

COMPUTER EDUCATION

Information Support Services

CAREER TECHNICAL EDUCATION

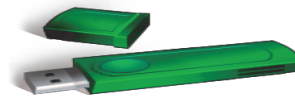


Microsoft Word instructor, Catherine Hsiao and students.

We provide certification verifying keyboarding speed and Microsoft Office software knowledge. Testing by appointment only.

Keyboarding Assessment \$20. Microsoft Assessment \$30.

**BRING A FLASH DRIVE
OR JUMP DRIVE!**



Microsoft Office Applications Certificates

Learn and earn Certificates of Completion in the following software training. All of our programs teach the information and skills needed to become employed in this competitive job market.

- Microsoft Word
- Microsoft Excel
- Microsoft Power Point
- Microsoft Access
- Microsoft Publisher
- Photoshop
- Quick Books Pro
- Keyboarding



- Students with language barriers may find computer vocabulary challenging. If Spanish or Chinese is your first language, you may feel more comfortable learning in your first language. Please consider our Spanish or Chinese computer classes.
- Typing at least 20 words per minute is recommended.
- Skill level determines length of time to become proficient and receive certificates.

www.sanleandroadulthoodschool.org

Computer Certificate Program

All computer classes are presented in lecture format with in-class activities and time to practice new skills. **These classes are not self paced.** Individuals are expected to attend every class session for the entire time the class meets. If individuals are unable to fulfill this requirement, then this program is not a good fit.

Students who miss more than three classes may be dropped and no refund will be given.

INTRODUCTION TO WORD

In this beginning course, students will learn basic Microsoft Word applications. This is an instructor led course with plenty of time for students to practice what they have learned on a daily basis. **Prerequisite:** basic computer knowledge.

Section	Cost	Instructor	Time	Day	Place	Dates
061901	\$36	Hsiao	8:15-12:15 pm	M-F	EC Room 106	1/12-1/23
061903	\$25	Glenn	6:00-8:55 pm	T, W, Th	EC Room 106	2/3-2/26

INTRODUCTION TO PUBLISHER

Students will learn basic Microsoft Publisher applications with emphasis on business and personal projects such as business cards, flyers, letterhead, brochures and other fun projects. **Prerequisite:** basic computer knowledge.

Section	Cost	Instructor	Time	Day	Place	Dates
067009	\$20	Glenn	6:00-8:55 pm	T, W, Th	EC Room 106	1/13-1/29

INTERMEDIATE WORD & INTRODUCTION TO POWERPOINT

This is a continuation of Introduction to Word. This is not a class for beginners. Students will continue to explore and learn more advanced skills in Word with an introduction to PowerPoint.

Prerequisite: Completion of Introduction to Word or instructor permission.

Section	Cost	Instructor	Time	Day	Place	Dates
067020	\$30	Hsiao	8:15-12:15 pm	M-F	EC Room 106	1/26-2/12

INTERMEDIATE POWERPOINT & INTRODUCTION TO PHOTOSHOP

This is a continuation of Introduction to Power Point. This is not a class for beginners. Students will continue to further their knowledge in Power Point and learn basic Photoshop skills. **Prerequisite:** Completion of Introduction to PowerPoint or instructor permission.

Section	Cost	Instructor	Time	Day	Place	Dates
067018	\$20	Hsiao	8:15-12:15 pm	M-F	EC Room 106	2/23-3/6

INTRODUCTION TO EXCEL

In this beginning course, students will learn basic Microsoft Excel applications. This is an instructor led course with plenty of time for students to practice what they have learned on a daily basis. **Prerequisite:** basic computer knowledge.

Section	Cost	Instructor	Time	Day	Place	Dates
061004	\$30	Staff	9:00-12:00 pm	Sat	EC Room 106	1/31-3/28
061001	\$30	Hsiao	8:15-12:15 pm	M-F	EC Room 106	3/9-3/27
061002	\$25	Glenn	6:00-8:55 pm	T, W, Th	EC Room 106	4/28-5/21

INTERMEDIATE EXCEL

This is a continuation of Introduction to Excel. This is not a class for beginners. Students will learn about charts, graphics and data analysis. **Prerequisite:** Introduction to Excel or instructor permission.

