

CHARLES A. JONES CAREER AND EDUCATION CENTER 2020-2021 PROGRAM CATALOG

5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 395-5800 | WWW.CAJ.SCUSD.EDU
REMOTE OFFICE (916) 417-6580



*Celebrating over 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, a half block west of Stockton Boulevard. The facility is a three-building complex on seven acres. Parking is available on the school grounds for all students and the center is served by Regional Transit. CAJ also has over fifty classrooms, a library, job center, school office, and financial aid office, all available to students during regular business hours. The campus is currently closed due to the impact of COVID-19, but classes and job center services are being provided through distance learning.

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: 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.



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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, and Industrial. 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 Office Occupations with emphasis on Proofreading, Notereading, Transcribing, and Customer Service (Court Reporting 1 of 4), Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician, Medical/Clinical Assistant, and Pharmacy Technician programs.

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 (See page 4)
- Connect with teachers for program details during office hours or by phone
- 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 (Financial Aid virtual appointments are available)
- Meet with Job Center staff for scholarship eligibility and processing, *if desired*, well in advance of the program start date
- 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.



* Test scores are valid for one year from testing date. After two failed attempts to pass the assessment tests, the individual will be referred to an Adult Basic Education course for skills review. There should be at least 40 hours of remediation before attempting the next set of assessment tests.

JOIN US FOR A VIRTUAL ORIENTATION!

When: Virtual Orientation Every Monday by Appointment (Except holidays and break periods)

Where: Phone, Zoom Meeting, or Google Meet by Appointment.

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

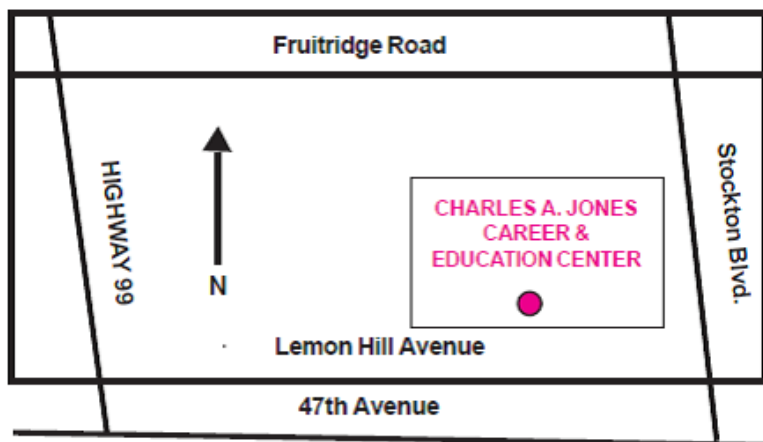
How to make an appointment: Call CAJ Job Center at (916) 826-0967 or email: lemonhill5451@gmail.com, Monday-Thursday 8:30 am to 4:00 pm, Friday 8:30 am to 12:00 pm

This is the first step to your new career! Learn about the exciting career training programs available. Students may begin classes throughout the year on a scheduled basis as space is available. All classes require excellent attendance.

Assessment testing is held each Wednesday through Friday by appointment. Student must show ID. For in-person testing, mask is required. **Orientation and assessment are required before enrollment.** CAJ reserves the right to cancel program start dates due to low enrollment.

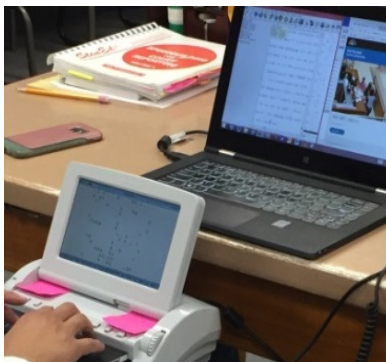
Financial Aid Available!

Financial Aid (Pell Grant) is available for those students who meet Federal guidelines. Start your Free Application online at [StudentAid.gov](https://studentaid.gov). Use financial aid school code **009509**. Ask for a financial aid procedures brochure for steps to apply.



