

CAREER TRAINING PROGRAMS

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.

Fee *\$40 per term*
M, W *6:00 - 9:00pm*
Kelly Cool *Room 6A*

**NEW - For Spring II Term*

ADVANCED

ADMINISTRATIVE ASSISTANT

What is a true professional Administrative Assistant. Must have a working knowledge of Microsoft 2003 or 2007, and basic typing skills.

Fee *\$40 Spring II*
Sat. *9am -1pm*
Kelly Cool *Room 6A*

CAR MAINTENANCE

How to purchase and maintain your car.

Fee: \$40 per term
Room: Annex
Sat 9am-12 noon
Eugene Lee

CULINARY ARTS/CATERING

Our Culinary Arts program will prepare students for success in the competitive field of food services. This program will include standards based, hands on instruction with an emphasis on mastering skills in cooking, food preparation, pastry design, baking, food sculpturing and nutrition. This program will provide you with the training necessary for the exciting and rewarding field of hospitality.

Fee: *\$85 per term*
Th *7-10pm*
Pacific Grove High School
Culinary Arts classroom
Vincenzo D'Amico

CPR – ADULT AND CHILD

This class is for both renewal and first time certification. (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
1st Sat of each month beginning May.
Room: Nursing Annex

WOOD WORKING

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: *\$45 per term*
T, Th *6-10pm*
Pacific Grove High School Wood Shop
Tony Cardozo

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.

Fee: * \$150 book fee \$57

Room: Nursing Annex

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

EARLY preregistration is strongly advised!

5/4/09 - 6/30/09

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*

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

Average Yearly Salary: \$29,000

CERTIFIED HOME HEALTH AID

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.

1/26/09 - 2/2/09

4/20/09 - 5/1/09

Classroom Theory:

M, W

2:30 - 8pm

Clinical Experience:

T, Th

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

Fee: \$55

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.

MEDICAL SPANISH

This course is designed for the medical practitioners to learn the basic medical terms and phrases to converse with Spanish speaking patients.

This class meets the requirement for CEU's.

Fee: \$40 per term

Room: CNA Annex

W 12:00 noon-2pm Carol Sendell

Room: 12

W 7-9pm Margot Grant (Spring II term)

THE RESTORATIVE NURSE ASSISTANT

12 CEU's

Class open to all.

9am - 1pm

4/1, 4/6, & 4/8/09

(must attend all 3 classes for CEU credit)

Fee \$40

Room: Nursing Annex

COMPUTERS

Basic Computers (PC/Vista)

For the beginning student to learn the basics of internet, email, word processing and so much more

Room 5

M 6-9 pm

Fee: \$35 per term

(Term is four weeks for this course)

K.Sonntag



Basic Computers (Mac/Leopard)

For the beginning student to learn the basics of internet, email, word processing and so much more.

Room 6B (Mac Lab)

M 6-9 pm (Starts March 16, 2009)

Fee: \$35 per term

(Term is four weeks for this course)

J. Pagliaro

MICROSOFT OFFICE 2007 (VISTA)

Word, Excel, Powerpoint, and Access in depth. This is a comprehensive Office class. Each component of Office will be explored using lecture and hands-on opportunities. At the end of the course you will learn how to put it all together. Certificate upon completion.

Room 6A

M/W 9 am -12 all terms

Fee: \$45 per term



MAC OVERVIEW

Learn about the new 10.5 operating system on mac computers. All levels welcome, but true beginners – this is the place for you.

Room 6B

M/W 9 am -12 Winter and Spring II

M/W 12-3pm Spring I

Fee: \$45 per term

Hillary Bennett

MAC INTERMEDIATE

A comfortable and supportive environment to explore the features of the new mac system. Attachments, internet browsing made easy, downloading, graphics and word processing, photos, music, and so much more. 10.5 Leopard, MS Office, iWorks and iLife all used in this course.

Room 6B

M/W 12 – 3 pm Winter and Spring II

M/W 9 am -12 Spring I

Fee: \$45 per term

Hillary Bennett

PC – OVERVIEW

Beginning course to learn basic computer skills. Vista and Works 2003. Word Processing, spreadsheet and database are covered, along with the internet.

Room 6A

T/Th 9 am-12 all terms

Fee: \$45 per term

Howard McCombs

PC – INDIVIDUAL PROJECTS

Self-paced instruction. Expand and refine your skills. Search the internet and explore other software. “Open entry-open exit” topics available with instructor support.

Room 6A

T/Th 1-4pm all terms

Fee: \$25 per term

Howard McCombs

MAC AND PC –INDIVIDUAL PROJECTS

Self-paced instruction. Expand and refine your skills. Search the internet and explore other software. Open entry-open exit topics available with instructor support.

Room 6B

Saturday 10am -3pm all terms

Fee: \$25 per term

Hillary Bennett

COMPUTERS

BEGINNING PHOTOSHOP CS3

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

Room 6B

T 6:30 – 9:30 pm Winter I and Spring I

Fee: \$35 per term

Greg Hyde

INTERMEDIATE PHOTOSHOP CS3

Take your skills one step further with this intermediate course. Beginning course required prior to registration.

Room 6B

TH 6:30 – 9:30 Winter I

T 6:30 -9:30 pm Spring II

Fee: \$45 per term

Greg Hyde

DIGITAL CAMERAS

All those cameras and all those buttons. What shot, what button? Learn how to get the best shot: portrait, landscape, night shot, close-up and more. Bring your camera, manual and a sense of adventure.

