

WE PUT PEOPLE TO **WORK!**

Sacramento City Unified School District Adult Education
Career Technical Training

2014-2015 Program Catalog

Accredited, Short-Term,
Affordable Training Programs



PROGRAMS INCLUDE:

- ACCOUNTING SPECIALIST
- ADMINISTRATIVE ASSISTANT
- AUTO BODY REPAIR
- CISCO/A+ DIGITAL TECHNOLOGY
- COMMERCIAL ELECTRICIAN
- COURT REPORTER
- HVAC
- MEDICAL ASSISTANT
- NURSING ASSISTANT
- OPTOMETRIC ASSISTANT
- PHARMACY TECHNICIAN
- VOCATIONAL NURSE

FINANCIAL AID IS AVAILABLE FOR MANY OF THESE
PROGRAMS TO THOSE WHO QUALIFY



5451 Lemon Hill Ave • Sacramento • CA 95824 • (916) 433-2600 • www.caj.scusd.edu

Last revision: November 20, 2014. Prices subject to change without notice.

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 1/2 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.

We are proud that we can provide you with a low-cost, high quality education that will enrich your life. The school offers career and technical programs in various occupational fields.

We are currently offering these programs:

Accounting Specialist	4	Medical Assistant	16
Administrative Assistant	6	Optometric Assistant	20
Adult Education Classes -		Pharmacy Technician	22
ABE/HSE/ESL and Citizenship	30	Preparatory/Continuing Education	29
Auto Body Repair	8	Vocational Nurse	24
Certified Nursing Assistant	18	Vocational Nurse Prerequisites	26
CISCO/A+ Technician	10	Commercial Electrician	28
Court Reporter	12		
Heating, Ventilation, and Air			
Conditioning	14		

These programs are designed to provide the skills needed to become productively employed in the local workforce. CAJ also offers limited academic preparation classes, including HiSET, Adult Basic Education, ESL, and Citizenship classes.

Charles A. Jones Career and Education Center has been designated by the California Department of Education as fully accredited by the Commission of the Council on Occupational Education (COE), the Western Association of Schools and Colleges (WASC), the State of California's Board of Vocational Nursing, and Psychiatric Technicians (BVNPT) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify our graduating students for national, state, or industry exams in their field of training, including: CISCO Systems, the California Certifying Board for Medical Assistants (CCMA), the California Department of Public Health, the California Court Reporters Board, the American Board of Optician (ABO), and the National Contact Lens Examiners (NCLE)



ORIENTATION EVERY WEDNESDAY!

(Except holidays and break periods)

8:15-11:00 AM IN THE MULTI-PURPOSE ROOM

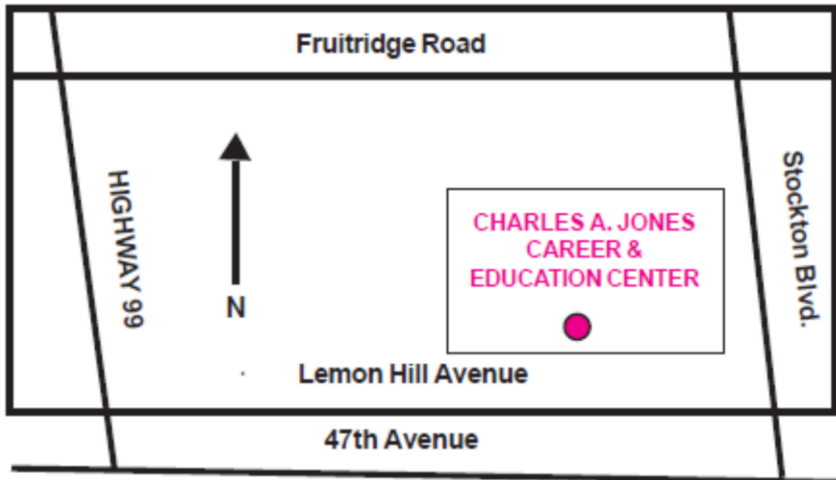
Doors open at 8:15 am and close at 8:30 am

Seating is limited to 120 people on first-come, first-served basis.

