



CLASS	DATES	TIME	DAYS
<b>EDUC 207: Getting Started with Computers</b> A course in basic computer skills development.	8/28/17 - 12/11/17 <i>No class 9/4/17</i>	9:00am - 12:00pm	M
	8/29/17 - 12/14/17 <i>No class 11/23/17</i>	2:00pm - 5:00pm	T,Th
<b>EDUC 220: Career and College Foundations</b> A course providing instruction in the core academic subject areas (Math, Language Arts, Social Sciences, and Science) at the secondary level.	8/28/17 - 12/6/17 <i>No class 9/4/17</i>	1:00pm - 4:00pm	M,W
<b>WORK 229: Time Management</b> An introduction to time management principles and specific tools that assist in making maximum use of time.	8/29/17 - 8/31/17	9:00am - 12:00pm	T,W,TH
	10/31/17 - 11/2/17	9:00am - 12:00pm	T,W,TH
<b>WORK 220: Excellent Customer Service</b> A course on the key skills and attitudes required for effectively delivering internal and external customer service in the workplace.	9/5/17 - 9/7/17	9:00am - 12:00pm	T,W,TH
	11/7/17 - 11/9/17	9:00am - 12:00pm	T,W,TH
<b>WORK 222: Communication in the Workplace</b> A study of the key elements of communication within business organizations.	9/12/17 - 9/14/17	9:00am - 12:00pm	T,W,TH
	11/14/17 - 11/16/17	9:00am - 12:00pm	T,W,TH
<b>WORK 224: Conflict Management</b> An introduction to conflict management, including strategies for dealing with difficult people and interpersonal discord.	9/19/17 - 9/21/17	9:00am - 12:00pm	T,W,TH
	11/28/17 - 11/30/17	9:00am - 12:00pm	T,W,TH
<b>WORK 225: Decision Making and Problem Solving</b> An introduction to decision-making and problem-solving techniques in the workplace.	9/26/17 - 9/28/17	9:00am - 12:00pm	T,W,TH
	12/5/17 - 12/7/17	9:00am - 12:00pm	T,W,TH
<b>WORK 221: Stress Management</b> A study of the key elements of stress management.	10/3/17 - 10/5/17	9:00am - 12:00pm	T,W,TH
	12/12/17 - 12/14/17	9:00am - 12:00pm	T,W,TH
<b>WORK 227: Team Building</b> An introduction to workplace teamwork and team building strategies.	10/10/17 - 10/12/17	9:00am - 12:00pm	T,W,TH
<b>WORK 228: Ethics and Values</b> An introduction to the importance of professional values and ethics in the workplace.	10/17/17 - 10/19/17	9:00am - 12:00pm	T,W,TH
<b>WORK 223: Happiness and Success at Work</b> A study of personal attitude and its effects in the workplace and at home.	10/24/17 - 10/26/17	9:00am - 12:00pm	T,W,TH

**SCHEDULE**

	Monday	Tuesday	Wednesday	Thursday
9:00-10:00am	EDUC 207: Getting Started with Computers	WORK Classes: Day 1	WORK Classes: Day 2	WORK Classes: Day 3
10:00-11:00am				
11:00-12:00pm				
12:00-1:00pm				
1:00-2:00pm	EDUC 220: Career and College Foundations	EDUC 207: Getting Started with Computers	EDUC 220: Career and College Foundations	EDUC 207: Getting Started with Computers
2:00-3:00pm				
3:00-4:00pm				
4:00-5:00pm				



Classes are located at  
CR's Learning Lab at  
**The Job Market**  
409 K St, Eureka

**Contact Adult Education to register for classes:**  
**Call** (707) 476-4520 **or email** [adult-ed@redwoods.edu](mailto:adult-ed@redwoods.edu)  
**More information is available online at:**  
[www.redwoods.edu/adulted/](http://www.redwoods.edu/adulted/)