(4 week term)

Room 6B

Th 6:30 – 9:30 pm

Spring I and Spring II terms only

Fee: \$35 per term

Greg Hyde

ILLUSTRATOR FOR THE NOVICE

Artist, graphic designers and illustrators THIS IS THE CLASS FOR YOU. You will explore the dimensions of drawing using digital media to understand and generate line, mass, value and perspective. Creating graphics can be fun and easy using technology. (Basic computer knowledge required)

Room 6B

T/Th 9 am -12 all terms

Fee: \$45 per term

J. Pagliaro

INTRODUCTION TO ADOBE CS3

GRAPHIC DESIGN

An intro course for those on the path to graphic design. Explore all elements of CS3 including, Photoshop, illustrator and InDesign. Combines design and practical application to your creative concepts to create your final product. (Basic computer knowledge required)

Room 6B

T/Th 12-3PM all terms

Fee: \$45 per term

J. Pagliaro

EXCEL – BEGINNING

A great application for financial data and general numbers. This spreadsheet program automatically creates tables and data, charts and graphs.

Room 6A

Th 6:30 – 9:30pm Spring I only

Fee: \$35 per term

Loretta Thompson

EXCEL INTERMEDIATE

Room 6A

Tuesday 6:30-9:30 pm

Winter term only

Fee: \$35 per term

Loretta Thompson

QUICKBOOKS

Quickbooks Pro helps you to manage a small business by establishing an effective money management system.

Room 6A

Thursdays 6:30-9:30 pm

Spring II term

Fee: \$35 per term

Loretta Thompson

COMPUTERS

IMovie

You will learn to take those old home movies and import them into the computer (digital format) and then editing and saving to a DVD.

Room 6B (Mac Lab)

W 6-9 pm

Fee: \$35 per term

Greg Hyde

INDESIGN

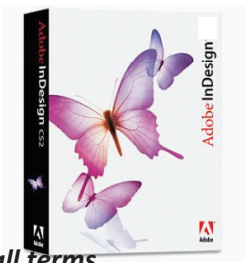
Where desktop publishing is today. Adobe InDesign is fun and easy to use. Anyone can do it. Create brochures, pamphlets, business cards and so much more.

Room 6B (Mac Lab)

T/Th 4:00-6:00pm

Fee: \$45 per term

Loretta Thompson



QUICKEN

on the PC

Room 6A

F 9:00 am - 12:00 all terms

Fee: \$ 35 per term

K. Sonntag

DREAMWEAVER – BEGINNING

Hands on experience with creating and publishing a web site with multiple pages, inserting graphics and creating links on text and objects.

Room 6A

T 6:30-9:30 pm Spring I only

Fee: \$35 per term

Loretta Thompson

DREAMWEAVER – INTERMEDIATE

The next step..... Hands on experience with creating and publishing a web site with multiple pages, inserting graphics and creating links on text and objects.

Room 6A

T 6:30-9:30 pm Spring II Term only

Fee: \$35 per term

Loretta Thompson

OPEN ENTRY/OPEN EXIT COURSES

If you missed the start date of a class, that's ok, BEGIN ANYTIME with our self paced courses. Lab hours are T/Th 1-4 and Saturdays 10-3. Additional hours available with the permission of the instructor. Computers always available as long as seats are available during regularly scheduled classes.

Word 2007

Excel 2007

Powerpoint 2007

Office 2007

Photoshop CS3

InDesign CS3

Illustrator CS3

Photoshop Elements

Room 6A

T/Th 1-4 pm all sessions

Room 6B

Sat. 10am - 3pm all sessions

Each course title is \$35 with an additional textbook charge.

TYPING CERTIFICATION TESTS

Given Saturday - 10am - 2pm

T, Th 1-3pm

M/W at 6:00pm only 6B

Typing test fee: \$35.

CTEL Study Courses

Bilingual Teacher Training Program.

CTEL Modules 1

Sat. Feb. 28 8:00-3:30 Room 2

Wed Mar. 4 4:00-8:00 Room 2

Wed Mar. 18 4:00-8:00 Room 2

CTEL Modules 2

Wed. Apr. 22 4:00-8:00 Room 2

Sat. May 2 8:00-3:30 Room 2

Wed. May 6 4:00-8:00 Room 2

Sat. May 16 8:00-3:30 Room 2

Wed. May 20 4:00-8:00 Room 2

Wed. May 27 4:00-8:00 Room 2

CTEL Review Modules 1-2-3

Sat. May 30 8:00-3:30 Room 2

COMPUTERS

Computer Workshops Schedule				
Instructor: Loretta Thompson				
Each class is one-day only. Dates show repeated offerings				
Workshop	Dates/Days Offered	Hours	Room	Fee
Access 1	May 2 (Sat)	9am-4pm	5	45
Access (brief)	Jan 6 (T)	1-4pm	5	30
Access 2	March 7 (Sat)	9am-4pm	5	45
Access 2 (brief)	Feb 10 (T)	1-4pm	5	30
Blogging	Jan 20 (T); March 18 (W)	1-4pm	5	30
Excel 1	Jan 24 (Sat); May 16 (Sat)	9am-4pm	5	45
Excel 1 (brief)	Jan 8 (T); March 4 (W); May 19 (T)	1-4pm	5	30
Excel 2 (brief)	Feb 3 (T); March 31 (T)	1-4pm	5	30
E-Bay	Jan 13 (T); March 3 (T); April 21 (T); May 6 (W)	1-4pm	5	30
Genealogy	Feb 7 (Sat)	9am-4pm	5	45
Internet	April 28 (T)	1-4pm	5	30
Windows Vista	Jan 5 (M); March 10 (T); May 5 (T)	1-4pm	5	30
PowerPoint	Jan 14 (W); March 24 (T); April 29 (W)	1-4pm	5	30
Word 1	March 17 (T); May 12 (T)	1-4pm	5	30
Word 2	May 20 (W)	1-4pm	5	30