

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



**Winter
2010**

Computer Classes

Computer & Business Training (all levels) 9 AM-12 PM M-F 1/4-3/26/10 Room B4
\$115 Take both classes for \$207 12:30 PM-3:30 PM M-F 1/4-3/26/10 Room B4

Carolyn Joyce

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.

Beginning career pathways: **Computer Literacy, Office Assistant, Receptionist, Data Entry.**

Intermediate career pathways: **Administrative Assistant, Entry Account Clerk, Microsoft Office Specialist, Media Design and Medical Office Assistant.**

New students need to attend orientation on any Monday at 9 AM or 12:30 PM (Pre-registration required)

Computer & Business Training at Night 6 PM-9 PM M 1/11-3/15/10 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 1/11-3/15/10 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.

Medical Billing 1: Principles and Theory 6 PM-9 PM T 1/12-3/9/10 Room B1
\$75

Kristine Onstine

Learn the concepts necessary for success in the medical billing field. Students will acquire a broad base of knowledge. It is recommended that students take this class before enrolling in any Medisoft classes. This class is part of a three-course sequence, including Medical Terminology and Medical Billing 2. Each class operates independently and you can start with any course. No book purchase is required.

Excel 2007 6 PM-9 PM T 1/12-3/9/10 Room B4
\$75

Carolyn Joyce

Learn the basic fundamentals of Excel 2007 as you organize data and create formulas in worksheets. Create a professional look with custom formatting, charts, and printing techniques. Continue with more advanced applications such as multiple sheet functions, linking and embedding, integrating with Word, and writing macros. Users of Excel 2003 might also benefit from this class.

**Please register at the EAS Office 2500 Cypress Avenue
Office Hours 8:00 AM – 4:00 PM**

Office will be closed for winter holidays December 24-25 and December 31- January 1

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Academic Classes

Winter Term Begins January 4, 2009

Orientation M & T 9.AM-11.AM 1/6/10 - 3/31/10

A2/Library \$20 Registration fee

- 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.
- Access to information and degrees you've always wanted
- Prepare for college, College of the Redwoods assessment,
- Help determining what you need to complete your education goals
- Adult Basic Education/ Pre-GED Improve your reading and writing

ESL Classes

Spring Semester Begins January 4, 2009

9 AM-12 PM

M - F

1/6/10 - 3/31/10

Rooms J1 & J2

6 PM-8 PM

T/W/Th

1/6/10 - 3/31/10

Rooms J1

\$20 Registration fee

- Multi Level English Classes for Second Language Learners
- Orientation on Mondays 9AM, 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 E S L Computer Class

Spring Semester Begins January 4, 2009

12:30 PM-3:30 PM

Th

1/7/10 - 3/31/10

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

Spring Semester Begins January 4, 2009

12:30 PM-2:30 PM

T

1/6/10 - 3/31/10

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.

Academic Center Lab

- Our Academic Center is open Monday – Thursday from 8:00 AM-8:00 PM and Fridays From 8:00 AM-1:00 PM
- Come in any time for help with your EAS academic assignments

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Eureka Adult School's Winter Term begins January 4 and runs through March 26

REPS (Reconditioning Exercises for People who need Strength)

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.

Monday through Thursday, 1:45-2:45 pm \$48

STRONG (Strength Training Resource for Osteoporosis, Northcoast Group)

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.

Monday through Thursday, 3:00-4:00 pm \$48

Working Woman's Workout (similar to the STRONG program)

This is a great way to stay strong, flexible and agile. This class is a serious workout while having fun. The focus is to help reduce stress, increase energy and protect joints. This will be especially beneficial to those who are overweight.

Tuesday, Thursday 5:15—6:15 pm \$41

For more information, call

June Davis, Instructor

(707) 442-5938

or

Eureka Adult School, Career and Education Center

(707) 441-2448

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