

# Folsom Cordova Adult School

## Career Class Schedule

### 2022-2023

#### Computer Basic

Monday/Wednesday 4:00PM-6:00PM  
FREE CLASSES

- Intro to Keyboarding      Fall: 9/26/22 – 10/19/22      Spring: 2/27/23 – 3/22/23
- Intro to Computer      Fall: 10/24/22 – 11/2/22      Spring: 3/27/23 – 4/17/23
- Intro to MS Word      Fall: 11/7/22 – 11/16/22      Spring: 4/24/23 – 5/3/23
- Intro to MS Excel      Fall: 11/28/22 – 12/7/22      Spring: 5/8/23 – 5/17/23

#### MSOffice Specialist Certification Program

Monday – Friday 12:30PM – 3:30PM  
Fee: \$700 – All 4 courses

- MSOffice Word (Fee: \$230)      Fall: 9/12/22 – 9/30/22      Spring: 2/9/23 – 3/3/23
- MSOffice Excel (Fee: \$230)      Fall: 10/3/22 – 10/21/22      Spring: 3/6/23 – 3/24/23
- Computer Tech (Fee: \$100)      Fall: 10/24/22 – 10/28/22      Spring: 3/27/23 – 3/31/23
- PowerPoint (Fee: \$190)      Fall: 10/31/22 – 11/14/22      Spring: 4/11/23 – 4/21/23

#### QuickBooks

Monday - Friday 12:30PM - 3:30PM      Fall: 11/28/22 – 12/16/22      Spring: 4/24/23 – 5/12/23  
Fee: \$300

#### Phlebotomy

Tuesday & Thursday 5:00PM - 8:30PM      Fall: 9/13/2022 - 12/8/2022  
Tuition: \$2,800      Spring: 2/28/2023 - 5/25/2023

#### Para Educator (Instructional Assistant)

Online classes:

Tuesday, Wednesday & Thursday      Fall: 9/13/22 – 12/15/22      Spring: 1/17/23 – 4/27/23  
12:30PM – 2:30PM  
FREE CLASSES

#### Career & Life Planning

Tuesday, Thursday, & Friday      Fall: 08/30/22 – 12/16/22      Spring 1/17/23 – 5/12/23  
8:30AM – 10:00AM  
FREE CLASSES



10850 Gadsten Way, Rancho Cordova  
(916) 294-9106 • [fcusd.org/adulted](http://fcusd.org/adulted)

**Office Hours:** Mon, Wed, Thurs 8:30 am – 4:00 pm  
Tuesday 8:30 – 6:00 pm  
Friday 8:30 – 12:00 pm (noon)

