

Arts and Crafts	
Creative Mosaic	
Gay Huntley, Davis Sr. High A-1, 10 weeks	Fall, 1 st class 9/25 Spring, 1 st class 4/2 Mon: 6:30-8:30 p.m. \$80 fee/quarter
<i>The beautiful and ancient art of mosaic is fun and easy to learn. This class will emphasize hands-on projects that range from classical to highly creative. Students will work with cut stained glass tesserae, found objects, pre-made tiles, pebbles, broken crockery and dishes. Students will learn design and color theory to aid in creating unique designs. Students are responsible for the purchase of supplies but no supplies are needed for the first day of class.</i>	
Drawing - All Levels	
Gay Huntley, Davis Sr. High A-1, 10 weeks	Fall, 1 st class 9/27 Winter, 1 st class 1/10 Spring, 1 st class 4/4 Wed: 6:30-8:30 p.m. \$80 fee/quarter
<i>Beginning students will learn fundamental drawing techniques, and more advanced students will complete a series of ten drawings that strengthen their individual style. All students will develop an understanding of the following elements of drawing: line, form, composition, shading, planes, perspective, proportion and design. Students are responsible for the purchase of supplies but no supplies are needed for the first day of class.</i>	
Watercolor Painting – All Levels	
Gay Huntley, Davis Senior High A-1, 7 weeks	
<i>Students will learn how to use watercolor to express light and convey emotion. This class will address several elements of watercolors such as color theory, temperature, glazing, how to manipulate drying time, dry on wet, wet on wet, brushes and their uses, and how to combine these elements to depict a variety of subjects. Students are responsible for the purchase of supplies but no supplies are needed for the first day of class.</i>	Winter, 1 st class 1/8 Mon: 6:30-8:30 p.m. \$60 fee/quarter
Woodworking	
Coleman Bohl, Holmes Jr. High Woodshop, 10 weeks	Fall, 1 st class 9/25 Mon: 6:00-8:00 p.m. \$80 fee/quarter
<i>Do you have a desire to work with wood on either a practical or artistic level? If so, this is the class for you! In addition to having</i>	

<i>access to fantastic equipment, students will learn how to use various woodworking hand and power tools. Each class will include both demonstrated projects and time to work on projects of your own choosing. Emphasis will be placed on safety, equipment operation, and design. No previous experience is needed. Students will be responsible for obtaining their own wood and supplies. No storage space available in the classroom.</i>	
Computers and Photography	
<i>Build your personal and professional technology toolkit with one of our computer classes.</i>	
Computer Introduction	
Bruce Thomas, Davis Sr. High Library Lab, 10 weeks	Fall, 1 st class 9/27
<i>This is a beginning, hands-on course in how to use a Windows PC and many software applications. Basic skills in typing, filing and disk management will be demonstrated and practiced. Students will learn the basics of text editing, digital drawing, photo editing, digital music and movies to make the computer experience both productive and enjoyable.</i>	Wed: 6:00-7:30 p.m. \$70 tuition/quarter
Computer Maintenance and Troubleshooting	
Jamie Morton, Davis Sr. High A-5, 5 weeks	Fall, 1 st class 9/27
<i>Is your computer running slow, plagued by viruses, or does it sometimes seem to have a mind of its own? Come learn how to resolve conflicts, speed up applications, and understand the inner workings of your computer in order to keep it running efficiently. Instruction will be given on Windows-based computers, but Mac issues will also be discussed. Students can bring their own laptops or use computers in the classroom.</i>	Spring, 1 st class 4/4 Wed: 6:00-7:00 p.m. \$40 fee/5 weeks
Digital Photography - Introduction	
Bruce Thomas, Davis Sr. High Library Lab, 10 weeks	Fall, 1 st class 9/28
<i>Do you want to get more out of the photos you take with your digital camera or cellphone? This course provides an introduction to digital photography including the basics of how to take better landscape, portrait and action photos. Students will learn how to manage and</i>	Spring, 1 st class TBD Th: 6:00-7:30 p.m. \$70 fee/quarter

