



# Spring 2021 Registration Open – Enroll Now!

FREE English and a Second Language classes for students (must be at least 18 years old). Classes will be online via Zoom this spring. For more information, please visit our website at [adulted.coronadousd.net](http://adulted.coronadousd.net).



## ESL Multi-Level Zoom Class

**Tuesdays & Thursdays, 1/19-6/10, 5:30 – 7 PM**

Practice your English with fellow students from around-the-world! You may live in San Diego County permanently, or just be passing through Coronado. Regardless of where you call home, enjoy improving your reading, pronunciation, vocabulary development, and conversational skills through discussions of current events. Examples of recent topics: a new COVID-19 vaccine; Tik Tok and social media; must-see destinations for travel; and scientific breakthroughs. Our Zoom classroom fosters a non-threatening environment where you set your own pace. The focus is on group discussion, learning stories behind the news, and having fun!

## ESL for the Workplace:

### Skills to Get a Job

**Fridays, 1/22-6/11, 8:30 – 10 AM**

Are you struggling to get a job? If you are an English as a second language learner and you want assistance, this is the class for you! This course will help you job search, craft your resume, learn how to interview (in person or online), communicate throughout the process, and build skills that will help you get and retain employment. Learn the appropriate vocabulary, practice interview responses, and even create your online presence on LinkedIn!

NOTE: Classes will not be held on  
2/8, 2/15, 3/29-4/5, or 5/31

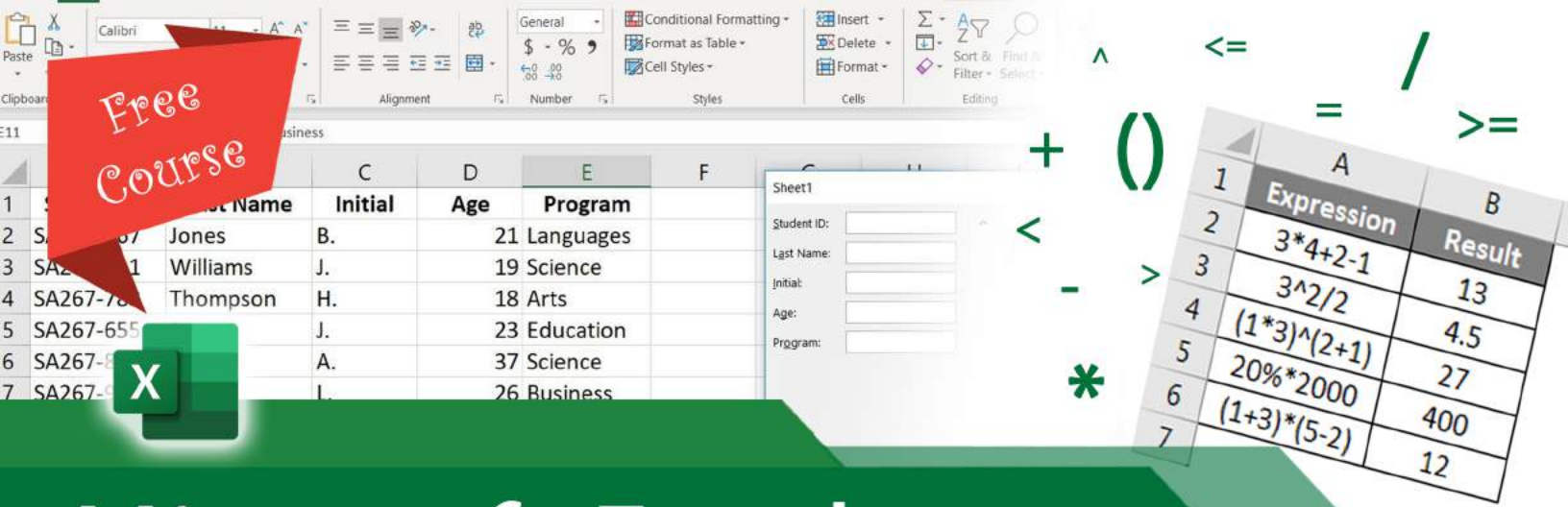
## ESL for the Workplace:

### Customer Service Academy\*

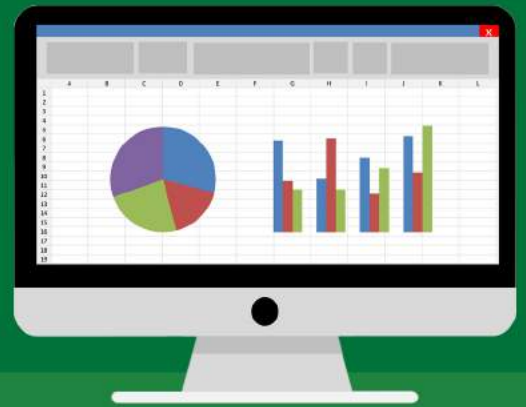
**Mondays, 1/25-6/7, 5:30 – 7:30 PM**

Whether you are working in-person or remotely, having great customer service skills is very important! This class is perfect for anyone who works with customers – in restaurants, hotels, stores, personal grooming, childcare, health care, etc. – and wants to improve communication and language skills. You will have many opportunities to engage in conversations, taking the role of a customer or an employee.

*\*Students who have at least a 75% attendance rate will be eligible to earn a Certificate of Attendance*



# Microsoft Excel *Fundamentals*



## LEARN THE BASICS

- ✓ Getting to Know Excel
- ✓ Entering Data and Formatting
- ✓ Simple Formulas and Functions
- ✓ Optimize Data with Tables
- ✓ Create Chart Visuals



**Tuesdays & Thursdays**

**1/19 - 3/25**

**5:30pm-7:30pm**

**Online**



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

**\*Students should be comfortable using a computer\***

**REGISTRATION NOW OPEN**

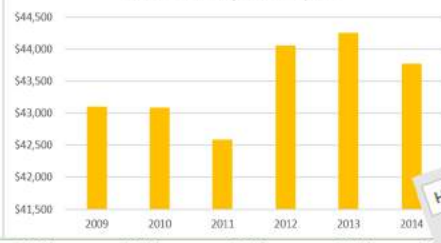
**(619) 522-8911 || Register online at:**

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

Expenses by Category

2009 - 2014 Expense Report

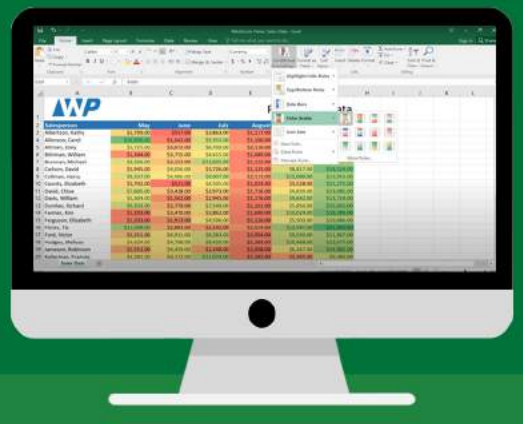
Free Course



Name	Jan	Feb	Mar
Alper	\$11,882	\$11,519	\$7,565
Burrows	\$11,676	\$6,344	\$5,406
Chandler	\$10,296	\$9,693	\$11,867
Colby	\$4,752	\$6,786	\$12,560
Frantz	\$10,699	\$5,194	\$8,964
Gonzalez	\$10,404	\$8,487	\$10,992
Kyle	\$11,841	\$4,689	\$7,845
Little	\$5,259	\$3,900	\$4,759
	\$6,364	\$6,183	



# 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://adulded.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.



CORONADO • ADULT • EDUCATION

Thursdays, 4/8 - 6/10

5:30pm - 7:30pm

Online



Certificate of Completion

More info: <https://adulthood.coronadousd.net>

\*Students should have a Google account\*

**REGISTRATION NOW OPEN**

(619) 522-8911 || Register online @  
<https://coronadousd.asapconnected.com/>



Classes are FREE!

Two options for Spring 2021:

- ✓ Feb. 22-March 26
- ✓ April 12-May 14

Exact Dates/Times TBA

# 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).

Meet Eligibility Requirements

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



Complete Initial Competency Assessment & 40-Hour Training



Apply to Take & Pass RBT Exam



Maintain Your Certification



Coronado  
**ADULT**  
Education

OUR 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.



Want more information?

Please complete our [Interest Form](https://bit.ly/RBTInterest) at [bit.ly/RBTInterest](https://bit.ly/RBTInterest)