OFFICE OCCUPATIONS WITH EMPHASIS ON PROOFREADING, NOTEREADING, TRANSCRIBING, AND CUSTOMER SERVICE

*1290 Hours • 43 Instructional Weeks
(Court Reporting 1 of 4)*



ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation (available by appointment)
- Assessment Test
 - Reading: 251
 - Typing speed: 45 wpm (recommended)

ACADEMICS REQUIRED

- Theory
- College-Level Vocabulary
- Basic English
- Legal Terminology
- Technology-CAT Tutorial and Word
- Court Observation
- Customer Service
- Typing

Students progressing at a faster rate have the ability to progress to the next program at an accelerated pace.

Basic English, grammar, punctuation, and vocabulary building are a part of the curriculum. Students will develop transcription and proofreading speed and accuracy with continued development of vocabulary and reinforcement of English grammar and mechanics. Stenographic notereading is an important skill incorporated into theory mastery. Basic computer training and specialized CAT software competency is also required as students complete Theory and begin speed-building classes. Students will learn basic Legal Terminology and demonstrate an understanding of the principles of Customer Service. Students must observe no fewer than five hours of courtroom proceedings and submit a written report.

PROGRAM DATES

09/03/20 - 08/23/21
11/02/20 - 10/20/21
01/05/21 - 12/09/21
03/01/21 - 02/15/22
05/03/21 - 04/20/22

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Friday
30 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD

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



Court Reporters Board of California Approved

2018-2019 - 48 total enrolled - 3 graduate completers - 37 continued to 2019
Completers Graduation Rate - 27% / Employment Placement Rate - 100% / Licensure Exam Pass Rate: 100%
Placement and licensure is based on # of completers and # taking licensure exam



BOOKS AND MATERIALS**Theory - 100 wpm**

- Magnum Steno Theory (Mark Kislingbury)
Item #: xxx \$239
- College-Level Vocabulary Building
Item #: 307130 \$10
- Finger Techniques
Item #: 307128 \$4
- Basic English Review 9th ed.
ISBN: 9780538730952 \$120
- Legal Terminology 7th ed.
ISBN: 9780133766974 \$166
- EV-360 (Included in Tuition)

EACH STUDENT WILL PURCHASE HIS/HER OWN LAPTOP, PRINTER, AND SOFTWARE

Internet Access required for Distance Education components.

**CONTACT BONNIE CHUFAR AT
BONNIE-CHUFAR@SCUSD.EDU, FOR
DETAILS ON WHERE TO OBTAIN A MACHINE
AND SOFTWARE.**

**FEES**

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable) \$ 50.00

Program Fees: \$ 8,700.00

Books and Materials: \$ 539.00

Total: \$ 9,289.00

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

MEDICAL/LEGAL TRANSCRIBING AND SCOPING TECHNIQUES

*1320 Hours • 44 Instructional Weeks
(Court Reporting 2 of 4)*



PROGRAM DATES

09/03/20 - 08/30/21
11/02/20 - 10/27/21
01/05/21 - 12/16/21
03/01/21 - 02/23/22
05/03/21 - 04/27/22

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Friday
30 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD

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

PREREQUISITES

Must complete all requirements of
Office Occupations with Emphasis on
Proofreading, Notereading, Transcribing,
and Customer Service

Skills can also be assessed by CAJ for
placement

ACADEMICS REQUIRED

- English – Gregg Reference
- Medical Terminology
- Technology
- Court Observation

*Students progressing at a faster rate
have the ability to progress to the next
program at an accelerated pace.*

*This program offers the trainee the
opportunity to continue stenotype
speed building and expand automated
writing vocabulary to include legal,
medical, question and answer, multi-
voice techniques, Congressional,
literary, and technical material. The
speed goal is between 120 and 140 wpm
shorthand with 98% accuracy. Students
are expected to achieve competency in
computer operations utilizing scoping
functions in CAT software.*

*Students take an interactive medical
course with emphasis on human
anatomy, diseases, and medical
terminology, and use audio dictation for
additional stenographic writing practice.
Students are required to observe no
fewer than five hours of courtroom
proceedings and submit a written report.*



