

## **PJC – Sulphur Springs Center offering classes for community**

Written by Paul Bailey, Public Information, Paris Junior College  
Wednesday, 06 November 2013 14:07

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PARIS – A variety of needs and interests in the community may be met through classes being offered by the continuing education department at Paris Junior College – Sulphur Springs Center in November.

The classes will meet at the Sulphur Springs campus located at 1202 West Houston Street. To register, or to get more information, call 903-885-1232 or visit [www.parisjc.edu/ce](http://www.parisjc.edu/ce).

Microsoft Office Suite teaches integrating word processing, database and spreadsheets. This class is offered each Friday from noon to 4 p.m. Nov. 8-22.

The Initial Basic Life Support class on lifesaving skills for respiratory and cardiac emergencies will meet from 8:30 a.m. to 4 p.m. on Friday, Nov. 8. The American Heart Association certifies the class.

Basic Life Support Recertification for CPR certified cardholders is offered from 12 to 4 p.m. Friday, Nov. 22. The American Heart Association certifies the class.

Medication Aide Update will be held from 8 a.m. to 4 p.m. on Friday, Nov. 22. 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.

A Nurse Aide class will be offered from 8 a.m. to 4 p.m. Mondays through Thursdays, Nov. 11 through Dec. 6. The class offers preparation for entry level nursing assistants.

QuickBooks Level 1: Basic Skills will be held from 9 a.m. to 1 p.m. each Friday, Nov. 8-22. This is a popular record keeping software used by small businesses today.

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A Child Care Workshop will be offered from 8:30 a.m. to 5 p.m. Saturday, Nov. 9. Designed for all childcare employees, the class meets Texas continuing education requirements of the Texas Department of Family and Protective Services. The caregiver training offers the newest techniques with children's behaviors and latest findings on child development.