<i>optimize digital photos and use them in projects such as social media, photo albums, photo-sharing websites, slideshows, email attachments. Special topics: panoramic photography and 3D photography. This class covers basic principles of digital photography that apply to all types of cameras, and will not cover details of settings options on any specific model of camera.</i>	
Intermediate Digital Imaging with Adobe Photoshop	
Jock Hamilton, Davis Sr. High Library Lab, 10 weeks	Fall, 1 st class 9/25 Spring, 1 st class 4/2 Mon: 6:30-8:30 p.m. \$90 fee/quarter
<i>If you know the basics of digital imaging and camera use, but want to improve your photographs, this is the class for you. Students will learn to maximize all that the digital camera can deliver, with an emphasis on “raw” processing using Adobe Photoshop. The course will teach you how to take better images and how to improve the images with correct processing. Students should bring their camera and owner’s manual to the first class. Mr. Hamilton has been displaying his artistic and professional digital photography for many years and has been a member of The Artery, Davis’s own artist’s cooperative, for over 30 years.</i>	
MS Excel	
Chula Ranasinghe, Davis Sr. High A-5, 5 weeks	Fall, 1 st class 9/28 Winter, 1 st class 1/11 Spring, 1 st class 4/5 Th: 7:00-9:00 p.m. \$60 fee/5 weeks
<i>Microsoft Excel should be part of any resume including entry level job applications. Join this short class to learn one of the most powerful and popular spreadsheets available. This class is ideal for people new to Excel or for those who have limited experience and want a better understanding of basic spreadsheet concepts. In this hands-on class, we will explore the fundamental operations of Excel.</i>	
MS Excel Advanced (class starts mid-quarter)	
Chula Ranasinghe, Davis Sr. High A-5, 5 weeks	Fall, 1 st class 11/2 Winter, 1 st class 2/15 Spring, 1 st class 4/5 Th: 7:00-9:00 p.m. \$60 fee/5 weeks
<i>This course will teach advanced features and functions of Microsoft Excel 2010. Students will learn how to create functions, export/import data, perform what-if analyses, and record and run macros. Understanding VLOOKUP, INDEX, and Excel’s other time-saving functions will help students take their Excel skills to the next</i>	

level. Class prerequisite is a fundamental understanding of basic level Excel.	
MS Word	
Bruce Thomas, Davis Senior High Library Lab, 5 weeks	
<i>Students will use MS Word to learn about basic text formatting, document formatting, insert tools, finishing tools, forms and templates. Text editing with MS Word software is a critical skill for business and home computer users. Join us to learn the basics of creating documents with MS Word.</i>	Winter, 1 st class 1/11 Th: 6:00-7:30 p.m. \$50 fee/5 weeks
MS Powerpoint and Prezi for Presentations (class starts mid-quarter)	
Bruce Thomas, Davis Senior High Library Lab, 5 weeks	
<i>Students will use PowerPoint and Prezi to create slideshows for business, education and personal presentations. Join us to learn about slide layout and design, insert tools, transitions, animations, slide show timing, and auto advance. Use digital photos, clipart and graphics to make artistic slideshows that effectively communicate your topics. A basic understanding of MS Word and text formatting is a prerequisite for this course.</i>	Winter, 1st class 2/15 Th: 6:00-7:30 p.m. \$50 fee/5 weeks
Website Design	
Bruce Thomas, Davis Sr. High Library Lab, 5 weeks	Winter, 1 st class 1/10 Spring, 1 st class TBD Wed: 6:00-7:30 p.m. \$50 fee/5 weeks
<i>Come learn the basics of website design. Students will design basic web pages, link pages together to make basic websites, set up an account with an internet service provider, and upload their pages to make them available on the internet. Students will also learn how to design pages for wiki and blog sites, which are among the new, interactive and collaborative types of websites.</i>	
Website Design – Intermediate (class starts mid-quarter)	
Bruce Thomas, Davis Sr. High Library Lab, 5 weeks	Spring TBD: 6:00-7:30 p.m. \$50 fee/5 weeks
<i>Join us to advance to the next level in website design. Students will learn to use cascading style sheets for managing styles, colors, webfonts and web page layout. Additional topics include introductions to SEO, online publicity, social media and analytics. Prerequisite: Website Design Introduction class or consent of the instructor.</i>	

