

CHARLES A. JONES CAREER AND EDUCATION CENTER 2019-2020 PROGRAM CATALOG

5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 395-5800 | WWW.CAJ.SCUSD.EDU



*Celebrating 20 years
on Lemon Hill Avenue*



WELCOME TO

Charles A. Jones Career and Education Center

Welcome to Charles A. Jones Career and Education Center (CAJ)! It is our goal that your educational experience here is enlightening and productive as you expand your horizons and pursue your career.

CAJ is a public adult school operated by the Sacramento City Unified School District. CAJ is located on Lemon Hill, half block west of Stockton Boulevard. The facility is a three building complex on seven acres. A Children's Center is located on the premises. Parking is available on the school grounds for all students and the center is served by Regional Transit. CAJ also holds over fifty classrooms, a library, job center, school office, and financial aid office, all available to students during regular business hours.

We are proud that we can provide a low-cost, high quality education that will enrich our students' lives. We offer career and technical programs in various occupational fields, with imbedded customer service modules. Our programs are designed to provide the technical and customer service skills needed in the local workforce.

CAJ also offers free academic preparation classes, including High School Equivalency, Adult Basic Education, English as a Second Language, and Citizenship classes, that are accredited by the Western Association of Schools and Colleges (WASC). CAJ Career Technical Education classes are accredited by the Commission of the Council on Occupational Education (COE), the State of California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Accreditation Council for Pharmacy Education (ACPE) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify graduating students for national, state, or industry exams, including: CISCO Systems, the California Certifying Board for Medical Assistants (CCMA), the California Department of Public Health, and the California Court Reporters Board.

Our mission...

The mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a positive and innovative learning environment for academic and career technical training, empowering them to become employed, productive members of their communities.



TABLE OF CONTENTS

| | |
|--|----|
| <i>A+ / CISCO (CCENT) Network + Preparation</i> | |
| <i>(Computer Systems Networking and Telecommunications)</i> | 5 |
| <i>Court Reporting / Court Reporter</i> | 7 |
| <i>Heating, Air Conditioning, Ventilation and Refrigeration</i> | |
| <i>Maintenance Technology/Technician</i> | 9 |
| <i>Medical/Clinical Assistant</i> | 11 |
| <i>Nursing Assistant (Nursing Assistant/Aide and Patient Care Assistant/Aid)</i> . . . | 13 |
| <i>Pharmacy Technician</i> | 15 |
| <i>Vocational Nursing (Licensed Practical/Vocational Nursing Training)</i> | 17 |
| <i>Limited Contract Instruction Courses</i> | 19 |
| <i>Adult Basic Education / High School Equivalency Preparation</i> | 20 |
| <i>English as a Second Language</i> | 20 |
| <i>Citizenship</i> | 20 |
| <i>Court Reporting / Court Reporter Extension by Quarter</i> | 21 |
| <i>Court Reporter Test Preparation</i> | 21 |
| <i>CNA/HHA Continued Education Hours</i> | 21 |
| <i>Vocational Nursing Prerequisite Courses</i> | 22 |
| <i>CAJ HiSET® Testing</i> | 23 |
| <i>2019-2020 Academic Calendar</i> | 24 |
| <i>CAJ Refund Policy</i> | 25 |
| <i>Costs, Fees and Charges</i> | 26 |
| <i>CAJ Roster of Staff</i> | 27 |



CUSTOMER SERVICE REQUIREMENT

Superior Customer Service is Key to a Successful Career!

This course prepares students to develop exceptional customer service and effective communication for the working professional in the following occupational areas and more: Business, Legal, Healthcare, Industrial, and Information Technology. Students with prior experience in customer service are encouraged to bring their knowledge into the classroom to lend for a richer, more enlightening learning experience for everyone.

Upon completion of the course, students will have identified, explored, practiced, and honed a myriad of soft skills essential to customer service such as: emotional intelligence, courtesy, patience, active listening and communication, empathy, compassion, problem solving, attentiveness, presentation skills, team building, diversity awareness, and workplace relations. Students will discover how proficiency in these areas and many others contribute not only to customer service effectiveness but also to workplace attainment, sustainment, and ultimately, career and life success.

This class is included in A+/CISCO (CCENT) Network + Preparation (Computer Systems Networking and Telecommunications), Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician, Medical/Clinical Assistant, and Pharmacy Technician programs.

The course is 90 hours of instruction. See individual program information for details.

CAJ NON-DISCRIMINATORY CLAUSE

The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, ancestry, sex, religion, color, national origin, physical handicap, disability, marital status, or age.

CAJ TRANSFER POLICY

In house evaluation of prior education is done on a case by case basis. CAJ does NOT accept credit or hours from other institutions and does not issue credits. CAJ career education programs are based on clock hours.

CAJ ADMISSION REQUIREMENTS AND REGISTRATION PROCEDURES

Each career program at CAJ has specific requirements listed on the pages dedicated to those programs (see table of contents).

To register for the program of your choice:

- Attend an orientation (offered every Wednesday, see page 4)
- Meet with teachers for program details at orientation
- Pass the assessment test with program's required scores*
- Visit the financial aid office and start your FAFSA, *if desired*, well in advance of the program start date
- Meet with Job Center staff for scholarship eligibility and processing, *if desired*, well in advance of the program start date
- Come to the main office to complete a registration form and pay fees.
 - Cash, credit and debit, cashier's check, and money order are all accepted forms of payment. We do not accept American Express cards or personal checks.



JOIN US FOR AN ORIENTATION!

When: Every Wednesday! (Except holidays and break periods) Doors open at 8:15 a.m., presentation begins at 8:30 a.m.

Where: 5451 Lemon Hill Avenue, Sacramento, CA 95824. CAJ Multi-Purpose Room.