Bring your government issued **photo ID** (*Driver's License, State ID, Passport, etc.*)
and your **Social Security Card**.

Student must be 18 years old to enroll in Adult Education Programs

A variety of career training programs are 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 full time students must attend this orientation before registering. You should arrive by 8:15 a.m.; doors close at 8:30 a.m. CAJ reserves the right to cancel classes due to low enrollment. Books, materials, and additional requirements fees are not included in the program fee and are subject to change. Financial Aid (Pell Grant) is available for those students who meet Federal guidelines.



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.

Accounting Specialist

Affordable training in Office Occupations



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **225** Math: **225**
- ✓ Typing speed of at least 35 wpm

Highlights

An Accounting Specialist is a professional who keeps financial accounts for all types of businesses. As an Accounting Specialist, it would be your job to keep accurate financial records. In larger companies, you may be the only person trained to handle financial matters like wages and invoices. Typical duties would include:

- ✓ Accounts Receivable Clerk
- ✓ Accounts Payable Clerk
- ✓ Accounting Assistant
- ✓ Accounting Technician

With experience, you would often take on management responsibilities and more complex tasks, such as drafting financial reports, planning and budget control, and assisting with audits.

900 Hours
(30 Instructional Weeks)**

- Introduction to Computers (ICOT)
- Business Communications
- Ten Key and Filing
- Word Processing (Microsoft Word)
- Spreadsheets (Microsoft Excel)
- Recordkeeping
- Bookkeeping
- Accounting
- QuickBooks
- Computer Applications: Power Point

This program is designed for the person interested in dealing more with numbers and math skills, but a minimum use working with words and language skills.



Gainful Employment Disclosure Information: Completers Graduation Rate - 86% / Placement Rate - 71%

Pg. 4/FY14* Instructional hours do not include school holidays and breaks.

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Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Class/Course	Required Materials
10-Key and Filing Room 213	Book: <i>Calculators Printing & Display (Workbook)</i> , 4 th ed. ISBN: 9780538439909 (\$49)
Accounting Room 213	Book: <i>College Accounting Ch. 1-12, 5th ed.</i> ISBN: 9780763834951 (\$86) Papers: <i>College Accounting Working Papers</i> ISBN: 9780763834982 (CD \$30) Optional (in addition to CD): ISBN: 9780763834913 (Workbook \$45)
Bookkeeping Room 213	Book: <i>Keeping Financial Records for Business Ch. 10-16, 10th ed. (Workbook)</i> ISBN: 9780538441568 (\$31) Packet: <i>Golf Links Packet (Workbook)</i> ISBN: 9780538441681 (\$45)
Business Communications Room 207	Book: <i>Basic English Review (Workbook)</i> , 9th ed. ISBN: 9780538730952 (\$91)
Computer Applications Room 213	Book: <i>Microsoft PowerPoint 2010: Essentials</i> ISBN: 9781591363194 (\$72)
Introduction to Computers Room 207	Book: <i>Microsoft Office 2010: Essentials</i> ISBN: 9781591363033 (\$90)
QuickBooks Room 213	Book: <i>Microsoft QuickBooks Pro 2012: Comprehensive</i> ISBN: 9781591364399 (\$86)
Recordkeeping Room 213	Book: <i>Keeping Financial Records for Business Ch. 1-9, 10th ed. (Workbook)</i> ISBN: 9780538441551 (\$31) Packet: <i>Get Inline Packet (Workbook)</i> ISBN: 9780538441650 (\$45)
Spreadsheets Room 213	Book: <i>Microsoft Excel 2010: Comprehensive</i> ISBN: 9781591363101 (\$78)
Word Processing Room 207	Book: <i>Microsoft Word 2010: Comprehensive</i> ISBN: 9781591363040 (\$76)

