



SONOMA COUNTY ADULT EDUCATION COURSES



SUMMER 2022 CLASS SCHEDULE

Basic Computer Operations Certificate 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.	9106	SWC 102 <i>(in person)</i>	Thursday, 6 - 9 PM	Rafael R	6/16/22 - 7/21/22
ADLTED 761.2 - Computers Level 2	Learn complex functions in email (deleting emails, attachments, copying, etc.), online shopping, and creating and saving a Word document.	8918	SWC 107 <i>(in person)</i>	Thursday, 6 - 9 PM	Gustavo S	6/16/22 - 7/21/22

Computer Operations for the Workplace Certificate Courses

ADLTED 761.4 - Computers Level 4	Creating events and invitations in Google calendar, editing Words documents, and creating flyers and invitations in Word.	9131	SWC 107 <i>(in person)</i>	Monday, 6 - 9 PM	Vanesa S	6/20/22 - 8/1/22
ADLTED 761.5 - Computers Level 5	More complex processing operations: formatting pictures, shapes, text boxes, tables/charts, and adding page borders to create a variety of documents in Word.	8137	SWC 107 <i>(in person)</i>	Wednesday, 6 - 9 PM	Gustavo S	6/22/22 - 7/27/22

Web-Based Tools & Applications Courses

ADLTED 761.7 - Google Tools, Part 1	Intro to Google Drive, Google Docs, and Google Sheets.	8133	SWC 107 <i>(in person)</i>	Saturday, 10 AM - 1 PM	Gustavo S	6/18/22 - 7/23/22
ADLTED 761.7 - Google Tools, Part 1	Intro to Google Drive, Google Docs, and Google Sheets.	8231	SWC 104 <i>(in person)</i>	Wednesday, 6 - 9 PM	Vanesa S	6/15/22 - 7/20/22

****NOTICE: All students will be required to submit proof of COVID vaccination before attending in person classes.****

Adult Education Program,
Santa Rosa Junior College
Phone: 707.521.7962 | Website: www.socoadulted.org

Open camera and scan to view the class schedule and reservation links to secure your spot!

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.



CURSOS DE EDUCACIÓN PARA ADULTOS DEL CONDADO DE SONOMA



HORARIO DE CLASE VERANO 2022

Cursos del Certificado de Computación Básica

ADLTED 761.1 - Computación Básica Nivel 1	Aprender las partes de la computadora, cómo usar el teclado y ratón, hacer una cuenta de correo electrónico y usarla, y navegar por internet.	9106	SWC 102 <i>(en persona)</i>	jueves, 6 - 9 PM	Rafael R	6/16/22 - 7/21/22
ADLTED 761.2 - Computación Básica Nivel 2	Operaciones complejas del correo electrónico (borrar, enviar adjuntos, copias, etc.), hacer compras en línea, crear documentos en Word.	8918	SWC 107 <i>(en persona)</i>	jueves, 6 - 9 PM	Gustavo S	6/16/22 - 7/21/22

Cursos del Certificado de Computación para el Trabajo

ADLTED 761.4 - Computación Nivel 4	Crear eventos e invitaciones el calendario de Google; editar documentos Word; crear volantes e invitaciones en Word.	9131	SWC 107 <i>(en persona)</i>	lunes, 6 - 9 PM	Vanesa S	6/20/22 - 8/1/22
ADLTED 761.5 - Computación Nivel 5	Operaciones más complejas de Word: insertar/formatear imágenes, formas, cuadros de texto, tablas/gráficas, y agregar bordes de página a una variedad de documentos.	8137	SWC 107 <i>(en persona)</i>	miércoles, 6 - 9 PM	Gustavo S	6/22/22 - 7/27/22

Cursos del Certificado de Herramientas & Aplicaciones en Línea

ADLTED 761.7 - Herramientas de Google 1	Introducción a Google Drive, Google Docs, y Google Sheets.	8133	SWC 107 <i>(en persona)</i>	sábado, 10 AM - 1 PM	Gustavo S	6/18/22 - 7/23/22
ADLTED 761.7 - Herramientas de Google 1	Introducción a Google Drive, Google Docs, y Google Sheets.	8231	SWC 104 <i>(en persona)</i>	miércoles, 6 - 9 PM	Vanesa S	6/15/22 - 7/20/22

****AVISO: Todos los estudiantes deben someter la tarjeta de vacuna de COVID antes de asistir a las clases presenciales.****

Programa de Educación para Adultos,
Santa Rosa Junior College
Teléfono: 707.521.7962 | Página Web: www.socoadulted.org



¡Abra la cámara y
escanee para ver el
horario de clases y los
enlaces de reservación
para asegurar su lugar!