Who: Anyone interested. Must be 18 years or older to enroll in Adult Education Programs.

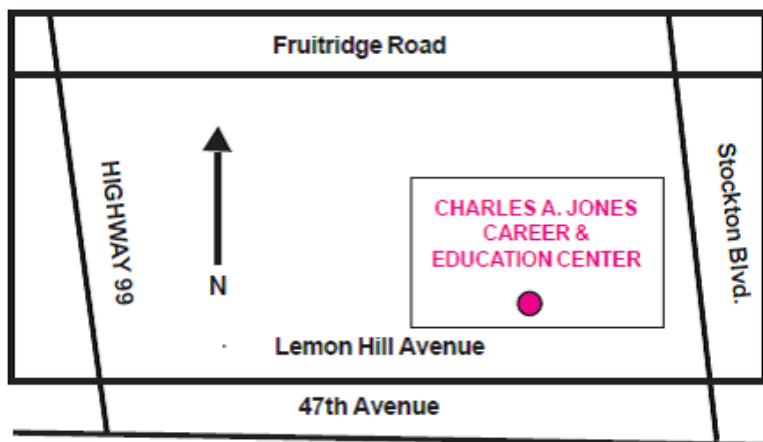
What to bring: Valid, government issued, photo ID (Driver's License, State ID, Passport, etc.) and your Social Security Card.

This is the first step to your new career! Learn about the variety of career training programs available to learn job skills for employment opportunities. Students may begin classes throughout the year on a scheduled basis as space is available. All classes require excellent attendance.

Orientation and assessment testing are held each Wednesday at 8:30 a.m. Prospective students must attend this orientation before registering. You should arrive by 8:15 a.m. Doors close at 8:30 a.m. Seating is limited to 120 people on first-come, first-served basis. CAJ reserves the right to cancel program start dates due to low enrollment.

Financial Aid Available!

Financial Aid (Pell Grant) is available for those students who meet Federal guidelines. Start your Free Application on line at fafsa.ed.gov. Use financial aid school code **009509**. Ask for a financial aid procedures brochure for steps to apply.



A+ / CISCO (CCENT) NETWORK + PREPARATION (COMPUTER SYSTEMS NETWORKING AND TELECOMMUNICATIONS)

1080 Hours • 36 Instructional Weeks



PROGRAM DATES

09/18/19 - 07/16/20
12/19/19 - 10/09/20
03/31/20 - 01/26/21

SCHEDULE

Weeks 1-3: Monday through Friday
8:30 a.m. to 3:00 p.m.

Weeks 4-36: Monday through Thursday
8:30 a.m. to 4:30 p.m.

Graduating students will receive a CAJ certificate of completion and be fully prepared for employment in the computer systems, networking, and telecommunications field. The program will also help students to prepare to take the CompTIA A+, Network+, and the CCENT certification exams.

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ orientation (every Wednesday at 8:15 a.m.)
- Assessment Test
Reading: 220* Math: 220*
(*assessment scores are under review and subject to change)

PROGRAM COMPONENTS

- Customer service
- A specialization of computer maintenance technology
- Hands on experience with the fundamentals of wiring and safety with low voltage
- Learn basic troubleshooting techniques and teardown procedures in an organized and manageable fashion
- Prepare for A+, Network+, and CCENT certifications
- Externships/Internships will be offered to qualified students

A+ Exam covers:

- Installation, configuration, and upgrading of hardware components
- Troubleshooting techniques
- Preventive maintenance and safe practices
- Identification of motherboard processors, and memory
- Printer, scanner, and fax setup
- OS fundamentals: networking, security, and interface changes in
- Windows 7, 8, 10, and Linux O.S.

CCENT covers:

- Network and routing fundamentals
- Local Area Network (LAN) switching fundamentals
- Routing technologies
- Wide Area Network (WAN) technologies
- Network infrastructure services and maintenance



BOOKS AND MATERIALS

- 21st Century Business Series
ISBN: 9780538740289 \$41
- CAJ Uniform Shirt \$25
(additional charge for size 2XL and larger)

Comp A+ / CISCO Online (Online Access)

Lectures consisting of basic concepts, business practices, identifying hardware components and understanding the relationships between hardware and software. Bookwork consisting of breakdown of computer hardware in order to understand specifications and compatibility issues, and understand the differences in wireless standards 802.11 a/b/g/n / a/c and how this affects the end user.

CISCO CCENT

Introduction to cabling, hardwired networks and wireless networks. You will be introduced to all the different techniques in networking, LAN, WAN, and Wi-Fi. During this class you will have extensive hands on involvement and experience working with A+ computer systems) and CISCO IOS, Switches, Routers, and network peripherals.

WORKBOOKS AND GUIDES MUST BE NEW

FEES

This program qualifies for Federal Financial Aid

| | |
|------------------------------------|-------------------|
| Registration Fee: (non-refundable) | \$ 50.00 |
| Program Fee: | \$6,200.00 |
| Books and Materials: | \$ 66.00 |
| TOTAL: | \$6,316.00 |

REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

| CAJ REFUND CHART | |
|--------------------------|----------------------------------|
| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

COURT REPORTING / COURT REPORTER

*2960 Hours • 99 Instructional Weeks
(Maximum Hours Allowed 4440)*



PROGRAM DATES

07/16/19 - 09/21/21
10/09/19 - 01/05/22
01/24/20 - 04/04/22
03/31/20 - 06/15/22

SCHEDULE

Monday through Friday
8:30 a.m. to 3:00 p.m.

