

BUSINESS & TECHNOLOGY

Other Business & Technology Trainings available include:

- Basic Welding
- Understanding Personalities in the Workplace
- The Multi-Generational Workplace
- National Career Readiness Certification
- Supervisor Training
- Business Communication
- Workforce and Customer Service

For complete descriptions of Cornerstones Business & Technology Training Courses, visit our website at www.cornerstonescareer.com.

MISSION

...to assess, promote, and provide education and employment training services to area workforce and employers.



All participants are assured nondiscrimination based on race, color, sex, marital status, religion, national origin, disability, age, political affiliation, citizenship or beliefs. Cornerstones Career Learning Center, Inc. is an Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Classes are sponsored in part by the US Dept. of Labor & Employment Training Administration and the SD Dept. of Labor & Regulation Adult Education & Literacy program.

United Way
Agency Supported



CORNERSTONES
CAREER LEARNING CENTER, INC.

Huron Campus

... your work is our job

WINTER COURSE SCHEDULE 2012

**ADULT EDUCATION
GED PREPARATION
BUSINESS & TECHNOLOGY TRAINING
ENGLISH AS A SECOND LANGUAGE**

**33 THIRD STREET SE, STE 202
HURON SD 57350
605 353 7175**

WWW.CORNERSTONESCAREER.COM

ADULT EDUCATION

Session 1 **Monday-Thursday**
January 9-February 16 **9:00AM-10:30AM**
Orientation: January 9 - 9:00AM

Session 2 **Tuesday Evenings**
January 31-March 8 **6:00PM-8:00PM**
Orientation: January 31 - 6:00PM

Session 3 **Monday-Thursday**
February 27-April 5 **9:00AM-10:30AM**
Orientation: February 27 - 9:00AM

Session 4 **Monday-Thursday**
March 19-April 26 **10:30AM-Noon**
Orientation: March 19 - 10:30AM

GED TESTING

GED 110 **Testing**

Contact CCLC for more information about testing requirements. Tests dates are subject to change.

January 26 *Mitchell*
February 9 *Aberdeen*
February 23 *Huron*
March 22 *Mitchell*

ENGLISH AS A SECOND LANGUAGE

All Sessions Monday - Wednesday

Session 1
January 9-February 1 **10:00AM-Noon**
1:00-3:00PM
6:00PM-8:00PM

Session 2
February 6-29 **10:00AM-Noon**
1:00-3:00PM
6:00PM-8:00PM

Session 3
March 5-28 **10:00AM-Noon**
1:00-3:00PM
6:00PM-8:00PM

BUSINESS & TECHNOLOGY

BS 130 **CDL Permit Preparation Course**

This information-packed, fast-paced, 10-hour course is designed to provide all the information necessary to pass the written CDL tests & obtain a CDL *permit*.

The course will cover general knowledge, airbrakes, and combination vehicles along with the Pre-Trip Inspection (the first section of the skills tests). A DOT South Dakota Commercial Driver License Manual is required and is FREE at a local driver's license office. Must be at least 16 years of age and have a valid class C driver's license.

March 9 6:00-8:00PM & March 10 8:00AM-5:00PM

\$125 **Pre-registration required**

Microsoft Word I **1:00-4:00PM**

Creating Documents, Editing Documents, and Formatting Text and Paragraphs

January 30 \$40

Microsoft Word II **1:00-4:00PM**

Formatting Text and Paragraphs, Formatting Documents, Creating and Formatting Tables, and Illustrating Documents with Graphics

February 13 \$40

Microsoft Word III **1:00-4:00PM**

Illustrating Documents with Graphics, Working with Themes and Building Blocks, and Merging Documents

February 27 \$40

Microsoft Excel I **1:00-4:00PM**

Getting Started, Working with Formulas and Functions, and Formatting a Worksheet

March 12 \$40

Microsoft Excel II **1:00-4:00PM**

Formatting a Worksheet, Working with Charts, Analyzing Data Using Formulas, and Managing Workbook Data

March 26 \$40

Microsoft Excel III **1:00-4:00PM**

Managing Workbook Data, Managing Data Using Tables, and Analyzing Table Data

April 16 \$40

Intuit QuickBooks **9:00AM-5:00PM**

In the eight QuickBooks units, you will learn how to track finances with one program, print checks, maintain company data, prepare payroll, and calculate taxes.

Tuesday February 21 and Wednesday February 22 or Saturday March 17 and Saturday March 24

\$150 (\$50 book optional) **\$200 class and book**