



Computer Tech Prep

Tuesday thru Friday 10:00 a.m.-11:00 a.m. or 11:00 a.m.-12:00 noon
Monday thru Thursday 1:00 p.m.– 2:00 p.m., or 2:00 p.m.-3:00 p.m.

- 12 Week class
- Learn basic working knowledge of computer systems
- Learn computer hardware skills
- Demonstrate knowledge for repair, upgrading or sales
- Encourage continued learning at college or Vo-tech

Food Safety and Sanitation Management

M-F 9:00 a.m.– 11:00 p.m.

- 12 week class
- Prerequisite for the Food Preparation course
- Develops the theory of managing food safety and sanitation
- Review standards of safety, sanitation, personal hygiene causes of food borne illnesses, proper food and non-food storage, temperature guidelines
- Preparation for the Food Safety and Sanitation Management Certification exam

Pre-Cosmetology

Monday thru Thursday 11:00 a.m.-12:00 noon –12 Week Class

- Introduction to careers in cosmetology
- Learn about cosmetics, hairstyling, nail technology and professional personality

Child Care Training

Monday, Tuesday, Friday 1:00 p.m.– 3:00 p.m.

Early Education: Pathway to Child Development Associate (CDA) Credential Program

- A comprehensive online CDA curriculum
- Consists of 17 units of formal education to prepare for the National CDA Credential.
- Covers all eight content areas for the CDA Competency standards
 - Planning a safe, healthy learning environment, Steps to advance children’s physical and intellectual development, positive ways to support children’s social and emotional development, strategies to establish productive relationships with families, strategies to manage an effective program operation, maintain a commitment to professionalism, observing and recording children’s behavior, and principles of child growth and development.
- Provides hands-on opportunities that can be completed in a child care facility or family child care home, and includes a formal observation by a CDA advisor.
- Upon completion students will obtain a certificate of completion, apply for the CDA credential and meet DHS licensing standards to work in a licensed childcare center or family childcare home.
- Prior to enrolling, students must complete an orientation class.



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Life Skills Classes

Within My Reach

M-F 9:00 a.m.– 10:00 a.m.

- 3 Week Class
- All full-time TEEM students who graduate from Career Development Workshop are automatically enrolled
- Teaches a variety of communication skills to help create, restore and/or preserve

Successful Living

M-F 10:00 a.m.– 11:00 a.m.

- 12 week workshop
- Focus on understanding human behavior
- Learn to interact in positive ways

Personal Life Management

M-F 11:00 a.m.-12:00 noon

- 12 Week class consists of three units:
 - 1). Effective Communication, the importance of clear and efficient communication abilities.
 - 2). Managing Personal Matters, learning how to keep complete, well-organized records to save time and money.
 - 3). Citizenship, getting to know your government, law making, voting and supporting your community.
- Also incorporating risk management, life and health insurance topics, property insurance and estates
- Three required field trips

Character First

Fridays 11:00 a.m.– 12:00 noon

- Classroom and group participation to learn the character qualities that will help students succeed on the job and in their personal lives

Conflict Resolution

M-F 1:30 p.m.– 2:30 p.m.

- 12 Week workshop
- Teaches students to look at effective ways to deal with anger
- Provides suggestions to help reduce or overcome stress