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
07/21/14 – 03/06/15 09/02/14 – 04/24/15 10/13/14 – 06/05/15 12/01/14 – 07/31/15 01/26/15 – 09/11/15 03/09/15 – 10/23/15 04/27/15 – 12/11/15 06/08/15 – 02/05/16	PROGRAM FEE*: \$4,720.00 CAJ BOOKS/ MATERIALS: (maximum) \$855.00 =====	30 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:30 am to 3:00 pm	213
	TOTAL: \$5,575.00				

Administrative Assistant

Affordable training in Office Occupations



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **215** Math: **225**
- ✓ Typing speed of at least 35 wpm

Highlights

As the reliance on technology continues to expand, the role of the Administrative Assistant has greatly evolved to perform fewer clerical tasks and taking on the roles of information and communication managers. They perform a variety of duties necessary to run an organization efficiently: plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; handle travel, and disseminate information.

They also may use desktop publishing software and digital graphics to create spreadsheets; compose correspondence; manage databases; and create presentations, reports, and documents.

Administrative Assistants may also negotiate with vendors, maintain leased equipment, purchase supplies, manage areas such as stockrooms or corporate libraries, and retrieve data from various sources.

900 Hours
(30 Instructional Weeks)**

- Business Communications
- Introduction to Computers (ICOT)
- Word Processing (Microsoft Word)
- Ten Key and Filing
- Proofreading
- Spreadsheets (Microsoft Excel)
- Transcription and Letter Writing
- Customer Service
- Desktop Publishing (Microsoft Publisher)
- Computer Applications

This program is designed for the person interested in dealing with the public and working with words and language skills, but a minimum use of numbers and math skills.



Gainful Employment Disclosure Information: Completers Graduation Rate - 75%/ Placement Rate - 71%

Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Block	Required Materials AM (8:30 – 11:30)	Required Materials PM (12:00 – 3:00)
Block 1	<p>Customer Service Book: <i>21st Century Business Series</i> ISBN: 9780538740289 (\$41) Room 204</p> <p>(Alternating with)</p>	<p>10-Key and Filing Book: <i>Calculators Printing & Display (Workbook), 4th ed.</i> ISBN: 9780538439909 (\$49) Book: <i>Alpha Indexing Rules</i> ISBN: 9780538970808 (\$35) Room 213</p>
Block 2	<p>*Business Communications Book: <i>Basic English Review (Workbook), 9th ed.</i> ISBN: 9780538730952 (\$91) Room 207</p>	<p>Introduction to Computers Book: <i>Microsoft Office 2010: Essentials</i> ISBN: 9781591363033 (\$90) Room 207</p>
Block 3	<p>Proofreading Book: <i>Communication Skills for the Processing of Words</i> ISBN: 9780538439541 (\$66) Room 207</p>	<p>Word Processing Book: <i>Microsoft Word 2010: Comprehensive</i> ISBN: 9781591363040 (\$76) Room 207</p>
Block 4	<p>Transcription and Letter Writing <i>Machine Transcription & Dictation</i> (no book required) Room 207</p>	<p>Spreadsheets Book: <i>Microsoft Excel 2010: Comprehensive</i> ISBN: 9781591363101 (\$78) Room 213</p>
Block 5	<p>Microsoft Publisher Book: <i>Microsoft Publisher 2010: Comprehensive</i> ISBN: 9780538475983 (\$143) Room 207</p>	<p>Computer Applications- (Microsoft Power Point) Book: <i>Microsoft PowerPoint 2010: Essentials</i> ISBN: 9781591363194 (\$72) Room 213</p>

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
07/21/14 – 03/06/15	PROGRAM FEE*:				
09/02/14 – 04/24/15	\$4,720.00	30 Weeks	Monday thru Friday	8:30 am to 3:00 pm	213
10/13/14 – 06/05/15	CAJ BOOKS/ MATERIALS:				
12/01/14 – 07/31/15	(maximum) \$741.00	NOT INCLUDING BREAKS AND HOLIDAYS			
01/26/15 – 09/11/15	=====				
03/09/15 – 10/23/15	TOTAL: \$5,461.00				
04/27/15 – 12/11/15					
06/08/15 – 02/05/16					

Auto Body Repair

Affordable training in Automotive Services



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **215** Math: **220**
- ✓ Have a valid Driver's License

Highlights

This program introduces the student to the field of automotive body and fender repair. Students receive basic theory and discussion on shop practices and procedures. Students learn the proper use of tools, materials, and paint products currently used in the auto body industry. The majority of time is spent in the shop working on projects either in small groups or individually. Emphasis is placed on safety and shop discipline. This course provides the necessary comprehension for the student to become a productive entry-level employee in the auto body repair industry.