Court Reporters Board of California Approved

2018-2019 - 48 total enrolled - 3 graduate completers - 37 continued to 2019
Completers Graduation Rate - 27% / Employment Placement Rate - 100% / Licensure Exam Pass Rate: 100%
Placement and licensure is based on # of completers and # taking licensure exam



BOOKS AND MATERIALS**120 - 140 wpm**

- Gregg Reference Manual:
ISBN: 9780072936537 \$60
- All Things English
(MargieHoldsCourt.com) \$23
- Medical Terminology in a Flash 4e: A
Multiple Learning Styles Approach
ISBN-13: 9780803689534 \$92
- EV-360 (Included in Tuition)

EACH STUDENT WILL PURCHASE HIS/HER
OWN LAPTOP, PRINTER, AND SOFTWARE

Internet Access required for Distance
Education components.

**FEES**

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable) \$ 50.00

Program Fees: \$ 8,700.00

Books and Materials: \$ 175.00

Total: \$ 8,925.00

REFUND POLICY

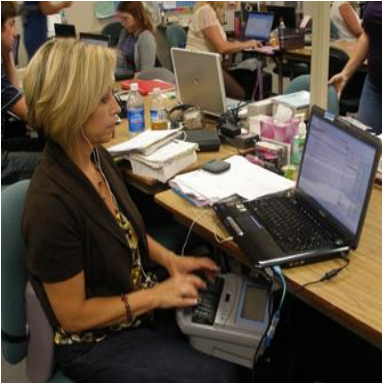
1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student 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. Court Reporting / Court Reporter program fees are charged annually. Refunds are based on CAJ Refund Chart.

HEARING REPORTER AND CART TRAINING

*1320 Hours • 44 Instructional Weeks
(Court Reporting 3 of 4)*



PREREQUISITES

Must complete all requirements of Medical/Legal Transcribing and Scoping Techniques

Skills can also be assessed by CAJ for placement

ACADEMICS REQUIRED

- Court or Deposition Procedures
- Apprenticeship Training & Review (180 wpm speed level)
- Resource Materials
- Transcript Preparation
- Technology – Applications (Realtime writing)

Students progressing at a faster rate have the ability to progress to the next program at an accelerated pace.

This program builds machine speed with 98% accuracy to meet proficiency of machine requirements at each of these advanced speed levels - 160 and 180 wpm. Students utilize advanced scoping techniques with CAT software to manage and produce transcripts and access appropriate resource materials. Students learn legal principles including California code requirements and ethics for court reporters. Apprenticeship training in courtroom proceedings, deposition proceedings, and educational CART will be undertaken by students able to write at 180 wpm. Additional optional mock training opportunities will be available periodically. Students are afforded opportunities to practice realtime writing in class and during internship training.

**** Stenographic speed of 180 wpm required for this certificate.**

PROGRAM DATES

09/03/20 - 08/30/21
11/02/20 - 10/27/21
01/05/21 - 12/16/21
03/01/21 - 02/23/22
05/03/21 - 04/27/22

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Friday
30 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD

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



Court Reporters Board of California Approved

2018-2019 - 48 total enrolled - 3 graduate completers - 37 continued to 2019
Completers Graduation Rate - 27% / Employment Placement Rate - 100% / Licensure Exam Pass Rate: 100%
Placement and licensure is based on # of completers and # taking licensure exam



BOOKS AND MATERIALS**160 - 180 wpm**

- California Codes for Court Reporters
Item #: 307117 \$72
- EV-360 (Included in Tuition)

EACH STUDENT WILL PURCHASE HIS/HER OWN LAPTOP, PRINTER, AND SOFTWARE

Internet Access required for Distance Education components.

FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable) \$ 50.00

Program Fees: \$ 8,700.00

Books and Materials: \$ 72.00

Total: \$8,822.00

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





COURT REPORTER SKILL DEVELOPMENT FOR LICENSING ELIGIBILITY

900 Hours • 30 Instructional Weeks
(Court Reporting 4 of 4)



PREREQUISITES

Must complete all requirements for
Hearing Reporter** and CART** Training

Skills can also be assessed by CAJ for
placement

ACADEMICS REQUIRED

- Court or Deposition Procedures
- Apprenticeship Training and Review
- Transcript Preparation
- Capstone Course

This program builds machine shorthand speed with 98% accuracy to meet a high level of proficiency at 200 wpm. Trainees have the ability to practice at speeds of up to 260 wpm through ev360.

Students complete the instruction on legal principles, including California code requirements and ethics for court reporters.

Students will have the opportunity to perform the required apprenticeship training in courtroom and deposition proceedings. A limited number of hours of mock proceedings may also be used to meet this requirement.

Students learn how to format and produce court and deposition transcripts, and transcripts for the hearing impaired.

Certification exams (Qualifiers) must be passed in order to qualify for the state exam.

Once a student has passed a Qualifier, a 10+-hour Capstone course will be completed to review the academic material covered in the court reporting program.

****Stenographic speed of 200 wpm required for this certificate.*

PROGRAM DATES

09/03/20 - 05/06/21
11/02/20 - 07/20/21
01/05/21 - 08/30/21
03/01/21 - 10/20/21
05/03/21 - 01/06/22

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Friday
30 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD

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



Court Reporters Board of California Approved

2018-2019 - 48 total enrolled - 3 graduate completers - 37 continued to 2019
Completers Graduation Rate - 27% / Employment Placement Rate - 100% / Licensure Exam Pass Rate: 100%
Placement and licensure is based on # of completers and # taking licensure exam



BOOKS AND MATERIALS**200- 225 wpm**

- California Codes for Court Reporters
Item #: 307117 \$72
- Bea's Mock Examination Booklet
Item #: 307129 \$10
- EV-360 (Included in Tuition)

EACH STUDENT WILL PURCHASE HIS/HER
OWN LAPTOP, PRINTER, AND SOFTWARE

Internet Access required for Distance
Education components.

**FEES**

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable) \$ 50.00

Program Fees: \$ 8,700.00

Books and Materials: \$ 82.00

Total: \$ 8,832.00

REFUND POLICY

- 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.
- 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.
- 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.
- 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 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

08/03/20 - 04/27/21
08/24/20 - 05/18/21
09/14/20 - 06/08/21
10/26/20 - 08/04/21
12/07/20 - 09/08/21
01/19/21 - 10/05/21
03/01/21 - 11/10/21
04/12/21 - 01/06/22
05/21/21 - 02/23/22

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Thursday
30 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation (available by appointment)
- Assessment Test
Reading: 230 Math: 235

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.



2018-2019 - 52 total enrolled - 29 graduate completers - 18 continued to 2019
Completers Graduation Rate - 85% / Employment Placement Rate - 43%
Placement based on # of completers

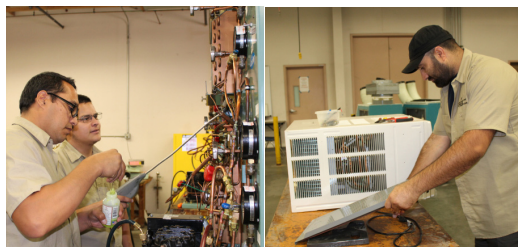
BOOKS AND MATERIALS

- 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
 - R-410 \$30
 - Electrical ER (E-01) \$15
 - Basic Refrigeration and Charging Procedures \$15
 - Heat Pump ER (H-03) \$15
 - Gas Heater ER (G-10) \$15
 - Air Conditioning ER (E-02) \$15
 - System Performance: Maximizing Energy Efficiency in Heating and Cooling \$35
 - Chromebook \$300*

Internet Access required for Distance Education components.

*Chromebook cost is subject to change.
Supplies are based on availability.
Students can opt to purchase from an outside vendor.