For more information about the program contact: Bonnie Chufar
Phone: (916) 395-5800 ext. 701216
Email: Bonnie-Chufar@csusd.edu

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ orientation (every Wednesday at 8:15 a.m.)
- Assessment Test
Reading: 251
- Typing speed: 40 wpm (recommended)

PROGRAM COMPONENTS

- Stenography
- Transcription
- Keyboarding
- Medical and legal terminology
- Court and deposition procedures
- CAT and computer technology
- Scoping

Graduates qualify to take the State Licensing Exam (issued by the Court Reporters Board of California). Upon licensure, they will be fully prepared for employment in the court reporting field. They will also receive a CAJ certificate of completion.



BOOKS AND MATERIALS**Theory - 60 wpm**

- Basic Drills
Item #: 307114 \$19
- Briefs and Phrases
Item #: 307121 \$20
- College-Level Vocabulary Building
Item #: 307130 \$10
- Finger Techniques
Item #: 307128 \$4
- Professional Dictionary
Item #: 307123 \$68
- Theory Packet
Item #: 307139 \$154
- Theory Reinforcement
Item #: 307125 \$35
- Basic English Review 9th ed.
ISBN: 9780538730952 \$120

80 - 120 wpm

- Legal Terminology 6th ed.
ISBN: 9780133766974 \$166
- Speedbuilding for Court Reporters
Item #: 307102 \$46
- EV-360 (Included in Tuition)

140 - 225 wpm

- California Codes for Court Reporters
Item #: 307117 \$72
- Exploring Medical Language
ISBN: 9780323051835 \$85
- Gregg Reference Manual:
ISBN: 9780072936537 \$60
- Medical Q&A
Item #: 307103 \$38
- Bea's Mock Examination Booklet
Item #: 307129 \$10
- EV-360 (Included in Tuition)

**WORKBOOKS AND GUIDES MUST BE NEW.
STENO MACHINES ARE SUPPLIED IN THEORY
ONLY. STUDENTS MUST HAVE THEIR OWN
UPON COMPLETION OF THEORY CLASS.**

FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable) \$ 50.00

Program Fees:

Year 1: \$ 5,700.00

Year 2: \$ 5,700.00

Final Quarter: \$ 1,425.00

Total: \$12,875.00

Books and Materials: \$ 947.00

TOTAL: \$13,822.00

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2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

| CAJ REFUND CHART | |
|--------------------------|----------------------------------|
| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

5. Court Reporting / Court Reporter program fees are charged annually. Refunds are based on CAJ Refund Chart.



HEATING, AIR CONDITIONING, VENTILATION AND REFRIGERATION MAINTENANCE TECHNOLOGY/TECHNICIAN

990 Hours • 33 Instructional Weeks



PROGRAM DATES

08/06/19 - 04/28/20
10/30/19 - 08/06/20
01/16/20 - 09/18/20
03/30/20 - 12/16/20
06/22/20 - 03/19/21

SCHEDULE

Monday through Thursday
8:00 a.m. to 4:00 p.m.

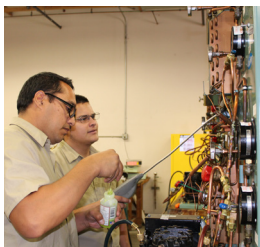
ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ orientation (every Wednesday at 8:15 a.m.)
- Assessment Test
Reading: 220* Math: 220*
(*assessment scores are under review and subject to change)

PROGRAM COMPONENTS

- Customer service
- Fundamentals of refrigeration
- Air conditioning and refrigerant recovery
- Heating and air conditioning safety, tools, components and terminology
- Electricity: Ohms Law, induction, effects, single, three phase motors, high and low voltage safety
- Green awareness
- Air flow and heat load
- Heating: natural gas, liquid petroleum gas, electricity, heat pumps and safety
- Service and repair of window units, split systems, package systems
- Critical thinking and proper troubleshooting techniques
- Code of ethics: personal appearance, customer relations, goal setting
- Job search and security

Graduating students will be fully prepared for employment as a HVACR Technician. They will also receive a CAJ certificate of completion.



BOOKS AND MATERIALS

- 21st Century Business Series
ISBN: 9780538740289 \$41
- Modern Refrigeration & Air
Conditioning Technology 20th ed.
ISBN: 9781631263576 \$180
- AnswerMan - Electricity for HVAC&R
A Guide to Troubleshooting
ISBN: 1930044070 \$9
- AnswerMan - Principles of Air
Conditioning
ISBN: 1930044038 \$9
- Psychrometric Chart \$12
- CAJ Uniform Shirt \$25
(additional charge for size 2XL and larger)
- HVAC-R Troubleshooting and
Repair Toolkit \$800

HVAC-R Program and Employment**Ready (ER) Certifications:**

- E.P.A. 608 \$30
- E.P.A. 609 \$20
- R-410 \$30
- Electrical ER (E-01) \$15
- Basic Refrigeration and Charging
Procedures \$15

Additional Certifications Available:

- Heat Pump ER (H-03) \$15
- Gas Heater ER (G-10) \$15
- Air Conditioning ER (E-02) \$15
- Light Commercial A/C ER
(C-04) \$15
- Green Awareness Refrigeration
ER \$15
- Light Commercaill Refrigeration
ER (C-05) \$15

WORKBOOKS AND GUIDES MUST BE NEW**FEES***This program qualifies for Federal Financial Aid*

| | |
|------------------------------------|-------------------|
| Registration Fee: (non-refundable) | \$ 50.00 |
| Program Fee: | \$8,100.00 |
| Books and Materials: | \$1,186.00 |
| TOTAL: | \$9,336.00 |

REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

| CAJ REFUND CHART | |
|--------------------------|----------------------------------|
| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

MEDICAL/CLINICAL ASSISTANT

990 Hours • 33 Instructional Weeks



PROGRAM DATES

08/06/19 - 04/28/20
10/30/19 - 08/06/20
Future start dates TBD

SCHEDULE

Monday through Friday
8:30 a.m. to 3:00 p.m.



ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ orientation (every Wednesday at 8:15 a.m.)
- Assessment Test
Reading: 230* Math: 230*
(*assessment scores are under review and subject to change)

Immunizations*:

- TB/PPD
- MMR (Measles, Mumps, and Rubella) Titers
- Varicella (Chickenpox) Titers
- Hepatitis A and B series (Titers or begin series at start of program)
- Tetanus
- Tdap
- Flu Vaccine (when recommended)
- Meningococcal (recommended)
- Pneumococcal (recommended)

PROGRAM COMPONENTS

Medical Core Classes (Front Office):

- Customer service
- Medical terminology
- Anatomy and physiology
- Computer applications (EHR Sim Chart)
- Typing
- EMR (Electronic Medical Records)
- Insurance with limited billing and coding

Focus Classes

- Clinical back office / theory and didactic
- CPR / First Aid
- Malpractice Insurance

Externship

- 200 hours at end of program

Graduating students will be fully prepared for employment as a Medical/Clinical Assistant and qualify for the state CCMA and/or national exam. They will also receive a CAJ certificate of completion.

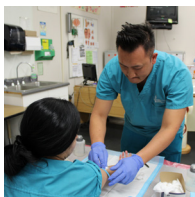
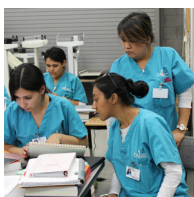


BOOKS AND MATERIALS

- 21st Century Business Series
ISBN: 9780538740289 \$41
- Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office, 13th ed.
ISBN: 9780323446464 \$240
- Medical Assisting Exam Review for CMA, RMA, and CMAS Certification 4th ed.
ISBN: 9781451192568 \$75
- Stethoscope and Blood Pressure Cuff Bundle \$37
- CAJ Uniform Shirt \$50
(additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$45
- First Aid Card \$20
- Drug Test - Panel 5 \$46

Additional Requirements (Non-CAJ):

- Professional Liability Insurance (Student) www.proliability.com (800) 503-9230 or www.nso.com - (800) 247-1500 (approximate cost) \$43
- Fingerprinting/Background Check (approximate cost) \$36
- Hepatitis A and B series immunizations, must be started prior to entering focus (see your personal physician)
- White tennis shoes (NON-FABRIC)
- Second hand watch for lab work (no smart watches allowed)
- White, cotton, long-sleeve, pull-over shirt may be worn under uniform top.

WORKBOOKS AND GUIDES MUST BE NEW**FEES***This program qualifies for Federal Financial Aid*

| | |
|------------------------------------|--------------------|
| Registration Fee: (non-refundable) | \$ 50.00 |
| Program Fee: | \$6,420.00 |
| Books and Materials: | \$ 554.00 |
| TOTAL: | \$7,024.00* |

*This fee is subject to change Jan 2020

Coming soon
Phlebotomist licensure training as a component of the Medical/Clinical Assistant program.

REFUND POLICY

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2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

| CAJ REFUND CHART | |
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| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

NURSING ASSISTANT (NURSING ASSISTANT/AIDE AND PATIENT CARE ASSISTANT/AID)

185 Hours • 5 Instructional Weeks



PROGRAM DATES

07/16/19 - 08/16/19
~~08/26/19 - 09/27/19~~
RESCHEDULED: 09/03/19 - 10/04/19
 10/18/19 - 11/21/19
 02/19/20 - 03/23/20
 04/20/20 - 05/21/20

SCHEDULE

Monday through Friday
 Weeks 1: 7:00 a.m. to 3:30 p.m.
 Weeks 2-5: Times vary

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ orientation (every Wednesday at 8:15 a.m.)
- Assessment Test
 - Reading: 230 Math: 220
- Must pass a drug and criminal background check

Health Requirements:

- Health clearance by physical exam
- Ability to:
 - lift, pull, and roll a minimum of 30 pounds.
 - reach overhead
 - stoop, bend, and grasp
 - stand and walk for long periods

PROGRAM COMPONENTS

- Introduction
- Patients' rights
- Interpersonal skills
- Prevention management
- Body mechanics
- Medical and surgical aseptic
- Weights and measures
- Patient care skills
- Patient care procedures
- Vital signs
- Nutrition
- Emergency procedures
- Long-term care patients
- Rehabilitative nursing
- Observing and charting
- Death and dying
- Residents' bill of rights for the dying patient.

Graduates qualify to take the State Certification Exam (issued by the State of California). They will be fully prepared for employment as a Nursing Assistant. They will also receive a CAJ certificate of completion.

BOOKS AND MATERIALS**Costs covered in program fee:**

- Nursing Assistant Basic Study Guide
- Blood Pressure / Stethoscope Pro Combo Dual Tube
- CAJ Uniform Scrubs
- Drug test
- Finger printing/Background check

Additional Requirements (CAJ):

- American Red Cross Exam \$110
- CPR (one 4-hour evening class) \$45

Additional Requirements (Non-CAJ):

- Professional Liability Insurance (Student) www.nso.com - (800) 247-1500 (approximate cost) \$23
- Shoes: non-slip, close toed, non-cloth shoes or sneakers.

**FEES**

This program **does not qualify** for Federal Financial Aid

| | |
|------------------------------------|-------------------|
| Registration Fee: (non-refundable) | \$ 50.00 |
| Program Fee: | \$1,975.00 |
| Books and Materials: | \$ 155.00 |
| TOTAL: | \$2,180.00 |

REFUND POLICY

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3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
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| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

PHARMACY TECHNICIAN

1080 Hours • 36 Instructional Weeks



PROGRAM DATES

08/06/19 - 05/19/20
10/30/19 - 08/27/20
02/18/20 - 11/30/20
05/20/20 - 03/11/21

SCHEDULE

Monday through Friday
8:30 a.m. to 3:00 p.m.