900 Hours
(30 Instructional Weeks)**

- ◆ CAJ auto body repair school program offers state-of-the-art training in the methods employed by the automotive industry today.
- ◆ Graduates receive a Certificate of Completion and Skills Sheet as Auto Body Repairer.
- ◆ Upon successful completion of this program, students receive a 160 hours of externship.
- ◆ All teachers are credentialed by the California Commission on Teacher Credentialing.
- ◆ Teachers providing vocational training have had work experience in related business and/or industry
- ◆ I-CAR Certifications

Earn Your Auto Body Collision Repair Certificate in just eight months!



Gainful Employment Disclosure Information: Completers Graduation Rate - 69% / Placement Rate - 74%

Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Course	Required Materials								
Auto Body Repair Room: 307	Respirator, Dual Filter ISBN: 51131071933 (\$23) <i>Consumable materials (i.e. sandpaper, body filler, etc.) necessary for auto body repair are additional.</i>								
Subject	Description								
Safety, Welding, Compressed Air Equipment, Refinishing, Panel Replacement	Basic Unibody Repair: Fundamentals of unibody structural diagnosis, alignment, and repair; including removal and replacement of damaged portions of vehicles using structural welding techniques.								
Body Filling, Panel Replacement	Automobile Damage Repair: General body damage measurement, types of damage, bending and repairing buckling, dents, heat shrinking, and the repair of plastic, welding, and joining. Detecting faulty repairs and making proper correction. MIG, oxygen, acetylene, and structural panel welding.								
Unibody Alignment, Panel Alignment	Automobile Refinishing: Hands-on experience with spot painting and complete refinishing of automobiles using state-of-the art materials.								
Heat Shrinking, Panel Straightening, Auto Glass Installation	Hazardous Material Handling: Safe handling and disposal of hazardous materials related to auto body repair. Automobile Damage Estimates: Accurately analyze collision repair for estimate writing.								
Recommended I-CAR Certification (Online Training)	<table border="0"> <tr> <td>-Advanced Material Damage Analysis</td> <td>-Exterior Damage Repair</td> </tr> <tr> <td>-Aluminum- Panel/Structures Damage Analysis</td> <td>-Steele GMA(mig) Welding Theory</td> </tr> <tr> <td>-Collision Repair</td> <td>-Custom Painting</td> </tr> <tr> <td></td> <td>-Inspecting Repairs</td> </tr> </table>	-Advanced Material Damage Analysis	-Exterior Damage Repair	-Aluminum- Panel/Structures Damage Analysis	-Steele GMA(mig) Welding Theory	-Collision Repair	-Custom Painting		-Inspecting Repairs
-Advanced Material Damage Analysis	-Exterior Damage Repair								
-Aluminum- Panel/Structures Damage Analysis	-Steele GMA(mig) Welding Theory								
-Collision Repair	-Custom Painting								
	-Inspecting Repairs								

Students will spend approximately 80% of the time in hands-on experience working on vehicles. Students may work on their own vehicle **with prior approval** of the instructor.

Workbooks and study guides must be NEW without markings of any kind.

