

SPRING 2014 COURSES

Goal Setting & Success Planning, March 21 - 29, 2014 (F/S)

Are you tired of your plans failing and want a change? Are you willing to follow a proven step-by-step process that ensures success? Join us as we not only teach you the elements of success planning and how to plan for success but we'll also give you multiple opportunities to practice your newly acquired skills in class. Enrollment begins **March 7, 2014**.

Intro to Computers 2 – Internet, March 24 - April 1, 2014 (M/T)

Does the internet puzzle you or seem intimidating? Do you want conquer it? Are you knowledgeable of or want to learn how to maneuver through Google (Chrome), Firefox and/or Internet Explorer? Join us as we discover how to use the internet's core elements to increase your knowledge and find the information you need. Enrollment begins **March 10, 2014**.

Financial Literacy - Credit Counseling, March 26 - April 16, 2014 (W)

Have you ever heard the saying "Knowledge is power". We'll it true. The more knowledge you have about a topic, the more your advantage. Join us as we increase your knowledge of credit, give you tips on how to manage existing credit and improve your credit score. Enrollment begins **March 12, 2014**.

Youth Leadership, April 11 – May 9, 2014 (F/S)

Do you have dreams of being a successful leader? Do you want to learn how to get others to follow you? Then the Youth Leadership Program is for you. Join us for this exciting 8-week program designed to teach participants to prepare & present speeches, conduct meetings, listen effectively, positively evaluate and persuade others. Enrollment begins **March 28, 2014**.

Veteran Education – Benefit Screening, April 15 - April 24, 2014 (T/R)

Are you a Veteran? Do you know what benefits are available to you? Join us as we review available Veteran Educational Options & Benefits, while helping you get started. If you need immediate help with basic necessities, we'll also put you in contact with others who care and can help. Enrollment begins **April 1, 2014**.

Business Etiquette, April 21 - April 30, 2014 (M/W)

Are you starting a new job? Did you voluntarily or involuntarily leave your last job? If it was involuntary, we'd like to offer some possible reasons and teach you how to overcome them. Do you want to know more? Join us as we explore both written and unwritten Business Etiquette rules to live by. Enrollment begins **April 7, 2014**.

Testing Success – Test-taking Strategies, April 29 – May 8, 2014 (T/R)

Do you find taking tests difficult? Do you encounter words that you do not understand or fail to complete the test? Do you struggle with any of the following tests: Multiple choice, Short answer, True/False and/or Essay tests? If so, join us as we teach you strategies to increase your testing performance. Enrollment begins **April 15, 2014**.

Public Speaking, May 10 – June 7, 2014 (S)

Does public speaking make you nervous? Do you want to refine your current speaking skills? Join us, as we study the principles of public speaking, learn how to create and deliver speeches, critically examine our own and others' speeches through interactive practice. Enrollment begins **April 26, 2014**.

Interpersonal / Soft Skills, May 12 - May 21, 2014 (M/W)

Do you know what interpersonal or soft skills are? Would you like help identifying them? Would you like to learn how improving them can help you in school, work and/or life in general? Join us as we explore each skill and learn how to apply them successfully to improve your life. Enrollment begins **April 28, 2014**.

Interviewing 102 – Complete Interactive Scenarios May 16 - June 6, 2014 (F)

In this challenging course, you will apply techniques learned in Interviewing 101, to demonstrate mastery of the material. Your knowledge will be tested throughout the entire course, as each scenario becomes increasingly more challenging. Join us, as we help you get ready for your new job and/or career. Enrollment begins **May 2, 2014**.

Self Defense, May 27 - June 5, 2014 (T/R)

Are you tired of being bullied? Do you want to greatly reduce your chances of ever being bullied again? Join us, as we teach you strategies and techniques guaranteed to get any bullies attention and stop them in their tracks. Enrollment begins **May 13, 2014**.