

## **PJC-Sulphur Springs Center plans May continuing ed classes**

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Individuals looking for continuing education courses at the Paris Junior College–Sulphur Springs Center will have several options in May.

A Microsoft Excel Essentials will be offered on the electronic spreadsheet application. The course will meet on Fridays from 9 a.m. to 5 p.m. May 3-10.

The Initial Basic Life Support teaches lifesaving skills for respiratory and cardiac emergencies and meets 8:30 a.m. to 4 p.m. Friday, May 10. The American Heart Association certifies the class.

Basic Life Support Recertification for CPR certified cardholders is offered from 5 to 9 p.m. Tuesday, May 7. The American Heart Association certifies this class.

Medication Aide Update will be held from 8 a.m. to 4 p.m. Friday, May 10. The course content fulfills Texas Department of Health specifications on annual renewal requirements for certified medication aides. Medication aides should take this course one month before their certification card expires.

Track inventory and handle payroll with Quick Books Level 2: Beyond the Basics. The course is offered from 9 a.m. to 1 p.m. on Fridays, May 10-24.

These classes meet at the PJC – Sulphur Springs Center, located at 1202 West Houston St. To register, or to get more information, call 903-885-1232.