

# Online Career Classes



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Hiawatha Valley Adult Education is excited to be offering new career preparation classes **FREE** for our students. Students use their own technology devices or work on our computers in our classroom.

## **Synchronous Classes – Online with the Teacher**

### **Paraprofessional Career and Test Preparation:**

This free class prepares students to take the Parapro test as well as focus on skills needed for the career. Classes start January 23 – both a morning and evening class are being offered. There is an asynchronous option available also.

### **TEAS Test Preparation:**

This free class prepares students for the TEAS test which is required for many different healthcare college training programs. Class starts January 23

## **Asynchronous Classes – Self Paced with Teacher Guidance**

### **Administrative Assistant:**

This free class focuses on the career skills needed to be a successful Administrative Assistant. Students who complete this class are encouraged to follow it up the Microsoft Office Specialist Certification Training.

### **Microsoft Office Specialist Certification Training:**

This online class helps prepare a student to obtain up to 3 industry recognized credentials – Word, Excel and PowerPoint – 3 college credits per certificate. Students will need to attend an orientation before starting this class.

### **Health Care Core:**

Prepare for a career in health care. This class is self-paced and students can start anytime. Students will earn up to 4 college credits and satisfy college prerequisites for many healthcare pathways. There is also an asynchronous Medical Terminology course available for students.

### **CDL Permit Test Preparation:**

This class prepares people to take the CDL permit test. CDL drivers are needed all over the state.

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**For more information or to sign up for any of these classes, call or text us at 651-380-6407, email [abeteacher@rwps.org](mailto:abeteacher@rwps.org) or complete the registration form at [hvae.org](http://hvae.org).**