

CAREER TRAINING PROGRAMS

CAREER SKILLS CENTER

Offers educational and job related skill plans for students, which will enable them to boost their job readiness and secure employment with quality skills acquired at our CSC. Students will receive assistance with on the job training and job placement.

Aptitude testing
 Career planning
 Resume writing
 Interview skills
 Cultural awareness
 Language needs
 Ethics in the workplace
 Keyboarding and Skill Building
 Business English
 Customer Service
 Keyboarding/Typing Certificate
 Job search skills
 Personal assessment and Career Path
 Retooling and Retraining
 On the Job Training

SECURITY GUARD CERTIFICATION

The Pacific Grove Adult School Security Guard Certification Program prepares individuals for careers in homeland security, both in the public and private sectors. Successful graduates will be eligible for entry-level positions in private security and loss prevention. This five week course (40 hours) includes career opportunities in public and private security, Security Officer code of ethics, observation, patrol, report writing, inspections, legal responsibilities and liabilities, making an arrest, searching the suspect, and terrorism awareness and prevention.

\$200 Class Fee

T & TH 5:30-9:30 Annex (5 weeks)

Or

Saturdays 8:00-4:30 Rm. 2 (5 weeks)

CARPENTRY

Learn general carpentry skills, topics include: Safety, tools, materials, reading a simple construction plan, rough framing, roof rafters, stairs, and finish carpentry.

M, W 5-8 pm Fee: \$60

Pacific Grove High School Wood Shop

Tony Cardoso call 831-238-5758

CABINET MAKING +

OTHER WOODWORKING PROJECTS

Come use our well-equipped woodshop to enhance your skills for work and pleasure. Students will learn the correct and safe use of table saws, planes, jointers and other power and hand tools while making a variety of wood projects. Students are encouraged to bring in projects to receive guidance and support from our popular woodworking instructor, Tony Cardoso. Open to all levels of ability.

Fee: \$65 per term

T, Th 6-10pm

Pacific Grove High School Wood Shop

Tony Cardoso call 831-238-5758

BUILDING MAINTENANCE

You will learn how to do general building maintenance including: General safety instruction, electrical-safety, tools, replace plugs/light switches, lights, circuit breakers, replace fans etc. Plumbing-safety, tools, replacing/repair fixtures including toilets. Repair water and sewer pipes. Replace water heater, etc. General carpentry maintenance-safety, tools, doors and hardware, including closers and Panic hardware Paint and patch wall-safety, tools, and choices of materials to use.

Note: Completers of this course will get a certificate showing level of competency. In each area, this certificate can be taken to an employer. The holder of this certificate should be able to work as a building maintenance person, or as a helper to any of the trades, including being a construction laborer.

Fee: \$65

T, TH 1:00-5:00

Pacific Grove High School Wood Shop

Tony Cardoso call 831-238-5758



CAREER TRAINING/CERTIFIED NURSING ASSISTANT

CNA

Average Yearly Salary: \$25,000

Instructor: Eleanor Mahon
(831) 646-6645

This competency-based course prepares students to give basic nursing care in long-term care facilities. This course offers an overview of anatomy, physiology, nutrition, medical terminology, and diseases and disorders found in long-term care. Upon the satisfactory completion of the required 50 hours of theory and 100 hours of clinical practice, the student will be qualified as a candidate for the CNA CEP examination, a national exam. This certification also allows licensee to work in medical back office occupations.

Fee: \$325 (includes fingerprinting)

CPR/First Aide Materials Fee: \$75

Textbook purchase on your own

Room: Nursing Annex

Call (831) 646-6645 for class information and/or pick up course information sheet in office.

EARLY preregistration is strongly advised!

8/24/09 - 10/23/09

Classroom Theory

M, W 4-7pm

(For week #1, theory will be M-F 4 -8 pm)

Clinical Experience

T, Th, F 9am-2:30pm or 2:30-8pm

Prerequisites: Candidates must be at least 16 yrs of age, and pass an **English comprehension exam** given free of charge at the PGAE Learning Center. (Room 1)

M - F 8:30 - 11:30am

M-Th 6 - 8:30pm



YOUR SUCCESS STARTS HERE!

ADMINISTRATIVE ASSISTANT

Average Yearly Salary: \$42,500

GENERAL OFFICE CLERK

Average Yearly Salary: \$26,000

BECOMING AN ADMINISTRATIVE ASSISTANT/GENERAL OFFICE CLERK

A service-driven economy creates a growing need for administrative support personnel in the business office setting. From financial institutions to telecommunications to the service industry, Administrative Assistants work with computer applications and software packages and are responsible for customer service, handling phone calls, scheduling appointments and the creation of spreadsheets and professional documents.

* Prerequisite: Overview of Computers or equivalent. (No Class July 20 & 22)

Fee \$65 per term

M, W 6:00 - 9:00pm

Kelly Cool Room 6A



MEDICAL TERMINOLOGY

An Anatomy & Physiology Systems Approach: 40 CEU's

Class open to all those interested in medical terminology.

