

Spring 2017 Classes March—June 2017

New Student Placement Assessment: 3/16, 3/29, 4/11 and 4/25

Upcoming Class AT New Haven Adult School

In Union City , CA

Basic Computers & Office Technology



CALL OR STOP BY OUR SCHOOL OFFICE TO SIGN UP!
NEW Students MUST take a Placement Assessment

Classes:

MS Word, Google Docs & Internet Research for Health & Human Services | \$30.00

Mon | 3/27—5/8 | 9:30am - 3:00pm | ** ADD Career Skills Center Lab for just \$10.00 more .

Use the internet to research health & human services topics, create reports using MS Word and Google docs, share & collaborate via email and Google docs. This class is a component of the Health & Human Services program; but is open to all. This class is NOT for beginners.

Career Skills Center Lab (Self-Paced/Independent) | \$20.00 (or \$10.00 if combined with another course)

Tue 1/17 - 3/28 at 11:45-3:00pm and Thur 1/19-3/30 at 5:30-8:30pm |

Wed 4/12 - 5/31 at 11:45-3:00pm and 5:30-8:30pm

Students will work **independently** on Keyboarding, 10-key, data entry; your personal résumé, job search, job applications; college and financial aid applications, or take any college & career related online course. NHAS HSD/ GED students may enroll for FREE. Enroll anytime for the full fee. Enrollment is on-going

Basic Computers I, Keyboarding | \$30.00 *** ADD Career Skills Center Lab for just \$10.00 more .

Wed, | 1/18-3/29 | 11:45-3:00pm and 5:30-8:30pm

Thur, | 4/13—6/1 | 11:45-3:00pm and 5:30-8:30pm

Learn a variety of keyboarding tasks, and will participate in weekly, instructor-led mini-lessons to learn *beginning* computer commands. ** Placement Testing NOT required for this class Enrollment in KEYBOARDING on-going

Location: New Haven Adult School | 600 G Street, Union City CA 94587
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