

2500 Cypress Ave.
Eureka, CA 95503
(707) 441-2448



**Spring
2010**

Career Opportunities

Computer & Business Training (all levels)	9 am-12 pm	M-F 3/29 – 6/18 /10	Room B4
\$115 Take both classes for \$207	12:30 pm-3:30 pm	M-F 3/29 – 6/18 /10	Room B4

*New students need to attend orientation on any Monday at 9 am or 12:30 pm.

Carolyn Joyce

(Pre-registration required)

This class will help you develop and increase your computer and business skills in a supportive, self-paced, environment with strong teacher support. Add to your earning power by receiving industry recognized certificates. The teacher will design a career pathway matching your personal background and goals. *All classes listed below are offered in our multi-subject Career Training Center. You may join at any time and work at your own speed.*

- **Office Assistant** – Develop skills in computer literacy, keyboarding, word processing, filing, customer service and more to provide clerical assistance in an office environment.
- **Microsoft Office Specialist** – This curriculum provides training in 5 of the most recognized business applications: Word, Excel, Outlook, PowerPoint, and Access. With the certificates, skills and knowledge you gain, you'll have increased job opportunities and salary potential.
- **Entry Account Clerk** – Learn standard accounting activities such as general ledger, preparation of financial reports, payroll, and accounts payable/receivable functions. Also acquire certificates, knowledge and skills in accounting, QuickBooks, keyboarding, ten-key and business math to enhance your employment opportunities in a growth field.
- **Administrative Assistant** – Earn multiple certificates as you learn modern office procedures and proficiency in Microsoft Office software.
- **Medical Office Assistant** – This class will prepare you to provide clerical support to medical clinical staff. Learn how to maintain records, schedule appointments, greet visitors, answer telephones, and use medical-specific software.
- **Media Design** – Develop skills and certificates in desktop publishing and web design to create flyers, newsletters, brochures, and web pages. Course covers a variety of software packages.

Computer & Business Training at Night	6 pm -9 pm	M 4/5 – 6/14/10	Room B4
\$75			Carolyn Joyce

This class is designed for you to upgrade, advance, and develop your computer and business skills. Certificates will be offered in a variety of subjects including keyboarding, Word, Excel, Access, and more. The class is self-paced with teacher support. Some lessons may be completed outside of class with a textbook purchase.

Entry Account Clerk	6 pm -9 pm	M 4/5 – 6/14/10	Room B4
\$75			Carolyn Joyce

Acquire skills in accounting as this class takes you through the complete accounting cycle of a sole proprietorship and a corporation. This class is self-paced and reinforced with teacher assistance. Completing some lessons outside of class is encouraged. Book purchase required, approximately \$113.

Health Careers

Certified Nursing Assistant Program
\$200

dates TBA

In partnership with Skilled Health Care, we are providing state approved theory and clinical training to prepare students to pass the certification examination. Students must complete *160 hours of instruction*. This course also applies as a pre-requisite for CR and HSU LVN programs.



Please register at the EAS Office 2500 Cypress Avenue
Office Hours 8:00 am – 4:00
School will be closed for Spring Break April 19 – 23, 2010 (No Classes)



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Looking for a job? Join the club...Job Club!

Free 9 am – 3:30 pm T – F 3/23/10 – 3/26/10 Job Market

Job Club is a FREE 4-day intensive GROUP job search class designed to give you an **EDGE** in your job search!

- Examine your employment goals
- Learn about the “Keys to Employment Success”
- Work on sample applications
- Design & update your resume
- Practice your interviewing skills
- MORE

Classes are held at the JOB MARKET 4th and K Street, Eureka.

The Hidden Job Market

Free 3:45 pm – 4:45 pm W 3/24 or 4/21 or 5/19 or 6/23 Job Market

Most jobs are not advertised and people who use traditional job search methods never find out about these jobs. In this workshop you will learn:

- How to create a “JIST Card” (a brief biography of yourself)
- How to establish a network of contacts
- How to best approach people for information about a job
- How to get the best results from your networking efforts
- How to follow up on job leads
- The importance of “Thank You” cards in the job finding process

To attend, or for more information please call 445-6232 or 445-6149 or stop by the Job Market.