Section	Cost	Instructor	Time	Day	Place	Dates
067010	\$20	Hsiao	8:15-12:15 pm	M-F	EC Room 106	4/13-4/24

INTRODUCTION TO POWERPOINT

This is a course for beginners. Students will learn basic Power Point software skills. **Prerequisite:** Basic computer skills. **Prerequisite:** basic computer knowledge.

Section	Cost	Instructor	Time	Day	Place	Dates
067021	\$25	Staff	9:00-12:00 pm	Sat	EC Room 106	4/18-6/6
067008	\$20	Glenn	6:00-8:55 pm	T, W, Th	EC Room 106	3/3-3/19

QUICKBOOKS PRO

Learn how to setup a computerized accounting system. Create and customize lists, inventory accounts, track taxes, payroll, accounts, accounts payable and receivable. Basic computer and accounting knowledge is necessary. **Prerequisite:** Basic computer and accounting knowledge.

Section	Cost	Instructor	Time	Day	Place	Dates
067602	\$65	Rogers	6:00-8:55 pm	M	EC Room 106	1/12-3/30

ADVANCED EXCEL & INTRODUCTION TO ACCESS

This class introduces the advanced Excel functions and database management.

Section	Cost	Instructor	Time	Day	Place	Dates
067024	\$20	Hsiao	8:15-12:15 pm	M-F	EC Room 106	5/11-5/22

QUICKBOOKS PRO—ADVANCED USER

Learn how to setup a computerized accounting system. Create and customize lists, inventory accounts, track taxes, payroll, accounts, accounts payable and receivable. Basic computer and accounting knowledge is necessary. **Prerequisite:** QuickBooks Pro or instructor permission.

Section	Cost	Instructor	Time	Day	Place	Dates
067601	\$50	Rogers	6:00-8:55 pm	M	EC Room 106	4/13-6/1

INTERMEDIATE WORD

This is a continuation of Introduction to Word. This is not a class for beginners. Students will continue to explore and learn more advanced skills in Word. **Prerequisite:** Completion of Introduction to Word or instructor permission.

Section	Cost	Instructor	Time	Day	Place	Dates
067004	\$25	Glenn	6:00-8:55 pm	T, W, Th	EC Room 106	3/24-4/23

INTERMEDIATE POWERPOINT

This is a continuation of Intermediate PowerPoint. This is not a class for beginners. Students will further their knowledge and applications of PowerPoint. **Prerequisite:** Completion of Introduction to PowerPoint or instructor permission.

Section	Cost	Instructor	Time	Day	Place	Dates
067005	\$15	Glenn	6:00-8:55 pm	T, W, Th	EC Room 106	5/26-6/4

INTERMEDIATE ACCESS & INTERGRATION PROJECT

This is a continuation of Introduction to Access. This is not a class for beginners. Students will continue to learn more advanced Access applications and complete an integration project. **Prerequisite:** Completion of Introduction to Access or instructor permission.

Section	Cost	Instructor	Time	Day	Place	Dates
067014	\$20	Hsiao	8:15-12:15 pm	M-F	EC Room 106	4/27-5/8

COMPUTACIÓN EN ESPAÑOL—EXCEL—CONTINUACION

Esta clase está diseñada para aquellos estudiantes que ya tienen los conocimientos básicos sobre computación y están interesados en incrementar sus habilidades con el programa Excel. Este clase es para estudiantes que estaban tomando la clase anterior.