Fitness & Health	
Argentine Tango	
Brianna Sifuentes, Holmes JHS, 10 weeks	Fall, 1 st class 9/25
<i>Argentine Tango is a partnered dance of both improvisation and connection where each step is communicated from lead to follow. The improvisation in Argentine Tango creates endless possibilities and allows for expression and interpretation of the music by both dancers through body movement, embellishments and rhythm. The close embrace coupled with the seductive body movement makes Argentine Tango a unique and addictive dance for everyone regardless of age. Participants will learn sequences that are common in social dancing. They will also learn about the importance of establishing a connection with the partner, all while dancing to a beat of the music. Students will have opportunities to participate in milongas (Tango social gatherings) to practice their skills.</i>	Winter, 1 st class TBD Spring, 1 st class TBD Mon: 6:00-8:00 p.m. \$90 fee/quarter
Ballroom Dance	
Barbara Nicholas, Holmes JHS MPR, two 5 week sessions	Fall, 1 st class 9/26*
<i>Learn how to social dance with grace and style. You will learn simple dance patterns for the Waltz, Foxtrot, Cha Cha, Rumba, East Coast Swing, Salsa, and Tango. Be able to glide across the floor to your favorite Sinatra song or move those hips to the cha cha rhythm. Show off your fancy foot work at the next party taking Beginning Ballroom Dance. You do not need to sign up with a partner. The class is offered in two 5-week sessions* and different dances will be presented in each session. Students are encouraged to sign up for both sessions.</i>	Winter, 1 st class 1/9* Spring, 1 st class 4/3* Tu: 6:40-7:40 p.m. \$40 fee/5 weeks \$70 fee/10 weeks
Eating for Health & Vitality	
Colleen Schemrich, Davis Sr. High School O-4, 10 weeks	Fall, 1 st class 9/26
<i>This course will explain the connection between healthy eating and a healthy immune system, disease prevention and lessening chronic pain. Through lecture and food demonstrations, students will be taught the why, what, and how'of healing through making healthy food choices.</i>	Winter, 1 st class 1/9 Spring, 1 st class 4/3 Tu: 7:15-8:15 p.m. \$50 fee/quarter
Tai Chi - Beginning	
Matthew Messer, Holmes JHS MPR, 10 weeks	Fall, 1 st class 9/27
<i>Tai Chi students will gain beginning level exposure to the 8 movement and 16 movement Tai Chi forms as practiced by world class Tai Chi experts and enthusiasts in the U.S. and throughout the world. Instruction of the 'Eight Pieces of Silken Brocade' Chi Gong series of exercises (Ba Duan Jin) will also be included. This class is a</i>	Wed: 6:40-7:40 p.m. \$50 fee/quarter

<i>perfect fit for those of you who would like to continue the Tai Chi training you've learned in previous quarters at DACE.</i>	
Yoga - Beginning	
Armita Pishadi, Valley Oak MPR, 10 weeks	Fall, 1 st class 9/27
<i>This Iyengar-based Hatha yoga class is geared toward beginners, but all levels are welcome. Through an emphasis on alignment the student will develop body awareness, strength, and flexibility. Please bring your own yoga mat (must have), and two yoga blocks and a strap are also strongly recommended.</i>	Winter, 1 st class 1/10 Spring, 1 st class 4/4 Wed: 5:45-7:00 p.m. \$70 fee/quarter
Yoga - Continuing	
Armita Pishadi, Valley Oak MPR, 10 weeks	Fall, 1 st class 9/28
<i>This Iyengar-based Hatha yoga class is geared toward experienced yoga students. Through an emphasis on alignment the student will develop body awareness, strength, and flexibility. Please bring your own yoga mat (must have), and two yoga blocks and a strap are also strongly recommended.</i>	Winter, 1 st class 1/11 Spring, 1 st class 4/5 Th: 6:45-8:00 p.m. \$75 fee/quarter
Zumba East	
Katherine Mahoney, Valley Oak MPR, 10 weeks	Fall, 1 st class 9/26
<i>Zumba is a fun and simple fitness class that uses high energy Latin/International music and easy to follow dance moves to utilize the principles of aerobic fitness, interval training and resistance training. With a combination of fast and slow rhythms that tone and sculpt the body, Zumba is the “feel-happy” workout you have been looking for.</i>	Winter, 1 st class 1/9 Spring, 1 st class 4/3 Tu & Th: 5:30-6:30 p.m. \$100 fee/quarter
Foreign Languages	
Arabic Conversation	
Rihab Al-Shamari, Davis Sr. High L-24, 10 weeks	Fall, 1 st class 9/27
<i>All levels are welcome to join this class. Teaching focuses on acquiring language tools to help survive everyday situations typical of a visit abroad. Students will develop listening, pronunciation, speaking and reading skills.</i>	Winter, 1 st class 1/10 Spring, 1 st class 4/4 Wed: 7:00-8:30 p.m. \$80 fee/quarter
French Conversation - Beginning	
Dominique Blanchard, Davis Sr. High L-23, 10 weeks	Fall, 1 st class 9/26
<i>This class is for students with no previous knowledge of French or for those who need a refresher. In addition to a brief overview of the</i>	Winter, 1 st class 1/9 Spring, 1 st class 4/3

