

## July Continuing Ed at PJC - Sulphur Springs Center

Written by Courtesy of PJC  
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Paris Junior College – Sulphur Springs Center will offer several classes and seminars during the month of July, according to Director Linda Bennett.

### Keyboarding

A Basic Keyboarding class will be held each Monday through Thursday, July 13-30. Students may select to take the class from 8-10 a.m. or from 10 a.m. to noon. This class develops skill in keyboarding to help students learn to touch-type and achieve a minimum of 35 words per minute with no more than two errors. This class will serve as a pre-requisite for upper level computer courses at the Sulphur Springs High School.

### Medical

A Medication Aide Update will meet from 8 a.m. to 4 p.m.

on July 16. The content of this course fulfills the annual renewal requirements for certified medication aides according to specifications of the Texas Department of Health. Topics include review and update of medication aide training rules, medication administration and related responsibilities. Aides should take this class one month before their certification card expires.

### Business

Free Small Business Counseling to start or expand a small business is offered every Thursday by appointment between the hours of 9:30 a.m. and 3:30 p.m. at the Hopkins County Chamber of Commerce located at 300 Connally Street. Call 903-885-6515 to schedule an appointment.

How to Start Your Own Business will be held from 9 a.m.

to noon on July 17. If you have ever dreamed of owning a business, this seminar will help you through the maze of obstacles that lie in your path. Included will be forms of business ownership and their advantages and disadvantages, the business plan, the marketing plan, getting legal advice, taxes, advertising, and much more. Handouts for take-home review and study are provided as well as a pre-venture feasibility questionnaire to determine the viability of an idea.

The Breaking the Credit Barrier seminar is scheduled from 10 a.m. to noon on July 31. This seminar provides a 3-step process for effective money management, the secret to saving money, a practical method for paying off debt 90% faster, how important your credit score is and how to improve it, how to use credit wisely, and the importance of setting goals for managing your money. These principles work not only in managing personal finances but can also be applied in managing business finances.

For further information, or to register for these classes, call 903-885-1232. Or, stop by the Center located at 1202 West Houston Street,

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