

Explore Your Future!

Career Essentials - live online

Learn how to get & keep a job you love...

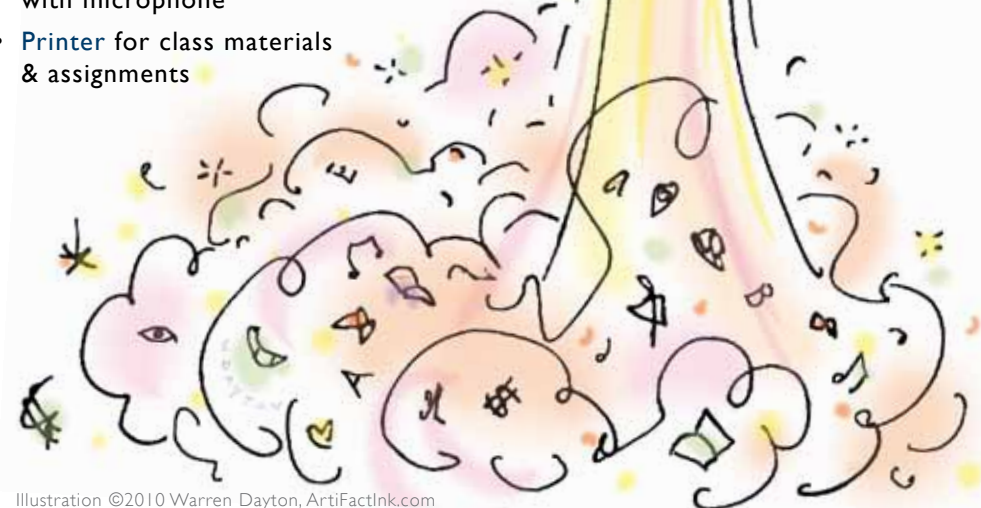
Education Through Innovation

- Live Online classes using web and video streaming capabilities.
- Students participate in interactive class sessions with a live instructor and classmates to create an enriching classroom setting and exchange.
- One-on-one instructor-to-student feedback.
- Printable support materials.
- Real time or virtual field assignments for students to gain first hand experience with career fields in their area of interest.
- Workplace essentials training preparing students for the real world.

SYSTEM REQUIREMENTS:

- Computer or NetBook with high-speed internet access
- Cell phone or Skype access with microphone
- Printer for class materials & assignments

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FALL 2010 Semester

Workplace Essentials (WPPE100)

Tuesdays & Thursdays 4-6pm beginning Aug. 24 (required class)

- Learn how to Get and Keep a JOB!!
Includes: Workplace Skills for Today's Employee; Job Interview Preparations; Self-Discovery & Assessment.

SPRING 2011 Semester

Career Introduction Courses:

Tuesdays & Thursdays 4-6pm. (Subject to change)
Students choose two areas of interest:

- Retail & Customer Service (CIR100)
Subjects include: Learn how to work with the public, your boss and your co-workers; customer care & problem solving; retail sales training
- Hospitality & Tourism (CIH100)
Subjects include: food & beverage service; front desk expectations; customer care & problem solving; travel service; public information.
- Media Communications (CIM100)
Subjects include: desktop publishing & print; digital imaging, graphic design, understanding the internet & website development
- Medical Assistant (CIMA100)
Subjects include: making appointments; updating patient's files, billing & insurance forms, taking vital signs; arranging lab tests; explaining procedures to patients and preparing them for exams.

HOW TO ENROLL:

School Year Program License: \$375 per year
(spread over 2 semester PO's of \$187.50 each)



SCHOOL CONTACT: Shelley Ross • curriculum@ieminc.org | 916.997.3936

PROGRAM: Andrea Tawney • andrea@e-TechAcademy.org | 530.306.2008