



# Microsoft Excel Intermediate *-for the workplace*



## ENHANCE YOUR SKILLS

- ✓ Advanced functions for calculations
- ✓ Customize your charts
- ✓ Conditional formatting
- ✓ Integrate drop-down lists
- ✓ Mail Merging
- ✓ Pivot Tables



Students can earn a Certificate of Completion  
More info at <https://adulthood.coronadousd.net>

Tuesdays, 4/6 - 6/8  
5:30pm-7:30pm  
Online

**\*Excel Fundamentals or experience with Excel is REQUIRED\***

**REGISTRATION NOW OPEN**

(619) 522-8911 || Register online at:

<https://coronadousd.asapconnected.com/>



FREE COURSE

# Google Workspace

- Create and explore Google applications
- Simultaneously build a Google Site
- Link the various components you have produced
- Compare and contrast apps to the competition

GROW YOUR POTENTIAL 

Learn Google's most common apps used in the workplace and how they work together.



Thursdays, 4/8 - 6/10  
5:30pm - 7:30pm  
Online



Certificate of Completion  
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\*Students should have a Google account\*

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Classes are FREE!  
**Spring Cohort** (online):  
Mondays & Thursdays,  
April 5-May 27, 3:30-6 PM

**Early Summer Cohort** (online):  
Mon-Fri, June 21-25, 8:30AM-5PM  
**Late Summer Cohort** (in person):  
Mon-Fri, August 2-6, 8:30AM-5PM

# Become an RBT!

A Registered Behavior Technician (RBT) is someone who works in a school, home, or clinical setting to support a client with their educational or treatment plan. In just 40 hours, you can increase your hire-ability and get continuing education credits (applicable for Coronado Unified).

**Coronado**  
**ADULT**  
**Education** MISSION

Coronado Adult Education is committed to providing the opportunities and quality programs to all students who want to reach their academic, personal, or professional goals.

Meet Eligibility Requirements

- 18 Years Old
- High School Diploma
- Pass Background Check



Complete 40-Hour Training, followed by an Initial Competency Assessment



Apply to Take & Pass RBT Exam



Maintain Your Certification



Interested? Register:  
<https://adulthood.coronadousd.net/registration/registration/>  
Or Call 619.522.8911

