



**WINTER QUARTER – DAY SCHEDULE**  
**NOVEMBER 26, 2007-MARCH 6, 2008**



Teacher's Name	Period 1 8:30-9:30	Period 2 9:35-10:35	Period 3 10:50-11:50	Period 4 11:55-12:35	Period 4-B 12:35-1:35	Period 5 1:40-2:40
Bonilla	Child Care Aide 1 & 2 (ECD 95-96) E-2	Child Care Aide 1 & 2 (ECD 95-96) E-2	Child Care Aide 1 & 2 (ECD 95-96) E-2	LUNCH	Child Care Concepts 1 & 2 (2 hour block) Child Development E-1	E-1 (ECD 50) Child Development E-1
Coniglione	Windows C-5	Computer Repair (2 hr. block) D-14		LUNCH	Intro to Computers C-5	
Council	Creating Web Sites MS Access 2003 MS Excel 2003 MS Outlook 2003 MS PowerPoint 2003 MS Publisher 2003 MS Word 2003 Corel WordPerfect D-11 <u>Choose One</u>	Creating Web Sites MS Access 2003 MS Excel 2003 MS Outlook 2003 MS PowerPoint 2003 MS Publisher 2003 MS Word 2003 Corel WordPerfect D-11 <u>Choose One</u>	*Microsoft Office 2007 with Vista  "Teacher approval Required" D-11 <u>Choose One</u>	LUNCH	Creating Web Sites MS Access 2003 MS Excel 2003 MS Outlook 2003 MS PowerPoint 2003 MS Publisher 2003 MS Word 2003 Corel WordPerfect D-11 <u>Choose One</u>	Creating Web Sites MS Access 2003 MS Excel 2003 MS Outlook 2003 MS PowerPoint 2003 MS Publisher 2003 MS Word 2003 Corel WordPerfect D-11 <u>Choose One</u>
Gibson	*Introduction to Medical Careers "CTE Elective" See Pg 38 in the brochure C-7	Medical Terminology 3 D-6	Medical Terminology 1 D-6	LUNCH	Medical Transcription 1, 2 & 3 (2 hour block) D-10 Keyboarding -All Levels (Med. Students only) D-8/10	Medical Code/Bill./Eth. D-8/10
Kronenberg	Customer Service Interpersonal Skills C-8	Office Proc Word (Int) C-5/7 <u>Choose One</u>	Customer Service Workplace Skills C-8	LUNCH Interv. Tech (Wed. Only) 12-12:30 p.m Kronenberg	Customer Service Interpersonal Skills C-8	Legal Proc. Legal Trans. MS Word (Int) Office Proc D-12 <u>Choose One</u>
Lightfoot	U. S. Government C-11	U.S. History I C-11		LUNCH		
Long	Excel (Beginners) D-8/10	Intro to Computers D-8/10	MS Word (Beginners) D-8/10	LUNCH	Communications C-4	
Malonson	Keyboarding (Beg/Adv) Elec Calc 1 & 2 QuickBks Pro D-9 <u>Choose One/Level</u>	Keyboarding (Beg/Adv) Elec Calc 1 & 2 QuickBks Pro D-9 <u>Choose One/Level</u>	Keyboarding (Beg/Adv) Elec Calc 1-2 Accounting (2 3 & 4) (no beginners) D-9 <u>Choose One/Level</u>	LUNCH	Accounting (2, 3 & 4) (no beginners) Elec Calc 1 & 2 Quickbooks Pro D-9 <u>Choose One/Level</u>	Accounting (1, 2, 3 4) Elec Cal 1 & 2 QuickBks Pro D-9 <u>Choose One/Level</u>
Staff	Writing Skills C-17	Reading Skills C-17	Reading/Writing III C-17		CAHSEE Prep English/ Language Arts C-17	Literature B C-17
McGee			Leadership C-10		Economics C-10	US History II C-10
Simpson		Business English C-4	Business English C-4			
Terrasas	Pre-Algebra A C-14	CAHSEE Prep Math C-14	Math Review C-14		Keyboarding (Beg/Adv) C-7 <u>Choose Level</u>	Keyboarding (Beg/Adv) C-7 <u>Choose Level</u>

**LEARNING CENTER – IT'S FREE – ENROLL ANYTIME!**

- ❖ Need to improve your reading, writing or math skills?
- ❖ Want a quick "brush up" on skills?
- ❖ Need to prepare for the GED Test?