Sección	Costo	Maestra	Horario	Día	Lugar	Fechas
061012	\$5	Machuca-Cole	12:30-3:00 pm	Lun., Mier.	EC Salón 106	1/5-1/21

COMPUTACIÓN EN ESPAÑOL—INTERMEDIATE WORD

Word en Español, nivel Intermedio. Require conocimientos previos de Word. (Esta clase es avanzada. NO principiantes por favor) En esta clase aprenderemos a crear publicaciones como boletines informativos y periodicos de circulación interna utilizando el programa Word en sus funciones más avanzadas. Nuestra practica incluire la creacion de tablas, graficas, columnas, insertar dibujos, fotografías, pies de pagina y pies de foto. Como proyecto final nuestra clase desarrollara un boletin informativo. Tambien crearemos tarjetas postales y tarjetas de presentacion y practicaremos la edicion y el formato de cartas formales y otros documentos creados en Word.

Sección	Costo	Maestra	Horario	Día	Lugar	Fechas
069302	\$30	Machuca-Cole	12:30-3:00 pm	Lun., Mier.	EC Salón 106	1/26-4/1

COMPUTACIÓN EN ESPAÑOL—WORD

Aprenda las funciones básicas de la computadora y familiarícese con los programas básicos de Microsoft Word. Esta clase introductoria le explicará lo que necesita saber sobre computación para crear volantes, cartas y ejecutar otras funciones simples.

Sección	Costo	Maestra	Horario	Día	Lugar	Fechas
061011	\$30	Machuca-Cole	12:30-3:00 pm	Lun., Mier.	EC Salón 106	4/13-6/3

基础电脑课 (兼用中英文授课)

当今信息社会, 电脑已应用于人类社会的各个领域, 熟悉操作电脑是现代入应必备的技能之一. 这电脑课将帮你掌握文字编辑功能的MS Word --认识Word 2003 的操作界面, 新建并编辑文档内容, 美化文档, 保存, 打开并打印文档等.

Section	Cost	Instructor	Time	Day	Place	Dates
069401	\$30	Lu	12:30-3:00 pm	T	EC Room 106	1/13-3/31
069403	\$30	Lu	12:30-3:00 pm	T	EC Room 106	4/14-6/2

SPANISH FOR THE WORKPLACE

Learn Spanish that will come in handy at work. Students will learn basic Spanish language phrases and vocabulary to communicate better in the workplace with coworkers and customers. No Spanish language skills necessary. District employees receive a 50% discount.

Section	Cost	Instructor	Time	Day	Place	Dates
069600	\$40	Lacayo	6:00-8:00 pm	T, Th	EC Room 204	2/3-3/19

INTRODUCTION TO ACCOUNTING BASICS

This class introduces basic accounting concepts and will help students learn how to better organize financial data.

Section	Cost	Instructor	Time	Day	Place	Dates
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CAREER TECHNICAL EDUCATION (CTE) - MEDICAL

Register Now with Boston Reed College . This is sure to be a full session
800-201-1141 Option 0, www.BostonReed.com/SanLeandro

OPEN HOUSE
SATURDAY, AUGUST 8, 2009
10:00-11:00 AM
SAN LEANDRO ADULT SCHOOL
COMMUNITY EDUCATION CENTER
1448 WILLIAMS STREET

San Leandro Adult School and its partner Boston Reed College offer the following popular and exciting medical training programs. Each of these programs offers an extremely active curriculum combining classroom hours of study with practical experience through externships.

Program	Weeks	Classroom Hours	Externship Hours	*Cost
Pharmacy Technician	27	182	120	\$1595
Orthopedic Technician	27	182	240	\$1895
Clinical Medical Assistant	20	134	160	\$1595
Intravenous Compounding	7	42	0	\$699

*plus textbooks

Financial assistance through SLM Financial – www.slmfinancial.com. Prices are subject to change. Pre-registration is required and classes fill quickly. For more information, please call 1-800-201-1141 or visit www.BostonReed.com.