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
09/02/14 – 04/24/15	PROGRAM FEE*: \$5,420.00	30 Weeks	Monday thru Friday	8:30 am to 3:00 pm	308
10/13/14 – 06/05/15	CAJ BOOKS/ MATERIALS: \$23.00	NOT INCLUDING BREAKS AND HOLIDAYS			
12/01/14 – 07/31/15	=====				
01/26/15 – 09/11/15	TOTAL: \$5,443.00				
03/09/15 – 10/23/15					
04/27/15 – 12/11/15					
06/08/15 – 02/05/16					

CISCO DS1 Technology

With Comp TIA A+/Network + Preparation

Affordable training for Computers/Network Technicians



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **220** Math: **220**

Highlights

This program provides information and practical hands-on experience for two different industry certifications and CISCO Technology. Integrating home office, home networking, home theater, whole house audio, internet, phone services, and security functions. Provides intensive hands-on training in areas such as structured cabling, computer repair networks, troubleshooting, and understanding industrial lingual.

The world is composed of businesses in need of skilled technicians to maintain their extensive computer networks. As such, Cisco is a launch pad into an ever-expanding range of career choices. Job placement assistance is available to all graduates of this program.

1080 Hours
(36 Instructional Weeks)**

- 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.
- Externships will be offered to qualified students. Minimum of 160 hours.

The A+ exam covers the following areas of knowledge:

- ◆ Installation, configuration, and upgrading of hardware components
- ◆ Troubleshooting techniques
- ◆ Preventive maintenance and safe practices
- ◆ Identification of motherboard, processors, and memory
- ◆ Printer, Scanner, Fax setup
- ◆ OS fundamentals: networking, security, and interface changes in XP, Vista, and 7



Gainful Employment Disclosure Information: Completers Graduation Rate - 65% / Placement Rate - 73%

Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Subject	Required Materials
Customer Service Room 204 First Block- Monday-Friday 8:30 am- 11:30am	Book: 21st Century Business Series ISBN: 9780538740289 (\$41)
Comp TIA A+ Cisco Room: 313 Monday – Thursday 8:30 am-4:30 pm	Lectures consisting of basic concepts, business practices, identifying hardware components and understanding the relationships between hardware and software. Book work 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 and how this affects the end user.
CISCO Discovery 1.	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 computers.
Additional Requirements	Externship Requirements: Drug Test (\$45) Fingerprinting (\$69) estimated T.B. Test
	A+ Certification: Network+ Certification: C CENT Certification:

If you would like to build your own computer from scratch for use in your home or business; are interested in gaming or controlling the hardware you play on; want to know how to correctly upgrade memory and graphics; want to know how to identify and remove harmful software; or repair your own computer on the fly, then this program could be your answer.

* Externships will be offered to qualified students. Minimum of 160 hours.

*Some externships require Neg T.B. test, drug test, and fingerprints at an additional cost to the student.

Workbooks and study guides must be NEW without markings of any kind.

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
09/02/14 – 06/05/15 12/01/14 – 09/11/15 03/09/15 - 12/11/15 06/08/15 – 03/18/16	PROGRAM FEE*: \$4,720.00 CAJ BOOKS/ MATERIALS: \$41.00 ===== TOTAL: \$4,761.00	36 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Thursday	8:30 am to 4:30 pm	313

Court Reporter/Real-time Reporter/ Argonaut Court Reporting

Affordable training in Office Occupations



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Typing speed at least 40 wpm

Highlights

This program is a comprehensive competency-based program. Students learn a variety of skills adaptable to several occupational areas.

Real-time court reporters are needed for court, television, Web broadcasts, and services for the deaf or hard-of-hearing. The current shortage of reporters in California effectively guarantees employment for new graduates.

With increases in the number of court cases and new federal regulations, the number of court reporting jobs is predicted to increase 18% over the next several years. * Reporters employed by the court systems have a potential income of \$75,000+ per year.**

**Calif. Bureau of Labor Statistics / ** National Court Reporters Association*

±5400 Hours
(±180 Instructional Weeks**)
WASC Accredited
Court Reporters Board Approved

Coursework includes:

- ◆ Stenography
- ◆ Transcription
- ◆ Keyboarding
- ◆ Medical and legal terminology
- ◆ Court and deposition procedures
- ◆ CAT and computer technology
- ◆ Scoping
- ◆ And related courses.