**Enroll anytime \* Work at your own pace \* Individual lesson plans and help \*  
Computerized Instruction available**

**Mon-Fri 8:30-9:30 (1000) - 9:35-10:35 (1002) - 10:50-11:50 (1004) a.m.-Thompson  
Mon & Wed 6:30 – 9:30 p.m. (2072) McConnell or  
Tues & Thurs 6:30 – 9:30 p.m. (2070) Demos  
Located in Room C-13**



For more information call  
**Jim Rigney (M-W)**  
**Rachel Thaning (Th.)**  
**Veronica Ewing (Fri.)**  
**(510) 293-8595 ext. 4806**  
**Career Technical Adviser**  
**FAX (510) 727-1139**  
**Register Online!**  
[www.has.edu](http://www.has.edu)

\*New classes





**Choose  
One or Two**  
Classes for \$50

**Revised:**  
**10/23/07**

### QUARTER CAREER TECHNICAL

Evening Classes: November 26, 2007-March 6, 2008

Saturday Classes: December 1, 2007-March 8, 2008

## Night Classes

Teacher's Name	Day	Name of Class	Time	Rm #
Nekrawesh	M/T/Th	Automotive Fundamentals	6:30-9:45 p.m.	S-6
Nabong	M/W	Computer Keyboarding (Beg/Adv) <i>Choose level</i>	6:30-9:45 p.m.	D-8/10
Ortiz	T/Th	Computer Keyboarding (Beg/Adv) <i>Choose level</i>	6:30-9:45 p.m.	D-8/10
Stillman	T/Th	Customer Service/Interpersonal Skills	6:30-9:45 p.m.	MP-2
Montano	M/W	Digital Illustrator	6:00-8:00 p.m.	D-11
Nabong	M/W	Introduction to Computers	6:30-9:45 p.m.	D-8/10
Ortiz	T/Th	Introduction to MS Office	6:30-9:45 p.m.	D-8/10
Robinson	M/W	Medical Coding/Billing/Ethics	6:30-9:45 p.m.	D-6
Stillman	M/W	Medical Terminology (1 2 & 3) <i>Choose level</i>	6:30-9:45 p.m.	MP-2
Ortiz	T/Th	Office Procedures	6:30-9:45 p.m.	D-8/10

## Saturday Classes

Teacher's Name	Day	Name of Class	Time	Rm #
Ross	Sat	Accounting (1 2 3 & 4) <i>Choose level</i>	8:30 a.m.-12 p.m.	D-9
Binford	Sat	Business English	1:00-4:30 p.m.	H-1
Nabong	Sat	Computer Keyboarding (Beg/Adv) <i>Choose level</i>	8:30 a.m.-12 p.m.	D-12
Hedges	Sat	Computer Repair	12:30-4 p.m.	D-14
Ross	Sat	Electronic Calculator 1 & 2 <i>Choose level</i>	8:30 a.m.-12 p.m.	D-9
Turetsky	Sat	*Homecare Worker - (Dates: To Be Announced)	9 a.m.-3:30 p.m.	C-10
Hedges	Sat	Introduction to Computers	8:30 a.m.-12 p.m.	C-5
Chin	Sat	Medical Terminology 1	8:30 a.m.-12 p.m.	MP-2
Stillman	Sat	Medical Terminology 2 & 3 (no beginners) <i>Choose level</i>	12:30 p.m.-4 p.m.	MP-2
Stillman	Sat	Medical Transcription 1 2 & 3 <i>Choose level</i>	8:30 a.m.-12 p.m.	D-8/10
Stillman	Sat	Medical Office Using MediSoft	8:30 a.m.-12 p.m.	D-8/10
Robinson	Sat	Medical Coding/Billing/Ethics	12 noon-4 p.m.	D-6
Nabong	Sat	MS Excel for Beginner	8:30 a.m.-12 p.m.	D-12
Nabong	Sat	MS Word for Beginner	8:30 a.m.-12 p.m.	D-12
Nabong	Sat	Office Procedures	8:30 a.m.-12 p.m.	D-12

### \*New Classes for Winter Quarter

We offer Office Skills Certification: Employment verification is now being offered in the following areas: Alphabetic and numeric filing, Bank Reconciliation, Database, Keyboarding (wpm), Machine Trans, Petty Cash.

\$10 fee per certification

**Jim Rigney, Rachel Thaning & Veronica Ewing, Career Technical Advisers**  
(510) 293-8595 ext. 4806 or online [www.has.edu](http://www.has.edu)