<i>French sound system, teaching focuses on practical vocabulary appropriate for basic interaction in French-speaking countries. Basic grammar is introduced, including articles, gender, adjectives, numbers, and present tense verbs.</i>	Tu: 6:30-8:00 p.m. \$75 fee/quarter
French Conversation – Continuing	
Dominique Blanchard, Davis Sr. High L-23, 10 weeks Fall/Spring, 7 weeks Winter	Fall, 1 st class 9/25 Winter, 1 st class 1/8 Spring, 1 st class 4/2 Mon: 6:30-8:00 p.m. \$75 fee/fall-spring \$60 fee/winter
<i>This class is a continuation of the beginning course and assumes the knowledge acquired in that course. Teaching focuses on expanding language skills needed in common, daily situations with emphasis on listening and speaking. More grammar points are introduced including past and future tense verbs. While oral communication is still the main focus, cultural readings and newspaper articles may be included.</i>	
German Conversation - Beginning	
Gisela Schubert, Davis Sr. High L-15, 10 weeks	Fall, 1 st class 9/27 Winter, 1 st class 1/10 Spring, 1 st class 4/4 Wed: 6:30-8:00 p.m. \$80 fee/quarter
<i>This class is for students with no previous knowledge of German or those who need a refresher. In addition to a brief overview of the German sound system, teaching focuses on practical vocabulary appropriate for basic interaction in German speaking countries. Basic grammar is introduced including articles, gender, adjectives, numbers, and present tense verbs. Winter and Spring Quarter assume knowledge learned in the prior quarter.</i>	
German Conversation - Continuing	
Gisela Schubert, Davis Sr. High L-15, 10 weeks	Fall, 1 st class 9/28 Winter, 1 st class 1/11 Spring, 1 st class 4/5 Th: 6:30-8:00 p.m. \$75 fee/quarter
<i>This class is a continuation of the beginning course and assumes the knowledge acquired in one year of instruction at adult education or the equivalent. Teaching focuses on expanding language skills needed in common daily situations with emphasis on listening and speaking. More grammar points are introduced including past and future tense verbs. Winter and Spring Quarter assume knowledge learned in the prior quarter.</i>	
Japanese Conversation and Culture	
Kiyomi Buchanan, Davis Sr. High S-6, 10 weeks	Fall, 1 st class 9/28 Winter, 1 st class 1/11 Spring, 1 st class 4/5
<i>This class is an introduction to the Japanese language, as well as Japanese reading and writing. It will focus on pronunciation, listening</i>	

<i>and speaking skills, as well as social communication. Cultural treasures will be revealed to enhance the students' understanding of Japan. Students will be encouraged to memorize Japanese characters for everyday use. The class will also focus on expressions and idioms useful in travel.</i>	Th: 6:30-8:00 p.m. \$80 fee/quarter
Spanish Conversation – Beginning	
Miriam Mascareno-Lopez, Davis Sr. High L-27, 10 weeks	Fall, 1 st class 9/26 Winter, 1 st class 1/9 Spring, 1 st class 4/3 Tu: 6:30-8:00 p.m. \$75 fee/quarter
<i>This introductory class assumes no previous knowledge. The basic drills and concepts acquired will serve as a foundation from which fluency will be developed. Class time instruction will focus on the development of listening and speaking skills. Take home reading and writing assignments will be reviewed to assess understanding. Winter and Spring Quarter assume knowledge learned in prior quarter.</i>	
Spanish Conversation – Intermediate	
Nelly Salazar, Davis Sr. High L-27, 10 weeks	Fall, 1 st class 9/28 Winter, 1 st class 1/11 Spring, 1 st class 4/5Th: 6:30-8:00 p.m. \$75 fee/quarter
<i>This class assumes basic knowledge acquired in beginning Spanish and will also introduce past tense and other parts of speech. Class time instruction will focus on the development of listening and speaking skills. Take home reading and writing assignments will be reviewed in class.</i>	
Spanish Conversation - Advanced	
Nelly Salazar, Davis Sr. High L-27, 10 weeks	Fall, 1 st class 9/27 Winter, TBD Spring, TBD Wed: 6:30-8:00 p.m. \$80 fee/quarter
<i>This course is for the more proficient Spanish speaker and will review skills acquired in beginning Spanish courses. Additional verb tenses and points of grammar will be introduced. The development of oral communication, reading and writing assignments will be reviewed to assess understanding.</i>	
Other Courses of Interest	
Auto Mechanics - Beginning	
Dave Egolf, Davis Sr. High Autoshop, 10 weeks	Fall, 1 st class 9/26 Spring, 1 st class 4/3 Tu: 7:00-10:00 p.m. \$150 fee/quarter
<i>Students will learn a broad variety of entry level skills in automotive maintenance including engine washing, oil changing, tune-ups, steering and brake systems, electrical systems, and general engine</i>	