The state average for completion of Court Reporting programs is 4.9 years. Students can progress at an accelerated individual pace. Occasionally, highly motivated students have completed the program in fewer than two years.

Programs in which certificates of competency are presented upon completion are: Captioner, Court Reporter, Proofreader, Medical Transcriber, Realtime Reporter, and Scopist

Contact Bonnie Comstock
email: Bonnie-Comstock@scusd.edu
Phone: (916)433-2600 ext. 1216



Gainful Employment Disclosure Information: Completers Graduation Rate - 100%/ Placement Rate - 100%

Pg. 12/FY14* Instructional hours do not include school holidays and breaks.

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Required Materials Theory through 60 WPM Students	Required Materials 80 through 120 WPM Students	Required Materials 140 through 225 WPM Students
<p>Book: <i>Basic Drills</i> ITEM : 307114 (\$19)</p> <p>Book: <i>Basic English Review</i> ISBN : 9780781763073 (\$91)</p> <p>Book: <i>Briefs and Phrases</i> ITEM : 307121 (\$20)</p> <p>Book: <i>College-Level Vocabulary Building</i> ITEM : 307130 (\$28)</p> <p>Book: <i>Finger Techniques</i> ITEM : 307128 (\$4)</p> <p>Book: <i>One Word, Two Word, Hyphenated?</i> ITEM : 307100 (\$15)</p> <p>Book: <i>Professional Dictionary</i> ITEM : 307123 (\$68)</p> <p>Book: <i>Theory Packet w/CD</i> ITEM : 307139 (\$154)</p> <p>Book: <i>Theory Reinforcement</i> ITEM : 307125 (\$35)</p> <p>Cartridge Ribbon (every few months) ITEM : 307205 (\$25)</p> <p>Steno Paper (approx. 1-2 pads/ week) ITEM : 307200 (\$1.25)</p> <p>Steno Machine** (Rental) ITEM: 4152B (Rent \$120/yr.)</p>	<p>Book: <i>Legal Dictionary (to be purchased with Legal Studies book)</i> ITEM : 307133 (\$32)</p> <p>Book: <i>Legal Studies-Terminology and Transcription</i> ISBN : 9780538437226 (\$96)</p> <p>Book: <i>Microsoft Word 2010: Level 1</i> ITEM : 9781591363071 (\$34)</p> <p>Book: <i>Speedbuilding for Court Reporters</i> ITEM : 307102 (\$46)</p> <p>Cartridge Ribbon (every few months) ITEM : 307205 (\$25)</p> <p>Steno Paper (approx. 2-4 pads per week) ITEM : 307200 (\$1.25)</p>	<p>Book: <i>California Codes for Court Reporters</i> ITEM : 307117 (\$61)</p> <p>Book: <i>Exploring Medical Language</i> ISBN : 9780323051835 (\$85)</p> <p>Book: <i>Gregg Reference Manual</i> ISBN : 9780072936537 (\$60)</p> <p>Book: <i>Medical Q & A</i> ITEM : 307103 (\$38)</p> <p>Book: <i>Medical Dictionary (to be purchased with Exploring Med. Lang.)</i> ITEM : 307101 (\$52)</p> <p>Book: <i>Mock Examination Booklet (Bea's)</i> ITEM : 307129 (\$43)</p> <p>Cartridge Ribbon (every few months) ITEM : 307205 (\$25)</p> <p>Steno paper (approx. 5 pads per week) ITEM : 307200 (\$1.25)</p>

Workbooks and study guides must be NEW without markings of any kind.

Steno machines are supplied in Theory class only. Student must have their own machine upon completion of Theory class.

** Steno machines are available on an annual, first-come, first-served basis for a **NON refundable** fee. Machines may be purchased from Stenograph Corporation (1-800-228-2339). A *Protégé* (approx. \$1,600) or a *Wave* (approx. \$2,000) is recommended to start. If you upgrade within 3 years, Stenograph Corporation is offering \$1,000 and \$1250 respectively toward a new *Stentura Fusion* or *Diamante professional writer* (offer is subject to Stenograph Corporation's rules and policies and may be cancelled/changed at any time). Another option would be to purchase a used machine.