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:	\$1,505.00
TOTAL:	\$9,655.00

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

MANUFACTURING PRE-APPRENTICESHIP

IN COLLABORATION WITH SACRAMENTO VALLEY MANUFACTURING INITIATIVE (SVMII)

90 Hours • 5 Instructional Weeks



ADMISSION REQUIREMENTS PRE-REQUISITES

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation and CAJ Cal Jobs Individualize Orientations (available by appointment)
- Register in Cal Jobs at www.caljobs.ca.gov
- Complete CAJ Job Center intake and required workshops
- Provide Right to Work documentation
- Complete Work Key assessments in industry related to Manufacturing and obtain appropriate scores
- Complete eligibility assessment through CAJ Job Center
- Develop an Individualized Employment Plan with a CAJ Job Coach

(Takes 2-4 weeks to complete the process with the CAJ Job Center)

- Assessment Test
Reading: 230 Math: 235

PROGRAM DATES

11/05/20 - 12/18/20
01/05/21 - 02/03/21
02/09/21 - 03/11/21
03/15/21 - 04/16/21
04/19/21 - 05/18/21
05/24/21 - 06/23/21
07/19/21 - 08/17/21
08/23/21 - 09/21/21

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Thursday
18 Hours per week required

Distance education class time will vary

Schedule for hands-on labs - TBD

PROGRAM COMPONENTS

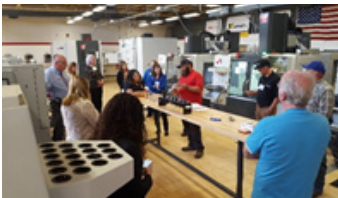
- Intro to Advanced Manufacturing
- Additive Processes
- Subtractive Processes
- Forming Processes
- Joining Processes
- Soft Products, Sewing, Textiles
- Surface Finishing Processes
- Manufacturing Support Systems
- Manufacturing Safety
- Use of Basic Hand Tools & Components and Terminology
- Critical Thinking and Proper Troubleshooting Techniques
- Advanced Manufacturing Career Pathways

BOOKS AND MATERIALS

- Tooling U – Manufacturing Training online software \$120
- CAJ Uniform Shirt \$30
(additional charge for size 2XL and larger)
- Chromebook \$300*

Internet Access required for Distance Education components. Temporary internet access may be available for students who qualify for scholarship assistance, and as supplies last.

*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

**FEES**

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

Registration Fee: (non-refundable) \$ 50.00

Books and Materials: \$ 450.00

TOTAL: \$ 500.00

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

08/03/20 - 04/27/21
08/10/20 - 05/04/21
08/17/20 - 05/11/21
08/24/20 - 05/18/21
10/26/20 - 08/04/21
02/11/21 - 10/27/21
05/13/21 - 02/10/22

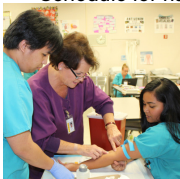
SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Thursday
30 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD



ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation (available by appointment)
- Assessment Test
Reading: 236 Math: 236
- 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.



2018-2019 ~ 63 total enrolled - 46 graduate completers ~ 14 continued to 2019

Completers Graduation Rate - 94% / Employment Placement Rate ~ 89%

Placement based on # of completers

* Documentation of all immunizations required on first day of class. Immunizations must be valid for the entire length of the program.

BOOKS AND MATERIALS

- Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office, 14th ed.
ISBN: 9780323757959 \$257
- Medical Assisting Exam Review for CMA, RMA, and CMAS Certification 4th ed.
ISBN: 9781451192568 \$86
- Stethoscope and Blood Pressure Cuff Bundle \$37
- CAJ Uniform
 - Scrub Top \$25
 - Scrub Pant \$25
 (additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$45
- First Aid Card \$20
- Drug Test - Panel 10 \$56

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.
- Chromebook \$300*

Internet Access and Headset are required for Distance Education components.

