

FREE COMMUNITY CLASSES

- ✓ Classes are open to the community and all adult learners
- ✓ ESL classes and high school equivalency testing and preparation are offered at both locations
- ✓ Classes are held at Jefferson Adult Education or South San Francisco Adult Education (in collaboration with Skyline College)



COMPUTER CAMP

Mondays & Wednesdays from 9-12pm
8/20/18 to 12/19/18
South San Francisco Adult Education
825 Southwood Drive, SSF, CA 94080

MODERN OFFICE TECHNOLOGY

Mondays & Wednesdays from 6-9pm
8/20/18 to 12/19/18
South San Francisco Adult Education
825 Southwood Drive, SSF, CA 94080



COMPUTER SKILLS FOR EMPLOYMENT

Mondays & Wednesdays from 1-2:30pm
8/27/18 to 12/19/18
Jefferson Adult Education
699 Serramonte Blvd., Daly City, CA 94015

SERVSAFE FOR FOOD HANDLERS

Tuesdays & Thursdays from 1-2:30pm
8/28/18 to 12/20/18
Jefferson Adult Education
699 Serramonte Blvd., Daly City, CA 94015

OFFICE TECHNOLOGY

Mondays 9-12pm
8/27/18 to 12/17/18
OR
★ Thursdays 5:30-8:30pm
8/30/18 to 12/20/18
Jefferson Adult Education
699 Serramonte Blvd., Daly City, CA 94015



CAREER POWER SKILLS

Tuesdays, Wednesdays, & Thursdays 9-12pm
8/28/18 to 12/20/18
OR
Tuesdays & Wednesdays 5:30-8:30pm
Jefferson Adult Education
699 Serramonte Blvd., Daly City, CA 94015



MATH 4 WORK

Wednesdays 1-3pm
8/29/18 to 12/19/18
Jefferson Adult Education
699 Serramonte Blvd., Daly City, CA 94015



QUESTIONS? CONTACT:

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COURSE DESCRIPTIONS

COMPUTER CAMP

Mondays & Wednesdays - 9-12pm - 8/20/18 to 12/19/18
South San Francisco Adult Education, 825 Southwood Drive, SSF, CA 94080

Learn a variety of computer skills at your own pace from simple keyboarding, email, internet searches/purchases, how create safe passwords, design greeting cards, file/retrieve files, upload/download pictures, Google, cloud storage, computer terms, windows operating system, Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook) and more. Instructions will be tailored to each student. Great for the intermediate to advanced learner to enhance computer skills for personal or employment reasons.

MODERN OFFICE TECHNOLOGY

Mondays & Wednesdays - 6-9pm - 8/20/18 to 12/19/18
South San Francisco Adult Education, 825 Southwood Drive, SSF, CA 94080



An evening computer class for adults who desire technical computer skills needed to succeed in a skill based economy utilizing the Windows 10 Operating System, Office 2016 Applications, and the Web. This is an individualized program that is self-paced with instructor support. This academic course can lead to technical skill proficiency, an industry-recognized credential or certificate that will help students get a job, earn a promotion, or increase productivity at work.

COMPUTER SKILLS FOR EMPLOYMENT

Mondays & Wednesdays - 1-2:30pm - 8/27/18 to 12/19/18
Jefferson Adult Education, 699 Serramonte Blvd., Daly City, CA 94015

This in an instructor led course that covers basic computer skills, Windows 10, Internet, and Microsoft Office 2016. Students are able to earn a NorthStar Digital Literacy Certificate upon completion of each topic. This course is geared for ESL (English Language Learners).

SERVSAFE FOR FOOD HANDLERS

Tuesdays & Thursdays - 1-2:30pm - 8/28/18 to 12/20/18
Jefferson Adult Education, 699 Serramonte Blvd., Daly City, CA 94015

This course covers topics that are needed to pass the ServSafe Food Handlers Certificate exam.

OFFICE TECHNOLOGY

Mondays - 9-12pm - 8/27/18 to 12/17/18
OR
Thursdays - 5:30-8:30pm - 8/30/18 to 12/20/18
Jefferson Adult Education, 699 Serramonte Blvd., Daly City, CA 94015



Employers are looking for employees with computer skills. This in an instructor led course that covers basic computer skills, Windows 10, Internet, and Microsoft Office 2016 (Word, Power Point, and Excel).

CAREER POWER SKILLS

Tuesdays, Wednesdays, & Thursdays - 9-12pm - 8/28/18 to 12/20/18
OR
Tuesdays & Wednesdays - 5:30-8:30pm - 8/28/18 to 12/20/18
Jefferson Adult Education, 699 Serramonte Blvd., Daly City, CA 94015



Employers are looking for employees with workforce (soft skills) that includes functioning as part of team and having good communication and problem solving skills. Getting a job or promotion is often dependent on having a positive attitude, work ethic and strong reading, writing and listening skills. In this course, students will learn these important skills to succeed at work. This course also guides students as they search for a career that matches their personality and skills. Students will learn effective interview and resume writing skills.

MATH 4 WORK

Wednesdays - 1-3pm - 8/29/18 to 12/19/18
Jefferson Adult Education, 699 Serramonte Blvd., Daly City, CA 94015

An eight-week course designed to refresh basic math skills from fractions, decimals, percents, measurements, and word problems. Ideal for job related test preparation (TIP, union apprenticeships, journeymen exam, CBEST exam for teachers) and student review for GRE or other college placement exams.