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# CCR Transitional Services

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What are your next steps?

## Career-Focused Intro Classes

Explore different career pathways

Start to learn about job & career opportunities

Decide if you want to get training in this pathway

Start to learn industry specifics for your next step

Get ready to apply to an IET!!

- 
- Business
  - Early Education
  - Healthcare
  - Hospitality
  - IT 1
  - IT 2
  - Medical Terminology
  - Skilled Trades

Elective classes: taken in addition to reading and writing classes



# Intro to Business

- Principles & practices of contemporary business
- The language of the business world
- Foundational knowledge of business concepts
- Principles of marketing goods & services
- Promotion, placement, & pricing of products
- Practicing developing and communicating your business vision

Tuesdays & Thursdays

1:15 pm – 2:30 pm or 5:00 pm – 6:15 pm

For ESL 5 and higher  
Contact your advisor to register





# Intro to Early Education

- Learn the language of Early Childhood Education
- Practice the communication styles and conversational skills used by teachers
- Receive an introduction to the teaching methods and educational philosophies of Early Childhood Education
- Learn about what it is like to be a teacher
- Explore the career options in Early Childhood Education

For ESL 5 and  
higher  
Contact your  
advisor to register

Mondays & Wednesdays  
1:15 pm – 2:30 pm  
OR  
5:00 pm – 6:15 pm

# Intro to Healthcare

- Learn the language of healthcare
- Practice situations and conversations in healthcare settings
- Explore career options in both clinical and non-clinical medical settings
- Start to understand the US healthcare system

Mondays & Wednesdays

1:15 pm – 2:30 pm

OR

5:00 pm – 6:15 pm

For ESL 5 and higher  
Contact your advisor to register





# Intro to Hospitality

Learn about careers including:

- Reservations & booking
- Catering and coordinating plans for banquets
- Food and beverage service
- Hotel front desk and concierge

Practice the language of Hospitality and the etiquette of excellent customer service in this very dynamic industry

Decide if you wish to pursue a Hospitality IET!!

For students in ESL 5, 6 &  
ABE 2 or higher

Tuesdays & Thursdays  
1:15 pm – 2:30 pm  
or  
5:00 pm – 6:15 pm



# Intro to IT 1

Basic Computer Skills

- NorthStar Digital Literacy
- Typing practice and appropriate finger placement
- Basic concepts of computing fundamentals
- An introduction to word processing, spreadsheets, & presentations
- Defining commonly used Internet concepts including navigating the web
- Creating, formatting, & managing email accounts

Tuesdays & Thursdays

1:15 pm – 2:30 pm

OR

5:00 pm – 6:15 pm

For ESL 5 and higher  
Contact your advisor to register

# Intro to IT 2

For those who want to prepare for an IT career

- Microsoft training & testing
- Prepare to study for a career in IT
- Improving typing speed and accuracy
- Advanced concepts of computing fundamentals
- Higher skills in word processing, presentations, spreadsheets
- Practice in creating, formatting
- Managing files using cloud services such as OneDrive and Google Drive

Mondays & Wednesdays

1:15 pm – 2:30 pm

OR

5:00 pm – 6:15 pm

Requires 85% or higher on all 8 tests in Intro to IT 1  
& instructor approval





# Intro to Medical Terminology

In this class you will learn:

- How to build and understand medical terms
- Extensive study of each body system
- Abbreviations and symbols used in medicine

*Online class*


Monday through Thursday

1:15 pm – 2:30 pm    *or*    5:00 pm – 6:15 pm

For ESL 5 and higher

Contact your advisor to register





EXPLORE careers in Vocational Skilled Trades such as:

- Construction: Electrical Wiring & HVAC
- TRANSPORTATION: Automotive & Heavy Equipment
- MANUFACTURING & INDUSTRIAL: Welding & Machining

LEARN vocabulary common in many Vocational Skilled Trades professions

LEARN the math system used in the US for Vocational Skilled Trades

Mondays & Wednesdays

5:00 pm – 6:15 pm

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# Intro to Skilled Trades

For ESL 5 and higher

Contact your advisor to register