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ orientation (every Wednesday at 8:15 a.m.)
- Assessment Test
Reading: 236 Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

Immunizations:

- TB/PPD (or clear chest x-ray)

PROGRAM COMPONENTS

- Customer service
- Pharmacy Practice I and II for Technicians
- Pharmacy Math I and II for technicians
- Pharmacology for Technicians
- Medical Insurance for Pharmacy Technicians
- Pharmacy Labs for Pharmacy Technicians
- Community externship (120 hours)
- Institutional externship (120 hours)

Graduating students will be fully prepared for employment as a Pharmacy Technician. They will also receive a CAJ certificate of completion.



Accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)

2017-2018 Gainful Employment Disclosure Information:

Completers Graduation Rate - 72% / Placement Rate - 90% / Licensure Exam Pass Rate: 93%



BOOKS AND MATERIALS

- 21st Century Business Series
ISBN: 9780538740289 \$41
 - CAJ Pharmacy Technician
Text Bundle
ISBN: 9780763881788 \$335
 - Includes:
 - Pharmacy Practice for Technicians,
6th ed.
ISBN: 9780763880699
 - Pharmacy Calculations for
Technicians, 6th ed.
ISBN: 9780763880750
 - Pharmacy Labs for Pharmacy
Technicians, 3rd ed.
ISBN: 9780763880859
 - Pharmacology for Technicians,
6th ed.
ISBN: 9780763880729
 - Medical Insurance for Pharmacy
Technicians
ISBN: 9780073374161 \$108
 - Sterile Compounding Products
ISBN: 9780763840839 \$82
 - CAJ Uniform Lab Coat \$38
(additional charge for size 2XL and larger)
 - CPR (one 4-hour evening class) \$45
 - Drug Test - Panel 10 \$56
- Additional Requirements (Non-CAJ):
- Professional Liability Insurance
(Student) www.proliability.com
- (800) 503-9230
(approximate cost) \$42
 - Background Check \$48

Due by Block 1 completion:

(see your personal physician)

- MMR
 - Chickenpox
 - Tetanus
 - Diphtheria
 - Hepatitis A and B series
- Due prior to block 6 completion:
- Live Scan fingerprint processing fee
(DOJ and FBI)
 - State Board of Pharmacy License
Application (BOP)
 - Passport Picture
 - BLS for Healthcare Providers CPR
Textbook
 - BLS for Professional Organization

WORKBOOKS AND GUIDES MUST BE NEW

FEES

This program qualifies for Federal Financial Aid

| | |
|------------------------------------|-------------------|
| Registration Fee: (non-refundable) | \$ 50.00 |
| Program Fee: | \$7,500.00 |
| Books and Materials: | \$ 705.00 |
| TOTAL: | \$8,255.00 |

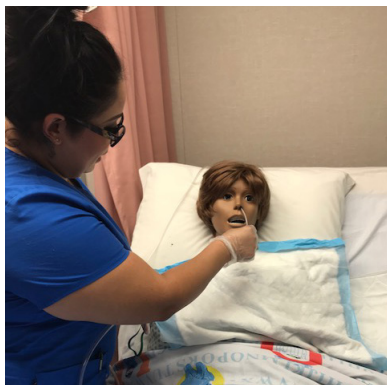
REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

| CAJ REFUND CHART | |
|--------------------------|----------------------------------|
| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

VOCATIONAL NURSING (LICENSED PRACTICAL/VOCATIONAL NURSING TRAINING)

1408 Hours • 35 Instructional Weeks



PROGRAM DATES

10/21/19 - 08/21/20

05/04/20 - 02/26/21

SCHEDULE

Monday through Friday
8:00 a.m. to 4:30 p.m.



Graduating students will be fully prepared for employment in the health care profession. They will also receive a CAJ certificate of completion.

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ orientation (every Wednesday at 8:15 a.m.)
- Assessment Test
 - Reading: 236* Math: 236*
 (*assessment scores are under review and subject to change)
- Proof of at least 200 hours providing nursing care under licensed professional
- CPR/First Aid Certification
- Nursing Entrance Exam (Kaplan, C-NET, HESI, or TEAS)
- Must pass drug test and criminal background clearance
- Negative TB test (2-step) or Chest X-ray

† **Prerequisites:**

- CNA License
- Anatomy and Physiology (36 hours)
- Human Growth and Development (36 hours)
- Math for Meds (18 hours)
- Medical Terminology (18 hours)
- Nutrition (36 hours)
- Intro to Pharmacology (54 hours)
- Intro to Psychology (36 hours)

† With a valid CNA license, CAJ Vocational Nursing (Licensed Practical/Vocational Nursing Training) Students can receive 10 hours applied to total hours required to schedule VN licensure exam. They may also receive up to 234 hours applied for valid prerequisite courses completed.