VOCATIONAL NURSING (LVN) PROGRAM

This daytime program prepares students to work in hospitals, doctors' offices, clinics, skilled nursing facilities to name a few. Applications for the 12-month course are being accepted now. The program is accredited with the Board of Licensed Vocational Nursing. Theory classes meet three days per week, clinical experience two days per week. Prerequisites: Current CNA certificate, high school diploma, and post high school anatomy and physiology. Program cost: \$19,500. Call Nightingale Nursing at 510-357-4222 for more information.

NURSE ASSISTANT AND HOME HEALTH AIDE CERTIFICATION

San Leandro Adult School, in collaboration with Nightingale Nursing, offers year round Nurse Assistant Certification Classes: 6 weeks, 150 hours. Classes will prepare students for the state examination. Price \$600 including books. Home Health Aide Certification Classes: 40 hours. Price: \$200. Nightingale Nursing, 101 Callan Avenue, Suite #405 San Leandro. (Downtown San Leandro, Corner of Davis & East 14th St., next to Wells Fargo Bank). Call 510-357-4222 for registration and information.

FIELD IRONWORKER -APPRENTICESHIP PROGRAM

Combination Welder, Ornamental Metal Worker. Call (707) 746-7666 for San Francisco/Oakland areas. For Santa Clara area, call (408) 988-5511.

COSMO/BEAUTY & BARBERING APPRENTICESHIP PROGRAM

Earn while you learn with Northern California Barbering and Cosmetology Apprenticeship Program (N.C.B.C.A.C.). Train in Oakland, San Francisco or Santa Rosa. Receive your Board license within 30 -60 days. Theory classes meet once a week for 6 hours. Cost \$975. Kit, book and smock are extra. Call (916) 568-6008 or go to www.ncbcac.org.

Interested in other Career Technical Training classes?
Contact Rachele Parham at 618-4429
with any suggestions or requests for the Fall 2009 term.

NEW PROGRAMS

Learn to provide in-home patient care with our new:

HEMOCARE WORKER PROGRAMS

San Leandro Adult School is offering classes for people fluent in English and for English as a Second Language learners. Both classes are taught in English. The evening class are taught by a bilingual English/Spanish nurse, and the Saturdays classes are taught by an English speaking nurse.

Upon completion of class, you may be eligible to register with an Alameda county agency to begin working in this promising field.

Space is limited. Do not wait to register.

HEMOCARE WORKER FOR ENGLISH LANGUAGE LEARNERS

This course is for individuals who want to begin working in the health care industry. Students will learn how to provide in-home patient care. Focus will be on activities for daily living and self care skills. Students will participate in lectures, small group activities and hands-on demonstrations. This class will be geared towards individuals who need a slower paced course because they may not be fluent in English. Course is taught in English by a bilingual English/Spanish nurse. Price of course includes handouts.

Section	Cost	Instructor	Time	Day	Place	Dates
063222	\$35	Lacayo	5:45-8:45 pm	T, Th	EC Room 204	1/6-1/29

HEMOCARE WORKER FOR ENGLISH SPEAKERS

This course is for individuals who want to begin working in the health care industry. Students will learn how to provide in-home patient care. Focus will be on activities for daily living and self care skills. Students will participate in lectures, small group activities and hands-on demonstrations. This class is for students fluent in English. Price of course includes handouts.

Section	Cost	Instructor	Time	Day	Place	Dates
063220	\$35	Daniels	12:30-3:30 pm	Sat.	EC Room 103	1/24-3/21
063221	\$35	Daniels	12:30-3:30 pm	Sat.	EC Room 103	4/18-6/13

FALL 2009 IMPORTANT DATES

English as a Second Language High School Diploma /GED/ABE

Registration Dates
August 24 & 31

Registration Dates
August 26 & September 2

Classes Begin:
September 8

Classes Begin:
September 8

Distance Learning

Study English, Parenting, California High School Exit Exam and GED Preparation in the comfort of your own home. A small deposit of \$20 (cash only) is required. When materials are returned with the original receipt and a completed Refund Request Form, a check will be issued within 10 business days. To register for these home study programs, please call 667-6287.