

Basic Computer Skills & Online Literacy

This 8-week course introduces fundamental computer and online knowledge and skills. Learn about email basics, google tools, online privacy and more. This class will help students gain confidence in their digital capabilities and can lead to the Business Office Technology Certification. Also available in Spanish, see "Computadoras, Celulares y el Internet".

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
64027.112	Snow, Timothy	01/19/2021	03/09/2021	Tu	8	09:00 AM	12:00 PM	DISTANCE LEARNING	ONLINE	\$0.00

Basic Microsoft Office Applications

In this 8-week course students are introduced to the basic functions of Microsoft Applications like Word, Excel and Power Point. Basic computer skills and knowledge is recommended before enrolling in this course.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
64047.113	Snow, Timothy	01/21/2021	03/11/2021	Th	8	09:00 AM	12:00 PM	DISTANCE LEARNING	ONLINE	\$0.00
64047.313	Snow, Timothy	01/19/2021	03/09/2021	Tu	8	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$0.00

Business Office Technology Certification

In this course students will acquire technical computer skills necessary to obtain a Business Office Technology Certification. Focus is to learn Microsoft Suite programs: Word, Excel, PowerPoint, Publisher, Access Outlook. Certification test fee of \$30 is paid at the time of exam to ICEV. Enrollment in this course requires a minimum of 70% score in pre-assessment.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
64067.111	Zapata, Mario	01/19/2021	05/13/2021	Tu Th	32	09:00 AM	12:00 PM	DISTANCE LEARNING	ONLINE	\$60.00
64067.312	Zapata, Mario	01/19/2021	05/13/2021	Tu Th	32	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$60.00

Computadoras, Celulares y el Internet

En este curso de ocho semanas aprenderá técnicas básicas de computación y desarrollará conocimientos sobre la computadora, el internet y funciones correspondientes en el celular. Esta clase está disponible en inglés como "Basic Computer Skills Online Literacy".

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
64007.312	Barrios, Sandra	01/20/2021	03/10/2021	We	8	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$0.00
64007.313	Barrios, Sandra	03/17/2021	05/12/2021	We	8	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$0.00

Introduction to Accounting

This course introduces basic accounting principles and concepts, including fundamental bookkeeping knowledge necessary for QuickBooks Certification. It also prepares students for post secondary or workforce transition. Students enrolling in QuickBooks Certification course must have completed this class or be co-enrolled, unless scoring 70% or higher in pre-assessment.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
66027.312	Sehmi, Ravinder	01/26/2021	05/18/2021	Tu	16	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$50.00

QuickBooks Certification

This course prepares student to become an Intuit QuickBooks Certified User (QBCU). Students will acquire the knowledge and skills to help manage the books effectively in the most prevalent bookkeeping application in small business today. Enrollment in this class requires completion of Introduction to Accounting or minimum 70% score in pre-assessment.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
66067.313	Sehmi, Ravinder	01/20/2021	05/19/2021	Mo We	31	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$110.00

Spanish Language 1 - Advanced

This course is designed to develop upon the basic Spanish language knowledge learned in Level 1- Beginner and Intermediate. Students will learn and practice basic vocabulary, grammar and conversation. Placement assessment is required or completion of Beginner and Intermediate course.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
67167.311	Gardner, Valeria	01/19/2021	05/11/2021	Tu	16	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$60.00

Spanish Language 1- Beginner

This course is designed to gain basic Spanish language knowledge and support non-Spanish speaking families in the Dual Language Immersion program at CNUSD. Students will learn and practice basic vocabulary, grammar and conversation. Placement assessment is required.

EventCd	Teacher	StartDate	EndDate	Days	Mtgs	StartTime	EndTime	Location	Room	Fee*
67127.311	Salazar, Maria	01/19/2021	05/11/2021	Tu	16	06:00 PM	09:00 PM	DISTANCE LEARNING	ONLINE	\$60.00