<i>operating theory. This is the class to take if you are looking for an entry level job in the automotive industry or if you simply want to learn more about cars.</i>	
Davis Community Folk Orchestra	
Judy Leatherman, Martin Luther King High School, 10 weeks	Fall, 1 st class 9/27
<i>“Music of the folks, by the folks, and for the folks!” Do you have a secret desire to play music with others but don't have time for a major commitment to a performance group? Does an untouched instrument lurk in your closet and call out to you? Would you like to improve your music skills in a supportive environment? We are a continuing ensemble group that plays traditional acoustic music from all over the world. The class is friendly and low-key. Musicians at all skill levels are accommodated, and beginners are welcome. Most instruments work well with the group, but if your instrument is louder than most contact the instructor prior to registering for the class.</i>	Winter, 1 st class 1/10
	Spring, 1 st class 4/4
	Wed: 6:45-8:45 p.m.
	\$70 fee/quarter
COOKING	
Ethnic Vegetarian Cooking	
Dominique Blanchard, Davis Senior High S-4, 6 weeks	Fall, 1 st class 10/5
<i>Eating lower on the food chain doesn't have to be bland or boring. Each week, this class will explore a deliciously different ethnic cuisine, including French, Indian, Thai, Italian, Moroccan, and Greek cuisine. Join this fun demonstration class and broaden your culinary repertoire. Come to class with an appetite and be prepared to roll up your sleeves and get chopping.</i>	Th: 6:00-8:00p
	\$130 fee/quarter
	(includes food fee)
Italian Cooking	
Roberto Proietti, Davis Senior High S-4, 6 weeks	Fall, 1 st class 10/18
<i>Learn how to cook and eat 100% authentic Italian food. This class will teach only “100% authentic” dishes that you can find in typical trattoria restaurants in Florence, Siena, Rome, Bologna and the small villages on the Tuscany hills. For this Fall quarter, we will focus more on peasant-inspired recipes like zuppa toscana e ribollita, pappa al pomodoro, pici pasta with different types of sauces, ravioli with baccala' (salted cod), zonzelle (fried pizza dough), torta di ceci (garbanzo beans pie) & more. Last but not least, we will learn how to prepare the King of the desserts: Tiramisu! A presto!</i>	Winter, 1 st class TBD
	Spring, 1 st class TBD
	Wed: 6:30-8:30p
	\$130 fee/quarter
	(includes food fee)

Japanese Cooking Workshop	
Kiyomi Buchanan, Davis Senior High S-4, 4 workshops	Workshop dates: Oct 3, Oct 17, Nov 7, and Dec 5 Mon: 5:30-8:30 p.m. \$30 fee/workshop (includes food fee)
<i>Delve into the world of Japanese cooking in four unique workshops, each with a different Japanese specialty. Each workshop must be registered for separately. See our website for detailed information on the focus for each workshop.</i>	
The Magic of Networking: Expanding Your Personal and Professional Network	
Colleen Schemrich, Davis Senior High O-4, 6 weeks	Fall, 1 st class 9/26 Winter, 1 st class 1/9 Spring, 1 st class 4/3 Tu: 6:00-7:00 p.m. \$30 fee/quarter
<i>Employers cite communication and collaboration as the most important soft skills for the 21st century workplace. In addition, with the advent of social media, many people have lost the art of face to face communication, which can lead to conflict and misunderstandings. This class will combine lecture and participatory activities to help participants learn and practice effective communication skills that can be used to enhance one's personal and professional networks.</i>	
English Specialty Classes	
American Cultural Literacy – An Introduction	
Scarlet Huber, C Street near 6th St., Room 3, 5 weeks	
<i>This discussion class is designed for intermediate to advanced English learners who want to learn about American Culture. Students will discuss American culture including broad aspects of history, manners, popular music, movies, books, American geography, American values, American icons, etc. In preparation for class discussions, students may be asked to watch a movie or find their own resources for a topic. An additional 5 week class may be added based on student interest.</i>	Fall, 1 st class 9/26 Winter, 1 st class 1/9 Spring, 1 st class 4/3 Tu/Th: 12:15-2:15 p.m. \$80 fee/quarter
English Pronunciation	
Scarlet Huber, C street near 6th St., Room 3, 10 weeks	Fall, 1 st class 9/26 Winter, 1 st class 1/9 Spring, 1 st class 4/3 Tu & Th: 8:15-9:45 a.m.
<i>This course is designed for students who wish to develop better oral and listening skills and is open to all students. This will be achieved by detailed lessons and practice in and out of the classroom. Proper decoding, syllable recognition, word and phrase stress, intonation,</i>	

