



live & online



Business Planning I: How to Develop a Business Plan

8wks



MTE Prep

12wks

This is an introductory course in developing a business plan that requires no previous knowledge of the business planning process. This course will provide you with the ability to learn what is involved in developing a plan for a successful business. You will learn about an operational plan, personnel planning and finally a marketing and a financial plan. Spouses may attend at no charge. Planning is the key to success. Prerequisites: None

Thursdays–July 11 to August 29

8am-10am or 4pm-6pm or 6pm-8pm

Location: Leon Lynch

Instructor: Scott Williams

This 12-week course will introduce students to topics related to industrial electrical maintenance and troubleshooting of AC/DC circuits and motors, print reading, analog and digital circuits, test equipment, computers, DC crane control, power distribution, PLC's, power supplies, transformers, instrumentation and hydraulics. This course is for students who want to take the Ramsay test or get a better understanding of MTE principles. Prerequisites: None

Thursdays–June 6 to August 29

No Class: July 4

9am-12pm or 3:30pm-6:30pm

Location: JobLink

Instructor: Joseph Hynek



How to Start and Run a Small Business

6wks



♦ Taking Stock in Your Life and Finances

6wks

Planning before starting is an important step toward operating a successful small business. Many students have said to me that they wish they would have taken this course before starting a small business. This is an introductory course that teaches the basics of starting any type of small business. The class will focus on licenses/permits, location, deductible expenses, insurance, record keeping and legal decisions. After you have taken this class, you will clearly understand what is required to start a small business. Spouses are welcome to attend at no charge. Prerequisites: None

Thursdays–May 16 to June 20

8am-10am or 4pm-6pm or 6pm-8pm

Location: Leon Lynch

Instructor: Scott Williams

The intention of this course is to introduce newfound 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 the news heard and seen daily. Students will learn to make financial decisions with a clear mind, based on probabilities of success and reduced risk. Students will learn to trade the stock market from very basic concepts to more advanced trading strategies. Students will also learn how to build strong lists of stock and mutual funds. Prerequisites: Computer availability for viewing classes, in the comfort of the student home, if desired. Each student once registered for class by JobLink, shall submit their emails to tomcook1124@gmail.com, in order to be admitted into each live class session.

Saturdays–May 11 to June 15

9am-11am

Location: ONLINE

Instructor: William Thomas Cook II



L&O Information

Students will receive traditional classroom instruction and online availability. Each live class is recorded and then uploaded and made available online within 48 hours of the live class.