*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

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:	\$ 930.00
TOTAL:	\$7,740.00*

*This fee is subject to change Jan 2021

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

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

NURSING ASSISTANT

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

185 Hours • 5 Instructional Weeks



PROGRAM DATES

09/01/20 - 09/30/20
TBD

SCHEDULE

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

ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation (available by appointment)
- 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:

- American Red Cross Exam \$120

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:	\$1,979.00
Other Fees:	\$ 143.00
TOTAL:	\$2,172.00

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	
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

PHARMACY TECHNICIAN

1080 Hours • 36 Instructional Weeks



PROGRAM DATES

08/03/20 - 05/17/21
08/24/20 - 06/08/21
11/16/20 - 09/14/21
02/09/21 - 11/15/21
05/11/21 - 03/02/22

SCHEDULE

Currently Distance Education Only
County Mandate

Monday through Friday
30 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD



ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation (available by appointment)
- Assessment Test
 - Reading: 236 Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

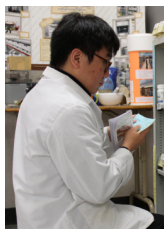
Immunizations:

- 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.



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 \$42
(approximate cost)
 - 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
 - Chromebook \$300*

Internet Access required for Distance
Education components.

*Chromebook cost is subject to change. Supplies are based on
availability. Students can opt to purchase from an outside vendor.

WORKBOOKS AND GUIDES MUST BE NEW

FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 50.00
Program Fee:	\$9,500.00
Books and Materials:	\$ 1,095.00
TOTAL:	\$10,645.00

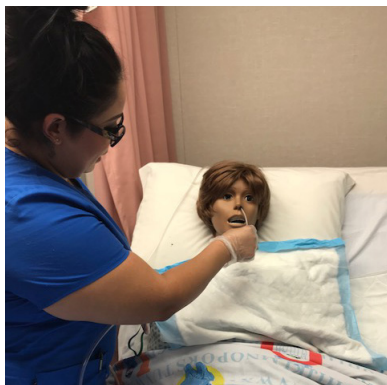
REFUND POLICY

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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.
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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

11/02/20 - 08/25/21

SCHEDULE

Currently Distance Education Only
County Mandate

Clinical experience via simulation and
in-person at clinical partner sites

Monday through Friday
40 Hours per week required

Distance education meetings will vary

Schedule for hands-on labs - TBD



**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 Virtual Orientation (available by appointment)
- Assessment Test
 - Reading: 240 Math: 236
- 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**

2018-2019 - 71 total enrolled - 19 graduate completers - 47 continued to 2019
Completers Graduation Rate - 79% / Employment Placement Rate - 80% / Licensure Exam Pass Rate: 100%
Placement and licensure is based on # of completers and # taking licensure exam

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 \$66
- 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.)

Negative COVID test is required .
Results must be within 7 days of the start of clinical. Test results could take 2 weeks. Please plan accordingly.

ATI online comprehensive (Included in Tuition)
Chromebook \$300*

Internet Access required for Distance Education components.

*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

WORKBOOKS AND GUIDES MUST BE NEW

FEES

This program qualifies for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 50.00
Program Fee:	\$22,200.00
Books and Materials:	\$ 1,083.00
TOTAL:	\$23,333.00

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 SPEED BUILDING

SPEEDBUILDING: (Before passing Qualifier) If a student does not meet the required speed and/or academics of a posted court reporting program, the student can enroll in SPEEDBUILDING until the required speed level is achieved and/or required academics are completed. This class is open to anyone who wishes to practice, but will not qualify for academic hours for court reporting licensure. Federal Financial Aid is not available for this class. It is possible other sponsorship aid may be available. Class fees will be paid monthly.

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	09/03/20 - 06/25/21	Currently Distance Education Only Mon.-Fri. 3 hours/day AM and PM Schedule available

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	09/03/20 - 06/10/21	Currently Distance Education Only Tuesday 3 hours/day AM and PM Schedule available





COURT REPORTING / COURT REPORTER EXTENSION BY QUARTER

Program Dates	Schedule	Fees
07/01/20 – 09/30/20	Monday - Friday Distance Education	\$2,175 per quarter* \$50 registration fee* Not prorated
10/01/20 – 12/31/20		
01/01/21 – 03/31/21		
04/01/21 – 06/30/21		

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 SPEED BUILDING AND TEST PREPARATION