<i>and rhythm patterns in English speech will be covered.</i>	\$120 fee/quarter
English Reading & Writing	
Kristina Marcy, Davis Senior High, Room O-5, 10 weeks	Fall, 1 st class 9/26
<i>Students often ask for a class that is focused on literacy skills; that is, reading and writing skills. This class will provide students with the opportunity to read, discuss and write. Different styles of writing will be explored. Students will learn how to edit written work.</i>	Winter, 1 st class 1/9 Spring, 1 st class 4/3 Tu & Th: 6:30-8:00 p.m. \$120 fee/quarter
Test and Academic Preparation for Teens and Adults	
SAT Preparation Workshop	
Staff, Davis Sr. High N-9, 4 weeks	Oct 11, 18, 25, Nov 1
<i>Are you ready for the new SAT? This updated preparation course will cover content from the new SAT in both the Reading/Language and Math sections. Test-taking skills and tips like when to make an educated guess and how to pace yourself are also covered. Instruction will allow for small groups and individual support. A 50% refund will be made if requested one week <u>before</u> class begins. Students are responsible for registering for the SAT test date of their choice at www.collegeboard.com. Registration deadlines are typically 1 month prior to the test date.</i>	– Nov. 4 Test Date Feb 14, 21, 28, Mar 7 – Mar 10 Test Date Apr 11, 18, 25, May 2 – May 5 Test Date Wed: 6:30-8:30 p.m. \$90 fee/quarter
UC College Application Preparation	
Sharmila Shinde, Davis Senior High N-9, 4 weeks	Fall, 1 st class 9/25
<i>Calling all high school juniors and seniors! Would you like to learn more about how the admissions process at the University of California (UC) works? This 4-week class will inform you about the various components of the UC application as you get ready to fill out your own applications. Topics covered include overview of admissions requirements, information about federal need-based financial aid, FAFSA, resources on finding merit scholarships, tips/techniques on answering the new personal insight essay questions, and advice on how to put together an effective extracurricular activities list. If you own a laptop, please bring it to class.</i>	Mon: 7:30-8:30 p.m. \$20 fee/quarter

Career Technical Education	
Pharmacy Technician	
Jeffrey Reyes, C Street near 6th Room 3, 22 weeks	1 st class, 10/3
<i>Pharmacy Technicians assist the pharmacist with mixing and packaging prescriptions, referring clients to the pharmacist for counseling, inventory control and purchasing, as well as collecting payment and coordinating billing. This course prepares students for eligibility to register with the state Board of Pharmacy. 168 classroom hours plus 80 hours online training exceed the state minimum of 240 hours.</i> <i>*Payment plans are available based on need – inquire in the office upon registration.</i>	Tu/Th 5:30-9:30 pm \$2,000*
Orientation and Information Night September 28th from 5p-6p	
Please register in the office prior to attending the information night – no commitment is required to attend the information night.	
Administrative Office Assistant	
Instructors and Locations vary by class, 10 weeks	
Every office needs an assistant and large offices often employ many assistants making this a stable and growing career field. Office assistants perform clerical tasks using common software programs like Microsoft Word and Excel, organize files and documents, interact with the public, and provide customer support. This certificate program includes Introduction to Computers, MS Excel, MS Word, and MS Powerpoint. Students will also have an online resume/CV class and an opportunity for an internship in an office setting.	Classes start September 25 th Days and Times vary \$200 fee