Creating a Foundational Resume

Free 3:45 pm – 4:45 pm Th 3/25 or 4/22 or 5/20 or 6/24 Job Market

Participants will work on converting an existing CalJobs resume into a foundational resume in Word. This 60 minute workshop will include information on:

- Making your existing resume stand out
- Strategies for upgrading resumes
- Showcasing your skills to get that job
- Discussing steps to getting started

Paraprofessional Review Class

\$20 9 am – 11 am M – F 3/29/10 – 6/16/10 A2/Library

This is a great class to prepare for the Humboldt County Schools’ Paraprofessional Exam. We have full length practice tests to help assess your skill level. You will be placed in the appropriate math, English and /or reading curriculum to help get that job or make job advancement.



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Career Opportunities

Electrician Training Program

The WECA – IEC Electrician Training (ET) Program is a state-approved program with a four-year curriculum designed to meet the needs of workers of all experience levels in the electrical trade. We offer subjects ranging from basic language and math skills, to advanced job skills and certification exam preparatory courses. As of January 1, 2006, anyone working as an electrician in California who is not certified by the State or indentured as an apprentice in a state-approved electrical apprenticeship program must be registered as an electrician trainee and enrolled in a state approved electrician trainee program. For more information on how to enroll in any of WECA – IEC's training programs, call us toll-free at (877) 444-9322.

Academic Classes

Orientation 9 am -11am M & T 3/29/10 – 6/16/10 A2/Library

\$20 Registration fee – *Pre-registration required* (call for schedule)

- GED and California High School Exit Exam Preparation
- Adult High School Diploma with the opportunity to work at home
- Basic Math, Reading & Writing Skills
- Independent Study for adults as well as High School students concurrently enrolled
- Improve your employability, prepare for the paraprofessional exam, study math for job advancement and more. (For more information see description under Career Opportunities)
- Access to information and degrees you've always wanted
- Prepare for college, College of the Redwoods assessment
- Help in determining what you need to complete your education goals
- Adult Basic Education/ Pre-GED to improve your reading and writing

Academic Center Lab

Our Academic Center is open Monday – Thursday from 8 am-8 pm and Fridays from 8 am-1 pm. Come in any time for help with your EAS academic assignments.

Adaptive Education

Survivors of Traumatic Brain Injury (TBI) 1 pm – 5 pm T – Th 3/30/10 – 6/17/10 Room P1

\$50 Registration fee

Eureka Adult School's TBI program is designed for adults who have sustained a brain injury. The TBI program emphasizes cognitive retraining, socialization, physical wellness and vocational development to promote individual responsibility and independence. All students must attend on a regular schedule. Please contact Eureka Adult School for registration information.



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English Second & Other Language Classes

ESOL Classes 9 am-12 pm M - F 4/1/10 – 6/16/10 Rooms J1 & J2
\$20 Registration fee 6 pm –8 pm T/W/Th 4/6/10 – 6/15/10 Rooms J1

- Multi-level English Classes for Second Language Learners
- Orientation on Mondays 9 am, student must pre-register (pm orientation to be announced)
- Beginning, intermediate and advanced language development classes for English learners
- Vocational skills for English learners
- Basic computer skills integrated into class work
- Opportunity to work at home

Vocational ESOL Computer Class 12:15 pm – 1:45 pm W & Th 4/7/10 - 6/10/10 Room B2
\$20 Registration fee

- Designed for second language learners as a fun, easy way to learn how to use Office 2007
- This teacher-led class presents a gentle introduction to the Office suite (Word, Excel, PowerPoint, and Access)
- Learning is reinforced with plenty of illustrations and practical, hands-on projects and exercises
- Opportunity to work at home

Citizenship Class 12:15 pm – 2:15 pm T 4/6/10 - 6/15/10 Room J1
\$20 Registration fee

- N-400 application for naturalization
- U.S. History & American Government preparation for naturalization test
- Naturalization interview preparation
- Opportunity to work at home

Physical Fitness

REPS (Reconditioning Exercises for People who need Strength)

\$48 1:45 pm -2:45 pm M - Th 3/29 – 6/17(No Classes 4/19 – 4/23)

This class includes back friendly, gentle movements concentrating on range of motion, posture, flexibility, agility and balance to reduce the stress and pain of arthritis and other chronic conditions.

STRONG (Strength Training Resource for Osteoporosis, Northcoast Group)

\$48 3:00 pm - 4:00 pm M – Th 3/29 – 6/17(No Classes 4/19 – 4/23)

Strength Training techniques use free weights and therapy bands for strong bones, muscles and good posture and dance movements for stretching, flexibility, balance, coordination and agility. Exercise helps avoid diabetes.

For more information about REPS or STRONG, call June Davis, Instructor (707) 442- 5938 or (707) 441-2448



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