PROGRAM COMPONENTS

- Nursing practice and process
- Standards of care, ethical and legal issues
- Health promotion and preventive care
- Genetics
- Respiratory health
- Cardiovascular health
- Neurologic and sensory health
- Gastrointestinal and nutritional health
- Renal, genitourinary and reproductive health
- Metabolic and endocrine health
- Immunology
- Musculoskeletal health
- Emergency nursing
- Maternity and neonatal nursing
- Pediatric nursing
- Psychiatric nursing



Approved by the Board of Vocational Nursing and Psychiatric Training

2017-2018 Gainful Employment Disclosure Information:
Completers Graduation Rate - 93% / Placement Rate - 91% / Licensure Exam Pass Rate: 93%

State of California
BVNPT
Department of Consumer Affairs

BOOKS AND MATERIALS

Level 1:

- Fundamental Nursing Skills and Concepts, 11th ed.
ISBN: 9781496375537 \$127
- Diseases and Disorders 5th ed.
ISBN: 9780803638556 \$62
- Review for NCLEX-PN, 11th ed.
ISBN: 9781496324696 \$52
- Stedman's Medical Dictionary, 7th ed.
ISBN: 9781608316922 \$49
- Nursing Drug Handbook 2018
ISBN: 9781496353597 \$45

Level 2:

- Introductory Medical-Surgical Nursing, 11th ed.
ISBN: P1469847655 (text w/CD) \$114
- ISBN: 9781451187229 (workbook) \$32

Level 3:

- Introductory Maternity and Pediatric Nursing, 3rd ed.
ISBN: 9781451147025 \$113

Additional Requirements (CAJ):

- CAJ Uniform
 - Scrub top \$25
 - Scrub pant \$25
 - Lab coat \$38
 - T-shirt \$12
 (additional charge for size 2XL and larger)

Additional Requirements (Non-CAJ):

- Drug test - Panel 10 \$56
- Professional Liability Insurance (Student) www.nso.com - (800) 247-1500 (approximate cost) \$23
- Physical
- Tdap
- Hepatitis A (highly recommended)
- Hepatitis B series (due prior to entering focus class. Takes up to 6 months to complete.)

WORKBOOKS AND GUIDES MUST BE NEW

FEES

This program qualifies for Federal Financial Aid

| | |
|------------------------------------|--------------------|
| Registration Fee: (non-refundable) | \$ 50.00 |
| Program Fee: | \$20,500.00 |
| Books and Materials: | \$ 694.00 |
| TOTAL: | \$21,244.00 |

REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

| CAJ REFUND CHART | |
|--------------------------|----------------------------------|
| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

5. Eligible refunds for students in the Vocational Nursing (Licensed Practical/Vocational Nursing Training) program will be based on attendance per level.

LIMITED CONTRACT INSTRUCTION COURSES

ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREPARATION

Also referred to as ABE/HSE, this WASC accredited course is designed to prepare students for the high school equivalency exam.

ENGLISH AS A SECOND LANGUAGE

ESL classes are WASC accredited and structured for students to enter into the appropriate level depending on their knowledge of English, which is determined by a placement test.

CITIZENSHIP

Learn all you need to know to prepare for taking the steps towards citizenship in this WASC accredited class

COURT REPORTING / COURT REPORTER EXTENSION BY QUARTER

After the completion of original Court Reporting / Court Reporter Program dates, a student may enter the Court Reporting/Court Reporter Extension by Quarter course. This is an extension of the original program to allow students additional time to meet the requirements for program completion and state certification.

COURT REPORTER TEST PREPARATION

Once students have met the completion requirements for the Court Reporting / Court Reporter Program, they may enter the Court Reporter Test Preparation course to work on speed building and further preparation for the Certified Shorthand Reporters Exam.

CNA/HHA CONTINUED EDUCATION HOURS

Continued Education hours are offered for CNA's and HHA's to meet the inservice hours required by California Department of Public Health to keep their certification.

VOCATIONAL NURSING PREREQUISITE COURSES

CAJ offers seven prerequisite courses in a HIGHLY ACCELERATED FORMAT. These courses are designed to provide fundamental knowledge required by the Board of Vocational Nursing and Psychiatric Technician for application to the Vocational Nursing (Licensed Practical/Vocational Nursing Training) Program. The offered classes are:

- ANATOMY AND PHYSIOLOGY
- HUMAN GROWTH AND DEVELOPMENT
- MATH FOR MEDICATIONS
- MEDICAL TERMINOLOGY
- NUTRITION
- INTRODUCTION TO PHARMACOLOGY
- INTRODUCTION TO PSYCHOLOGY

FREE CLASSES!

ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREPARATION —AND— ENGLISH AS A SECOND LANGUAGE

| Registration | Program Dates | Schedule |
|---|---------------------|---|
| Open Entry Assessment Test Required | 07/15/19 - 06/26/20 | Monday - Friday 8:30 a.m. - 11:30 a.m. OR 12:00 p.m. - 3:00 p.m. |

Reservations for an assessment test can be made on class sign-up days. Please visit our website calendar at caj.scusd.edu/calendar and look for the next available sign-up day. Be aware that sign-ups are limited and spots are given on a first come, first serve basis.

CITIZENSHIP

| Registration | Program Dates | Schedule |
|---|---------------------|----------------------------------|
| Open Entry Assessment Test Required | 09/03/19 - 06/26/20 | Tuesday 3:00 p.m. - 6:00 p.m. |



COURT REPORTING / COURT REPORTER EXTENSION BY QUARTER

| Program Dates | Schedule | Fees |
|--|--|--|
| 07/01/19 – 09/30/19 10/01/19 – 12/31/19 01/01/20 – 03/31/20 04/01/20 – 06/30/20 | Monday - Friday 8:30 a.m. - 3:00 p.m. | \$1,425 per quarter * \$50 registration fee |

After the completion of original Court Reporting / Court Reporter Program dates, a student may enter the Court Reporting / Court Reporter Extension by Quarter course. This is an extension of the original program to allow students additional time to meet the requirements for program completion and state certification.

COURT REPORTER TEST PREPARATION

| Program Dates | Schedule | Fees |
|---------------|--|--|
| Monthly Entry | Monday - Friday 8:30 a.m. - 3:00 p.m. | \$150 per month \$50 registration fee * |

Once students have met the completion requirements for the Court Reporting / Court Reporter Program, they may enter the Court Reporter Test Preparation course to work on speed building and further preparation for the Certified Shorthand Reporters Exam.

