



SONOMA COUNTY ADULT EDUCATION COURSES



FALL 2022 CLASS SCHEDULE

Financial Literacy Certificate Courses

ADLTED 791 - Personal Finance	Overview of personal financial management skills; banking, budgets, etc.	2867	Online	Thursday, 6 - 9 PM	Monica A	8/18/22 - 10/6/22
ADLTED 792 - Planning for the Financial Future	Review an individual financial situation, develop financial goals for retirement and identify means to achieve these goals; life insurance.	2217	Online	Thursday, 6 - 9 PM	Monica A	10/13/22 - 12/15/22

Construction Certificate Courses

ADLTED 721 - Workplace Arithmetic	Intro to basic operations of whole numbers, fractions, and decimals.	2761	Online	Tues & Thurs, 5:30 - 7 PM	Larry A	8/30/22 - 10/6/22
ADLTED 746 - Building Plan Reading *This course must be taken with ADLTED 721 simultaneously.	Reading and interpreting construction plan views, section cuts, elevations, and details for construction purposes. Instruction includes how to accurately apply measurements in drawings.	2763	Online	Tues & Thurs, 8/30 - 10/06 7 - 9:10PM & 10/11 - 10/20 5:30 - 9PM	Larry A	8/30/22 - 10/20/22
ADLTED 740 - OSHA 10	General awareness in recognizing and preventing hazards on a job site.	1885	SWC 104 (in person)	Saturday, 9 - 4:30 PM	Larry A	10/15/22 - 10/22/22

Small Business Certificate Courses

ADLTED 753 - Marketing for a Small Business	Learn to examine and analyze consumer behavior, identify target market segments, price for profitability.	2800	Online	Tuesday, 6 - 9 PM	Yajayra B	8/16/22 - 10/4/22
ADLTED 756 - Managing a Small Business	Topics will cover the responsibilities of being a small business owner, including: leadership development, business dynamics, sales and service, finances and human resources.	2804	Online	Tuesday, 6 - 9 PM	Yajayra B	10/11/22 - 11/15/22
ADLTED 754 - Intro To Basic tax Law	Learn to file federal and state tax returns for clients or to volunteer for the free tax preparation, as well as learn basic tax law.	2685	Online	Tuesday, 6 - 9 PM	Lynn E	10/18/22 - 12/6/22



FALL 2022 CLASS SCHEDULE CONTINUED

Basic Computer Operation Courses

ADLTED 761.1- Computers Level 1	Learn the parts of a computer, how to use a keyboard and mouse, do web searches and create and use an email account.	0703	<u>Meadow View Elementary</u>	Thursday, 6 - 9 PM	Rafael R	8/18/22 - 10/6/22
		2698	<u>HCC</u>	Wednesday, 9 AM - 12 PM	Hexiquio O	8/24/22 - 10/12/22
ADLTED 761.2- Computers Level 2	Introduction to more complex email actions and introductory word processing using MS Word. Topics include forwarding emails, sending attachments, and typing and saving documents.	0746	<u>Meadow View Elementary</u>	Thursday, 6 - 9 PM	Rafael R	10/13/22 - 12/15/22 No Class 11/10 & 11/24
		2697	<u>HCC</u>	Wednesday, 9 AM - 12 PM	Hexiquio O	10/19/22 - 12/07/22
ADLTED 761.3 - Computers Level 3	Students will learn Introduction to functions of a computer, including creating and editing email contacts; and formatting texts of paragraphs in MS Word.	2735	<u>Online</u>	Monday, 6 - 9 PM	Yajayra B	8/15/22 - 9/26/22 No Class 9/5
		2239	<u>SWC 107</u> (in person)	Thursday, 6 - 9 PM	Gustavo S	8/18/22 - 9/22/22
		1673	<u>Online</u>	Tuesday, 10 AM - 1 PM	Vanesa S	8/23/22 - 9/27/22
ADLTED 764 - Student Information Systems	Learn basic functions and uses of a computer as they relate to using a school district's programs, website, and student information systems.	0860	<u>Online</u>	Tuesday, 6 - 9 PM	Monica A	12/6/22 - 12/13/22

Computer Operations for the Workplace Courses

ADLTED 762.1 - Computers for the Workplace 1	Intro to creating a variety of documents in MS Word including formatting text and applying formatting techniques to style an MS word documents.	2764	<u>SWC 112</u> (in person)	Thursday, 6 - 9 PM	Gustavo S	9/29/22 - 12/1/22 No Class 11/10 & 11/24
		2168	<u>Online</u>	Tuesday, 10AM- 1 PM	Vanesa S	10/4/22 - 11/22/22
		0260	<u>Online</u>	Monday, 6 - 9 PM	Yajayra B	10/3/22 - 11/21/22
ADLTED 762.2- Computers for the Workplace 2	Learn more complex MS Word processing operations such as inserting and formatting pictures, shapes, text boxes, tables and charts. Students will also have the ability to add borders to a page and create invitations and flyers.	0695	<u>SWC 102</u> (in person)	Monday, 6 - 9 PM	Rafael R	8/15/22 - 10/10/22 No Class 9/5
		0268	<u>Online</u>	Tuesday, 6 - 9 PM	Gustavo S	8/23/22 - 10/11/22

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NON-DISCRIMINATION POLICY

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities—including but not limited to academic admissions, financial aid, educational services and athletics—and application for District employment. The Sonoma County Junior College District is an equal opportunity employer.

