

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees who have the ability to send emails, create spreadsheets, manage databases, understand memory and network limitations, and recognize the function and features of modern computer components. This course is designed to provide the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace.

Technology Requirements: PC only, Mac is not compatible. Any edition of Microsoft Office with desktop apps: Excel, Word, Outlook, PowerPoint, and Access. (not included in enrollment). Software must be installed and fully operational before course begins. Email.

Start Date: April 14 (6 weeks long)

Instructor: Dave Paquin has been teaching computer skills in the classroom for over 15 years. He holds a Master of Science in Training and Learning Technology and has extensive experience as a Human Resources manager.

Cost: \$95



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PERSONAL FINANCE

Do you have clear financial goals? Are you confident you will be able to retire someday? How can be sure you are making the right investments? Do you know how to change your credit report to reduce your expenses and increase your financial security? Do you know how to keep good financial records? This course will prepare you for a lifetime of worthwhile personal financial planning. The tools you will learn are useful, realistic, and easy to work into your regular routine.

Technology Requirements: PC (Windows 8 or newer) or Mac (OS X Snow Leopard 10.6 or later), Adobe Reader, Internet browser (Firefox or Chrome), Email Address

Start Date: April 14 (6 weeks long)

Instructor: Matt Crabtree, CFP®, earned his Bachelor of Science in Business, Information Systems Management, in 1999, a mini MBA certificate from The School of Management at Yale University in 2004, a certificate in Financial Planning from Pepperdine University's Graziadio School of Business in 2012 and has received the financial industry's most rigorous and prestigious professional designation of Certified Financial Planner™.

Cost: \$95



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TEAS PREP SERIES

Nursing is a high-demand but competitive field. Entering the profession starts with nursing school, and admission to nursing school partially depends on your Test of Essential Academic Skills (TEAS) exam score. Many nursing schools use this standardized exam to evaluate a candidate's reading, math, science, and English and language skills. Our TEAS Prep Series will prepare you for all aspects of the TEAS exam. TEAS Prep 1 focuses on Reading and English and Language Usage. TEAS Prep 2 focuses on Mathematics and Science. You will also learn valuable study skills, practice sample exam questions, and establish a test taking strategy for exam day.

Technology Requirements: PC (Windows 8 or newer) or Mac (OS X Snow Leopard 10.6 or later), Internet browser (Firefox or Chrome), Email Address

Start Date: April 14 (6 weeks long)

Cost: \$199



[Click here to register!](#)

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