CNA/HHA CONTINUED EDUCATION HOURS

| Program Dates | Schedule | Fees |
|--|---|---|
| 07/16/19 08/26/19 10/18/19 02/19/20 04/20/20 | 7:00 a.m. - 3:30 p.m. Must be in full, 8-hour, consecutive days ONLY, starting with the first program day. (24 hour max) | \$5 per hour \$50 registration fee * |

Must have current CNA/HHA Certificate. These continuing education hours are for current CNAs or HHAs who need in-service hours to maintain their license.

***POLICY REGARDING REFUNDS FOR:
COURT REPORTING/COURT REPORTER EXTENSION BY QUARTER,
COURT REPORTER TEST PREPARATION
AND CNA/HHA CONTINUED EDUCATION HOURS***

Refunds available only for students who withdrawal prior to course start date or hours, or if cancelled by CAJ. For Court Reporting / Court Reporter Extension by Quarter and Court Reporter Test Preparation, quarters and months are not prorated.

* See Costs, Fees and Charges (page 26) for details.

VOCATIONAL NURSING PREREQUISITE COURSES

Seven highly accelerated courses in a six week time frame

| ADMISSION REQUIREMENTS | PROGRAM DATES | FEES |
|--|--|--|
| <ul style="list-style-type: none"> High School Diploma or equivalent Attend CAJ orientation (every Wednesday at 8:15 a.m.) Assessment Test Reading: 236* Math: 236* (*assessment scores are under review and subject to change) | 07/22/19 - 08/30/19 01/06/20 - 03/03/20 | <i>Purchase all 7 classes at once and pay bundle price</i> Registration Fee: \$50 (non-refundable) Total Course Fee: \$2,100.00 Bundle Price: \$1,950.00 Books and Materials: \$ 576.00 TOTAL: \$2,726.00 With Bundle Offer: \$2,576.00 |

NOTE: In addition to the Vocational Nursing (VN) Prerequisite Courses, a valid CNA license AND proof of 200 hours providing nursing care under a licensed professional are also required for admission into the CAJ VN program.

| Courses | Hours | Fees | Schedule | Course Dates |
|------------------------------|-------|-------|---|-------------------------------------|
| Medical Terminology | 20 | \$250 | Monday through Friday 8:00 a.m. to 4:30 p.m. | 07/22/19-07/24/19 01/06/20-01/08/20 |
| Math for Medications | 20 | \$250 | | 07/24/19-07/26/19 01/08/20-01/10/20 |
| Nutrition | 36 | \$300 | | 07/29/19-08/02/19 02/07/20-02/14/20 |
| Human Growth and Development | 36 | \$300 | | 08/02/19-08/08/19 02/03/20-02/07/20 |
| Introduction to Psychology | 36 | \$300 | | 08/09/19-08/15/19 02/18/20-02/24/20 |
| Anatomy and Physiology | 36 | \$300 | | 08/15/19-08/21/19 01/13/20-01/17/20 |
| Introduction to Pharmacology | 54 | \$400 | | 08/22/19-08/30/19 02/24/20-03/03/20 |

BOOKS AND MATERIALS

- Medical Terminology in a Flash!: A Multiple Learning Approach, 3rd ed. ISBN: 9780803643680 \$88
 - Math for Meds: Dosages & Solutions, 11th ed. ISBN: 9781111540913 \$154
 - Nutrition Essentials, 8th ed. ISBN: 9781496356109 \$72
 - Growth and Development Across the Life Span, 2nd ed. ISBN: 9781455745456 \$37
 - Introductory to Mental Health Nursing, 3rd ed. ISBN: 9781451147148 \$50
 - Memmler's Human Body in Health & Disease, 13th ed. ISBN: 9781451192803 (text) \$45
ISBN: 9781451193480 (study guide) \$28
 - Introductory Clinical Pharmacology, 11th ed. ISBN: 9781975105914 (text and workbook bundle) \$102
- Workbooks and guides must be new, without markings of any kind.**

POLICY REGARDING REFUNDS FOR: VOCATIONAL NURSE PREREQUISITE COURSES

For a full refund, student must withdrawal at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs.

| CAJ REFUND CHART | |
|--------------------------|----------------------------------|
| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |



CAJ HISET® TESTING

FEES ARE NOT REFUNDABLE

| | |
|---|----------|
| Test: Complete 5-Section Battery (required for first time examinees)..... | \$125.00 |
| Single Section..... | \$50.00 |
| Re-Test (each section after 3rd attempt, including no shows)..... | \$35.00 |

SCHEDULING, CHANGING, OR CANCELLING TESTING APPOINTMENTS MUST BE DONE IN PERSON, AT LEAST 1 BUSINESS DAY PRIOR TO TESTING DATE. A GOVERNMENT ISSUED PHOTO ID & HiSET® HOMEPAGE ARE REQUIRED.