FALL 2022 CLASS SCHEDULE CONTINUED

Computer Operations for the Workplace Continued

ADLTED 762.2 - Computers for the Workplace 2	Learn more complex MS Word processing operations such as inserting and formatting pictures, shapes, text boxes, tables and charts. Students will also have the ability to add borders to a page and create invitations and flyers.	1819	<u>Online</u>	Wednesday, 9AM - 12 PM	Yajayra B	8/24/22 - 10/12/22
ADLTED 762.3 - Computers for the Workplace 3	Intro to creating simple worksheets in Excel as well as enhance a worksheet using different formatting options. Students will also learn to identify the different components of Excel and open an existing workbook and create a new one.	2733	<u>SWC</u> <u>102</u> (in person)	Monday, 6 - 9 PM	Rafael R	10/17/22 - 12/5/22
		0189	<u>SWC</u> <u>12</u> (in person)	Wednesday, 6 - 9 PM	Gustavo S	8/24/22 - 10/12/22
		2871	<u>Online</u>	Tuesday, 6 - 9 PM	Gustavo S	10/18/22 - 12/6/22
		1830	<u>Online</u>	Wednesday, 9AM - 12 PM	Yajayra B	10/19/22 - 12/6/22
ADLTED 762.4 - Computers for the Workplace 3	Learn to create more advanced worksheets and enhance their appearance by inserting tables, and charts and graphs in Excel.	1839	<u>SWC</u> <u>112</u> (in person)	Wednesday, 6 - 9 PM	Gustavo S	10/19/22 - 12/7/22

Web-Based Tools & Applications Courses

ADLTED 764.1 - Google Tools & Apps Pt 1	Learn how to create, edit, share, and collaborate on files in Google Drive & Docs.	2705	<u>SWC</u> <u>107</u>	Saturday, 10AM - 1 PM	Gustavo S	8/20/22 - 10/8/22
ADLTED 764.2 - Google Tools & Apps Pt 2	Learn how to create, edit, and share documents utilizing Google Sheets.	0205	<u>Online</u>	Wednesday, 6 - 9 PM	Cristobal L	8/17/22 - 10/5/22
		2714	<u>SWC</u> <u>107</u> (in person)	Saturday, 10AM - 1 PM	Y Delgado	10/15/22 - 12/10/22
ADLTED 764.3 - Google Tools & Apps Pt 3	Learn how to create a Google Slides presentation, add visual elements, apply textual formatting, import and convert a presentation and share a presentation.	1845	<u>Online</u>	Wednesday, 6 - 9 PM	TBD	8/17/22 - 10/5/22
		0278	<u>Online</u>	Wednesday, 6 - 9 PM	Cristobal L	10/12/22 - 11/30/22
ADLTED 764.4 - Google Tools & Apps Pt 4	Learn how to utilize Google Forms to create forms, surveys and quizzes.	1848	<u>Online</u>	Wednesday, 6 - 9 PM	TBD	10/12/22 - 11/30/22

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FALL 2022 CLASS SCHEDULE CONTINUED

Landscaping Certificate Courses

<u>ADLTED 748.3</u> - Introduction to Vegetation Management for Fire Prevention- English	Intro to landscape and building maintenance practices that reduce risk of structure loss during wildfire and effective post-fire mitigation and clean up.	2717	SWC 104 (in person)	Saturday, 9 - 12 PM & 12:30 - 4:00PM	TBD	09/17/22 - 10/08/22
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Workforce Preparation Courses

<u>ADLTED 766.1</u> - Soft Skills in the Workplace	Students will focus on essential soft skills for success in the workplace, such as, roles in the workplace and effective communication and interpersonal skills.	2686	Online	Tues & Wed, 6 - 8 PM	Monica A	8/16/22 - 8/31/22
<u>ADLTED 766.2</u> - Lifelong Learning & Professionalism	Students will develop lifelong learning skills, problem-solving skills, and professionalism for success in the workplace.	0272	Online	Tues & Wed, 6 - 8 PM	Monica A	9/6/22 - 9/21/22
<u>ADLTED 766.3</u> - Communication & Customer Service	Students will focus on communication, customer service, and non conflict resolution for success in the workplace.	0864	Online	Tues & Wed, 6 - 8 PM	Monica A	9/27/22 - 10/12/22
<u>ADLTED 766.5</u> - Transition To Careers - Practicum	Students gain a better understanding of the workflow in the job environment, professional expectations and interactions through observation and reflection on the job environment.	1849	Online GGT GGT	Saturday, 9 - 11 AM Monday, 8AM - 4PM Saturday, 8AM - 4PM	Monica A	9/10/22 - 10/29/22 9/19/22 - 9/19/22 11/5/22 - 11/5/22
<u>ADLTED 766.7</u> - Intro to Workplace Writing	Students will review basic English fundamentals emphasizing effective grammatical usage, effective sentence construction, punctuation, and spelling.	1851	Online	Tues & Wed, 6 - 8PM	Monica A	10/08/22 - 11/15/22

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