



# live & online

## Business Planning I: (8 wks)

Introduction to Developing a Business Plan

This course will provide you with the ability to learn what is involved in developing a plan for a successful small business. You will learn about an operational plan, a management plan, a personnel plan, and finally a marketing and financial plan.

Thur- 10/24 to 12/19 8am-10am or 4pm-6pm  
 No Class: 11/28 or 6pm-8pm  
 Location: Leon Lynch Instructor: Scott Williams

## Guitar for Everyone (12 wks)

Guitar for Everyone is designed to teach beginner, intermediate and advanced guitar students to develop, improve and enjoy their progress as guitar players. Our weekly video will be divided into sections addressing all levels of guitar playing.

Mon-8/19 to 11/11 11am-12pm or 2-3pm or 3-4pm  
 No Class: 9/2  
 Location: JobLink Instructor: Eric Lambert

## How to Start and Run a Small Business (6 wks)

This introductory course teaches the basics of starting any type of small business. The course will focus on licenses/permits, taxation, deductible expenses, insurance, record keeping and legal issues.

Thur-9/12 to 10/17 8-10am or 4-6 pm or 6pm-8pm  
 Location: Leon Lynch Instructor: Scott Williams

## MTE Prep (14 wks.)

This 14 week course will introduce students to topics related to industrial electrical maintenance and troubleshooting. AC/DC circuits and motors, print reading, analog and digital circuits, test equipment, computers, DC crane control, power distribution, and more. This course is for people who want to take the Ramsay test, or get a better understanding of MTE principals.

Thurs-9/5 to 12/12 9am-12pm or 3:30pm-6:30pm  
 No Class: 11/28  
 Location: JobLink Instructor: Michael Vega

## MTM Prep (14wks)

This 14-week course will briefly touch on procedures such as welding, machinery, tools, hydraulics, pumps, (both hydraulic and pneumatic), piping, print reading, and more. Prerequisites: None

Tue - 9/10 to 12/10 9am-12pm or 3:15pm-6:15pm  
 Location: Leon Lynch Instructor: Nick Nash

## ◆ Taking Stock in Your Life & Finances 6wks)

The intention of this course is to introduce new-found confidence and understanding of the markets and how they may affect individuals in their financial growth and retirement. The course will teach students how to remove the media noise and biased opinions from news heard and seen daily. Prerequisites: None although each student should submit their email address to tomcook1124@gmail.com in order to be admitted into each live class session.

Tues-8/20 to 9/24 10am-12pm or 4pm-6pm  
 Online and JobLink  
 Instructor: William Thomas Cook II

## ◆ Office 365 in a day (1wk)

Microsoft Office 365 combined with OneDrive is a great value for most. In just one class we can get you up and running on the industry standard platform for document, spreadsheets, presentations and cloud storage. Works on all computers and mobile devices too!

Prerequisites: None

Wed-12/4 9am-11:30am or 3pm-5:30pm  
 Location: Leon Lynch Instructor: Bill Needles

***What are Live and Online classes?  
 They are classes given live at the locations listed. All of these classes are recorded and uploaded to the web so you can watch them on demand—online! To see sample classes, go to: [careerdevelopmentchannel.org](http://careerdevelopmentchannel.org)***



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\$75 to \$300 per person

Tech fee: \$35

Flat rate class, price will be determined by the number of active employees registered for the class. Cost can range

\$57 to \$102 per person

Tech fee: \$15