TESTING SCHEDULE

| DAYS | TEST | TIME |
|--------|----------------|------------|
| Monday | Math | 8:45 a.m. |
| Monday | Science | 10:45 a.m. |
| Friday | Reading | 8:45 a.m. |
| Friday | Writing | 10:15 a.m. |
| Friday | Social Studies | 1:15 p.m. |

*No testing on the following dates:
(please visit our website for full schedule)*

| | |
|---|----------------------------|
| July 1 - 12, 2019 | Summer Break |
| September 2, 2019 | Labor Day |
| November 11, 2019 | Veterans Day |
| November 25-29, 2019 | Thanksgiving Break |
| December 23, 2019 - January 3, 2020 | Winter Break |
| January 20, 2020 | Martin Luther King Jr. Day |
| February 10, 2020 | Lincoln Day |
| February 17, 2020 | Presidents' Day |
| April 6 - 10, 2020 | Spring Break |
| May 25, 2020 | Memorial Day |

Registration and Scheduling

- To register for the HiSET® exam test takers must first create a user account on hiset.ets.org to establish an "ETS number" Once ETS number is established, a confirmation email will be sent to testers. Testers must login to their HiSET® profiles "HOME PAGE" which should display their first and last name and ETS number (located on the top left corner) print page and bring it along with a current, government issued, photo identification to CAJ. Office hours are Monday-Thursday 8:30 a.m. - 3:30 p.m., Friday 8:30 a.m. - 1:00 p.m.
- Complete a test registration card and all other forms necessary for HiSET® test registration. (Meeting dates and test schedules available in the main office.)
- Sign up early for each test. One or more days in advance of test session is required. Examinees CANNOT sign up to test on the day of the test.
- Arrive to testing room 15 minutes early.
- Must be 18 years or older to test.

NOTE: Examinees may take only the scheduled test during each testing session.



2019-2020 ACADEMIC CALENDAR

| July 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| August 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September 2019 | | | | | | |
|----------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| October 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| November 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| December 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| January 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |


| February 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| March 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| April 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| May 2020 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| June 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

 School Closed

CAJ REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart:

| CAJ REFUND CHART | |
|--------------------------|----------------------------------|
| PERCENTAGE OF ATTENDANCE | PERCENTAGE OF PROGRAM FEE REFUND |
| CANCELLED BY CAJ | 100% |
| UP TO 10% | 90% |
| OVER 10% - UP TO 25% | 50% |
| OVER 25% - UP TO 50% | 25% |
| OVER 50% | NO REFUND |

5. Court Reporting / Court Reporter program fees are charged annually. Refunds are based on CAJ Refund Chart.
6. Eligible refunds for students in the Vocational Nursing (Licensed Practical/ Vocational Nursing Training) program will be based on attendance per level.
7. No refund on HSE testing fees (HiSET)
8. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (see pages 21 and 22)

COSTS, FEES AND CHARGES

Program fees do NOT include associated material or additional requirement costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

A non-refundable registration fee is required for all fee-based programs and courses. The fee is charged annually per program. Details are outlined in the program description.

Students are responsible for paying for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.

For students paying tuition with student loans, 10% of the total program/course fee (or 10% of the annual program fee for Court Reporting / Court Reporter program) is due at the time of registration for all programs except Vocational Nursing (Licensed Practical/Vocational Nursing Training) program.

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- IS subject to prior approval
- IS subject to availability
- is NOT covered by student funding assistance without approval from funding source
- is NOT available for all programs
- does NOT include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

Program fees and material costs are subject to change without notice.

Student is responsible for increases prior to purchase.

All fees must be paid in full to graduate.

CAJ ROSTER OF STAFF

| Name | Conferring Institution | Most Advanced Degree | Courses Taught |
|---------------------------|--|--|--|
| Site Administrator | | | |
| Hatter, Angela | San Francisco State University | M.A. | N/A |
| CTE Instructors | | | |
| Bradshaw, Patricia | California State University, Sacramento | CTE Credential B.S. | Medical/Clinical Assistant |
| Bruce, Elaine | California Commission on Teacher Credentialing | CTE Credential | Nursing Assistant (Nursing Assistant/Aide and Patient Care Assistant/Aid) |
| Chufar, Bonnie | West Valley Community College | CTE Credential A.A. | Court Reporting / Court Reporter |
| Curry, Christina | California Commission on Teacher Credentialing | CTE Credential | Vocational Nursing (Licensed Practical/ Vocational Nursing Training) |
| Doll, Lorraine | California Commission on Teacher Credentialing | CTE Credential | Court Reporting / Court Reporter |
| Fong, Lana | California State University, Sacramento | CTE Credential Health Science and Medical Technology | Pharmacy Technician |
| Gagney, David | California Commission on Teacher Credentialing | CTE Credential | Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician |
| Gallardo, Elisa | California Commission on Teacher Credentialing | CTE Credential | Nursing Assistant (Nursing Assistant/Aide and Patient Care Assistant/Aid) and Vocational Nursing (Licensed Practical/ Vocational Nursing Training) |
| Huynh, Sandra | California State University, Sacramento | CTE Credential B.V.E. | Pharmacy Technician |
| Mulloy, Kathleen | California Commission on Teacher Credentialing | CTE Credential | Nursing Assistant (Nursing Assistant/Aide and Patient Care Assistant/Aid) and Vocational Nursing (Licensed Practical/ Vocational Nursing Training) |

ROSTER OF STAFF (CONT'D)

| Name | Conferring Institution | Most Advanced Degree | Courses Taught |
|--------------------------------------|---|---|---------------------------------|
| ABE, HSE, and ESL Instructors | | | |
| Atwood, Marianne | Santa Clara University | B.S. | ESL |
| Ciani, Nick | California Commision on Teacher Credentialing | Designated Subjects Adult Education Teaching Credential | ABE/HSE |
| Hawes, Victoria | San Francisco State University | M.A. | ESL |
| Sterling, Marguerite | Universidad Ibero-Americana | B.A. | ESL |
| Part-Time ESL Instructors | | | |
| Boyd, Kathryn | San Jose State University | M.S. | ESL |
| Johnson, Valyncia | California Commision on Teacher Credentialing | CTE Credential | Integrated Educational Training |
| Monte, Don | California Commision on Teacher Credentialing | Lifetime Teaching Credential, All Subjects | Citizenship/ESL |

NOTES

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