W 9am - 1pm

5/6/09 - 7/8/09

(must attend all 10 classes for CEU credit)

Fee: \$55

Texts: \$57

Room: Nursing Annex

CAREER TRAINING/COMPUTERS

THE RESTORATIVE NURSE

ASSISTANT

8 CEU's

Class open to all.

4pm - 8pm

6/10, 6/17

*(must attend both classes for
CEU credit)*

Fee \$60

Room: Nursing Annex

Average Yearly Salary: \$29,000

CERTIFIED HOME HEALTH AIDE

This competency-based course trains students to give basic nursing care in private homes. Emphasis is given to the philosophy of nursing as used by the home health aide, safety principles in the home and infection control methods. Nutrition in relation to health maintenance is stressed. Integrated throughout the course are methods for meeting the emotional, and social needs of the client.

NOTE: This Program has been CA State approved for 26 hours of (Continuing Educational Units) CEU's for CNA renewal.

July 6-16, 2009

Classroom Theory:

M, W

2:30 - 8pm

Clinical Experience:

T, Th

9am - 2:30pm or 2:30 - 8pm

Fee: \$75

Room: Nursing Annex

Prerequisites: Must be a CA State Certified Nurse Assistant, be at least 16 years of age, and present a satisfactory physical examination and tuberculosis screening. Your CNA certificate must be presented at time of registration or proof of passing CEP exam.

CPR – ADULT AND CHILD

This class is for both renewal and first time certification. To renew your certificate - attend only 5-7pm both days. Class will be given once a month. Call for schedule. (831) 646-6580

Fee: \$60

8am-5pm

Room: Nursing Annex

COMPUTERS

BASIC PC OVERVIEW

Beginning course to learn basic computer skills. Vista and Works. Word processing, spreadsheet and database are covered along with the internet.

T/Th 9 – 12

Room 6A

Fee: \$65 per term

Howard McCombs

BASIC MAC OVERVIEW

Beginning course to learn and have fun. Email, internet, iPhoto, iTunes, word processing and Skype are just some of the topics covered in this course. A comfortable place to learn and explore.

M/W 9 – 12

Room 6B

Fee: \$65 per term

Hillary Bennett

INTERMEDIATE MAC CLASS

Go a bit deeper into each area of the computers. Learn how you can easily create slideshows, word processing tables and columns, the next chapter for all topics. Build on your skills and benefit from student projects.

M/W 12-3

Room 6B

Fee: \$50 per term

Hillary Bennett

COMPUTER LABS (BOTH MAC AND PC)

Mac and PC computer labs open for student use. Try out a new piece of software, practice for your class, explore the internet, use email, improve your keyboarding skills. YOU CHOOSE! Friendly, knowledgeable instructors are always available to assist you with your projects and learning. Fee is \$25 for each time slot, covers the entire summer session.

T/Th : 1 – 4 pm fee \$25

Friday: 9 - 12 fee \$25

Saturday 10 -3 fee \$25

COMPUTERS

MICROSOFT OFFICE - YOU CHOOSE WHAT YOU NEED!

Learn the basics of Office. Opening, editing, formatting and saving within Office. Basic features of each element of Office will be covered.

This course will be primarily presentation from the instructor on Monday and Wednesday, open to questions and answers. Friday's class will be practice and review. However students will have plenty of LAB time to practice. See Open Lab in the Computer listing. The entire 7 week series is \$65 or \$35 for each individual topic.

Bill Spencer

M, W, F 9 - 12 a.m.

Room 6A

Fee: \$65 or proportionately

First two weeks MS Word

Second two weeks MS Excel

Third two weeks MS Access

Last week MS Powerpoint

BASIC GRAPHICS

For the artist and the "not-so-artistic". Draw, paint and have fun. Explore Adobe's Illustrator and the dimensions of drawing. Creating graphics can be fun and easy using this software. Basic computer knowledge is required.

Jennifer Pagliaro

W 3-5pm

Room 6B

Fee: \$65 per term

TYPING CERTIFICATION TESTS

Given Saturday - 10am - 2pm

T, Th 1-3pm

M/W at 6:00pm only 6B

Typing test fee: \$35.

MICROSOFT EXCEL (BEGINNING)

A great application for financial data and general numbers. This spreadsheet program automatically creates tables and data, charts and graphics. NO CLASS JULY 6 - JULY 10TH

Loretta Thompson

Th only 6:30 - 9:30 p.m

Room 6A

Fee: \$65 per term

DREAMWEAVER (BEGINNING)

Hands on experience with creating and publishing a web site with multiple pages, inserting graphics and creating links on text and objects. NO CLASS JULY 6 - JULY 10TH

Loretta Thompson

T 6:30 - 9:30 pm

Room 6A

Fee: \$60 per term

PHOTOSHOP CS3 (BEGINNING)

The industry's leading cross platform digital imaging software. Learn the basics here, the class will be taught with demonstration, lectures and hands on activities.

Gregg Hyde

Room 6B

T 6:30 - 9:30 p.m.

Fee: \$120 per term

**Wednesday evenings - Photoshop
for Photographers - \$120**

DIGITAL CAMERAS

What are all those buttons? - 4 week sessions for \$60

Th 6:30- 9:00 pm

Room: 6B

Fee: \$60 (4 week term)