Program Dates	Schedule	Fees
SPEEDBUILDING Monthly Entry	Monday - Friday Distance Education	\$725 per month \$50 registration fee* Not prorated
TEST PREPARATION Monthly Entry	Monday - Friday Distance Education	\$150 per month \$50 registration fee Not prorated

SPEEDBUILDING: (Before passing Qualifier) If a student does not meet the required speed and/or academics of a posted court reporting program, the student can enroll in SPEEDBUILDING until the required speed level is achieved and/or required academics are completed. This class is open to anyone who wishes to practice, but will not qualify for academic hours for court reporting licensure. Federal Financial Aid would not be available for this class. It is possible other sponsorship aid may be available. Class fees will be paid monthly.

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

Program Dates	Schedule	Fees
TBD	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*
TBD		
TBD		
TBD		
TBD		

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, SPEED BUILDING
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

- High School Diploma or equivalent
- Attend CAJ Virtual Orientation (available by appointment)
- Assessment Test
Reading: 240 Math: 236

PROGRAM DATES

Currently Distance
Education Only
08/17/20 - 09/30/20

FEES

*Purchase all 7 classes at once
and pay bundle price*

Registration Fee:	\$50
(non-refundable)	
Total Course Fee:	\$2,100.00
Bundle Price:	\$1,950.00
Books and Materials:	\$ 584.00
TOTAL:	\$2,734.00
With Bundle Offer:	\$2,584.00

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	M-F 8 hrs/day Distance Education	08/17/20-08/19/20 00
Math for Medications	20	\$250		08/19/20-08/21/20 00
Anatomy and Physiology	36	\$300		08/24/20-08/28/20 00
Human Growth and Development	36	\$300		08/31/20-09/04/20 00
Nutrition	36	\$300		09/08/20-09/14/20 00
Introduction to Psychology	36	\$300		09/15/20-09/21/20 00
Introduction to Pharmacology	54	\$400		09/22/20-09/30/20 00

BOOKS AND MATERIALS

- Medical Terminology in a Flash!: A Multiple Learning Approach, 3rd ed.
ISBN: 9780803643680 \$92
- 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, 14th ed.
ISBN: 9781284207019 (Text Bundle) \$77
ISBN: 9781496380500 (text)
ISBN: 9781496380548 (study guide)
- 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

**Notice: Currently
on-site testing
unavailable due to
COVID 19 school
site closure**

FEES ARE NOT REFUNDABLE

Test: Complete 5-Section Battery (required for first time examinees).....\$150.00
Single Section.....\$60.00
Re-Test (each section after 3rd attempt, including no shows).....\$42.00

**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)*

May 29 - June 10, 2020.....Summer Break
September 7, 2020.....Labor Day
November 11, 2020.....Veterans Day
November 23-27, 2020.....Thanksgiving Break
December 21, 2020 - January 1, 2021.....Winter Break
January 18, 2021.....Martin Luther King Jr. Day
February 8, 2021.....Lincoln Day
February 15, 2021.....Presidents' Day
March 29 - April 2, 2021.....Spring Break
May 31, 2021.....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.




2020-2021 ACADEMIC CALENDAR

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

November 2020							December 2020							January 2021							February 2021							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7			1	2	3	4	5						1	2			1	2	3	4	5	6
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
29	30						27	28	29	30	31			24	25	26	27	28	29	30	28							
														31														

March 2021							April 2021							May 2021							June 2021						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6					1	2	3						1				1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
														30	31												

 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
Johnson, Valyncia	California Commission on Teacher Credentialing	CTE Credential	Integrated Educational Training
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)
Rosa, Ruth	California Commission on Teacher Credentialing	CTE Credential	Medical/Clinical Assistant

ROSTER OF STAFF (CONT'D)

Name	Conferring Institution	Most Advanced Degree	Courses Taught
ABE, HSE, and ESL Instructors			
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
Monte, Don	California Commision on Teacher Credentialing	Lifetime Teaching Credential, All Subjects	Citizenship/ESL



Board of Education

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Angela Hatter, Coordinator III, Adult Education