DATES	FEES (per year)	LENGTH	DAYS	TIMES	ROOM
07/14/14 – 09/30/14 10/01/14 – 12/31/14 01/05/15 – 03/31/15 04/06/15 – 06/30/15	<p>PROGRAM FEE*: \$5,380.00</p> <p>CAJ BOOKS/ MATERIALS: (Est.) \$465.00 =====</p> <p>TOTAL: \$5,845.00 (Per Year)</p>	180 Weeks (average)	Monday thru Friday	8:30 am to 3:00 pm	200
		NOT INCLUDING BREAKS AND HOLIDAYS			

Heating, Ventilation & Air Conditioning

Affordable training in Residential and Commercial Energy and Utilities



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **220** Math: **220**

Highlights

This program provides students with the knowledge and skills necessary to service, troubleshoot, and repair central heating and air-conditioning from small to large central heating and air-conditioning and refrigeration systems, including refrigeration recovery. Learn the basics of DC/AC and Digital controllers as utilized in HVAC systems. Enjoy hands on opportunities to perform repairs on HVAC equipment, evacuate, troubleshoot, and repair basic electrical systems. The students will also take, and pass, international 608, 609, and R410A Refrigerant Handling Tests.

1260 Hours
(42 Instructional Weeks)**

- 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



Gainful Employment Disclosure Information: Completers Graduation Rate - 82% / Placement Rate - 82%

Pg. 14/FY14* Instructional hours do not include school holidays and breaks.

www.caj.scusd.edu

Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Class	Required Materials										
HVAC-R: Theory Room 316	Book: Refrigeration & Air Conditioning Technology, 6th ed. ISBN : 9781435423824 (\$225)										
Customer Service Room 204	Book: 21st Century Business Series ISBN: 9780538740289 (\$41)										
HVAC-R: Certifications 608, 609, and 410A Room 316	Exam fees CAJ ITEM: (\$170) (See below) <table border="0"> <tr> <td>Electrical ER ITEM: (\$15)</td> <td>Heat Pump ER ITEM: (\$15)</td> </tr> <tr> <td>E.P.A. 608 ITEM: (\$30)</td> <td>Air Conditioning ER ITEM: (\$15)</td> </tr> <tr> <td>E.P.A. 609 ITEM: (\$20)</td> <td>Gas Heater ER ITEM: (\$15)</td> </tr> <tr> <td>R-410 Refrigeration ER ITEM: (\$15)</td> <td>Light Commercial Ref A/C ITEM: (\$15)</td> </tr> <tr> <td>Green Awareness Refrigeration A/C ER ITEM: (\$15)</td> <td>Light Commercial Ref ER ITEM: (\$15)</td> </tr> </table>	Electrical ER ITEM: (\$15)	Heat Pump ER ITEM: (\$15)	E.P.A. 608 ITEM: (\$30)	Air Conditioning ER ITEM: (\$15)	E.P.A. 609 ITEM: (\$20)	Gas Heater ER ITEM: (\$15)	R-410 Refrigeration ER ITEM: (\$15)	Light Commercial Ref A/C ITEM: (\$15)	Green Awareness Refrigeration A/C ER ITEM: (\$15)	Light Commercial Ref ER ITEM: (\$15)
Electrical ER ITEM: (\$15)	Heat Pump ER ITEM: (\$15)										
E.P.A. 608 ITEM: (\$30)	Air Conditioning ER ITEM: (\$15)										
E.P.A. 609 ITEM: (\$20)	Gas Heater ER ITEM: (\$15)										
R-410 Refrigeration ER ITEM: (\$15)	Light Commercial Ref A/C ITEM: (\$15)										
Green Awareness Refrigeration A/C ER ITEM: (\$15)	Light Commercial Ref ER ITEM: (\$15)										
HVAC-R: Proper Tool Usage, Troubleshooting, and Repair Room 316	Toolkit (Optional) CAJ ITEM: (\$800)										
Additional Requirements	CAJ Uniform Shirt (Size 2XL and larger are additional charge) CAJ ITEM: (\$25)										

Workbooks and study guides must be NEW without markings of any kind.

