



# live and online

### **Business Planning I: How to Develop a Business Plan**

8wks

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 any successful venture. Enroll today. Prerequisites: None

**Thursdays-June 24 to August 12**  
8am-10am or 4pm-6pm or 6pm-8pm  
Location: Leon Lynch  
Instructor: Scott Williams

### **Easy Guitar**

12wks

It's never too late to learn to play the guitar. If you are a beginner, or if you play already and want improve your skills, this is the opportunity you've been waiting for. All are welcome, regardless of skill level. Prerequisites: Own a guitar.

**Mondays-April 19 to July 19**  
No Class: May 31 July 5  
11am-12pm or 2pm-3pm or 3:15pm-4:15pm  
Location: JobLink  
Instructor: Eric Lambert

### **How to Start & Run a Small Business**

6wks

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

**Thursdays-May 6 to June 10**  
8am-10am or 4pm-6pm or 6pm-8pm  
Location: Leon Lynch  
Instructor: Scott Williams

Live and Online classes are offered at Leon Lynch Learning Center and at JobLink.  
Visit our website for more information:  
[careerdevelopmentchannel.org](http://careerdevelopmentchannel.org)

### **MTE Prep**

14wks

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, PLCs, power supplies, transformers, instrumentation and hydraulics. This course is for people who want to take the Ramsay test, or just get a good understanding of MTE principles. Prerequisites: None

**Thursdays-May 27 to August 26**  
9am-12pm or 3:30pm-6:30pm  
Location: JobLink  
Instructor: Joseph M. Hynek

### **MTM Prep**

11wks

This 11-week course will briefly touch on the procedures such as welding, machinery, tools, hydraulics, pumps, piping, print reading, and more. This introductory course is for anyone who wants to improve their Ramsay score. Prerequisites: None

**Tuesdays-April 20 to June 29**  
9am-12pm or 3pm-6pm  
Location: Leon Lynch  
Instructor: Nick Nash

### **Taking Stock In Your Life & Finances**

6wks

In this course, students will gain confidence and understanding of the markets and how they may affect their financial growth and retirement. Students will learn how to remove the media noise and biased opinions from the news heard and seen daily. They will learn to make financial decisions with clearer minds, based on probabilities of success and reduced risk. Additionally, they'll 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 available for viewing classes, in the comfort of the student home, if desired. Each registered student should submit an email address to [tomcook1124@gmail.com](mailto:tomcook1124@gmail.com) to be admitted into a live class session.

**Tuesdays-April 20 to May 25**  
10am-12pm or 4pm-6pm  
Location: Joblink  
Instructor: Tom Cook

# Live-Streamed Classes

Live-streamed classes are live, given at the times listed (in CST), and available through Internet access on a desktop or mobile device. Common platforms are Zoom, Go-to-Meeting and Cisco Webex. Registered students receive an invite with a link to the class.

## Clear the Clutter for Spring!

Any time of year is a great time to eliminate clutter from your home, but spring is one of the most popular! Improve your life by getting the most from your stuff. Recognize and eliminate clutter, then maximize your stuff. Save time and money and regain control of your home. Prerequisites: None

**Monday-May 3 9am-11am or 4pm-6pm Instructor: Colleen Klimczak, Certified Professional Organizer**

## How to Travel Safely and Affordably

We're ready to get back to our travels! When is it safe to go on a trip, where can we go, how do we stay safe, and how do we make our travel affordable and even free? If you are near retirement, or simply someone who likes the idea of making additional income to support your travel dream, this class is for you. World traveler Gina Henry shows you how she is prepared for the new "travel normal" including important tips on safety, trip insurance, what to do if you become sick, and other strategies. Discover over 200 ways to travel free. Earn free airline tickets, hotel nights, tours and more! **Prerequisites: None**

**Monday-March 8 10am-12pm or 4pm-6pm Instructor: Gina Henry**

## Gentle Seated Yoga

A private yoga class right in your own living room, what could be better?! Breathe, unwind, lessen back and joint pain, lengthen and strengthen sore muscles. Best of all: no need for masks and social distancing! Light a candle, burn incense, wear your pajamas, choose your own music that fits your mood, most of all relax and enjoy. This class is easy and user friendly for beginners with plenty of modifications offered. Stay safe, stay fit! stay sane, stay connected, feel good!

**Wednesdays and Fridays - April 21 to August 6 10am-10:45am or 4:30pm-5:15pm Instructor: David Potesta**

## JobLink Book Club

Who joins book clubs? People who like to read, think and discuss ideas. Here are some reasons why you might like it -

1. You read books you would never have thought of reading (and you enjoy it!)
2. Some books just need to be discussed.
3. You meet interesting people.
4. It's fun! Here's how it works: A month or so before the book club meets, register for the class and pick up a copy of the book from your learning center. Read the book and join the discussion. Give it a try! **Prerequisites: None**

**Monday-Monday, April 19 4pm-5:30pm Instructor: Marcia L Taylor**

## Social Security and Medicare

Get a crash course in Social Security and Medicare. Learn about retirement, disability, Medicare benefits and more. Find out the easiest way to get a replacement Social Security or Medicare card. It is never too early to know about your Social Security benefits. If you really want to get the most out of this learning experience, create a Social Security account at ssa.gov and bring your questions about our programs with you to the meeting. This is a great class for couples to help plan for the future. **Prerequisites: None**

**Wed-May 5 10am-12pm or 3:30pm-5:30pm Instructors : Megan Rogers and Daniel Summer**