DATES	FEEES	LENGTH	DAYS	TIMES	ROOM
09/02/14 - 07/31/15 12/01/14 – 10/23/15 03/09/15 – 02/05/16 06/08/15 – 05/06/16	PROGRAM FEE*: \$7,090.00 CAJ BOOKS/ MATERIALS: \$1,261.00 =====	42 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:30 am to 3:00 pm	316
	TOTAL: \$8,351.00				

Medical Assistant

Affordable training in Health Services



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **230** Math: **230**
- ✓ Typing speed of at least 40 wpm
- ✓ Must Pass A Drug and Criminal Background Check.

Immunizations Required:

TB/PPD (*prior to entering program*)

MMR

Chickenpox (Varicella)

Tetanus

Hepatitis A & B series (*begin at start of program*)

Meningococcal (*recommended*)

Pneumococcal (*recommended*)

Highlights

Employment of medical assistants is expected to grow 39% from 2008 to 2020* (one of the highest growth rates for all occupations) due to the ever-changing frontier of technology and related advancements in the medical field, which makes new medical procedures more readily available to the general public.

MAs work in a variety health care settings, including physicians' offices, medical centers, clinics, hospitals, nursing homes, ambulatory care centers, acute care facilities, and more!

* According to Labor Bureau statistics

900 Hours
(30 Instructional Weeks)**

Medical Core Classes:

- Medical Terminology
- Anatomy Physiology
- Health Information Management

Includes: Electronic Medical Records (EMR), Front Office, and Microsoft® computer applications.

Focus Classes:

- Clinical Back Office/Theory and Didactic
- First Aid/CPR
- Malpractice Insurance

The growing number of group practices and clinics operating in the U.S. is also creating an increased need for qualified support personnel in those areas - - especially medical assistants who can handle both clinical and administrative duties.

Graduates earn a Certificate of Completion in Medical Assisting and qualify for the national and state CCMA exam.



Gainful Employment Disclosure Information: Completers Graduation Rate - 90% / Placement Rate - 83%

Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Block	Course	Required Materials
Block: 1 Room: 209	Medical Terminology I & II ** Anatomy and Physiology I & II ** Microsoft® computer applications ** Qualifies for VN prerequisite (with proper documentation).	Book: Memmler's Human Body in Health and Disease 12th ed. (Bundle) ISBN: 9781469801636 (\$82) Book: Medical Terminology: Quick & Concise ISBN: 9780781765343 (\$74) Book: Microsoft Office 2010: Essentials ISBN: 9781591363033 (\$90)
Block: 2 Room: 209	Health Care Information Management (Including Electronic Medical Records-EMR; Front Office)	Book: Comprehensive Medical Assisting, 4th ed. ISBN: 9781451100655 (\$131) Book :Comp. Med. Study Guide (\$60) Book: Pocket Guide for Medical Assisting, 4th ed. ISBN: 9781451120370 (\$34)
Block: 3&4 (Focus) Room: 314c	Clinical Back Office/Theory & Didactic First Aid/CPR class (1 time only-2 evening classes)	Book: Math for Meds: Dosage & Solutions Information 10th ed. ISBN: 9781428310957 (\$122) Stethoscope and Blood Pressure Cuff ISBN: 0634782061906 (\$33)
Block: 5 Room: 314c	Externship (200 Hours)	
Additional Requirements (See your personal physician for medical requirements)	CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$50) CPR/First Aid Certification (Two 4-hour evening classes) CAJ ITEM: (\$25) Drug Test – Panel 5 (Instructor will advise when to purchase) CAJ ITEM: (\$45)	
	Titer C Test Results (Non-CAJ) Professional Liability Insurance (Student) approx. cost. (\$42) (Non-CAJ) www.proliability.com (800) 503-9230 or www.nso.com (800) 247-1500 Fingerprinting/Background check approx. cost (\$80) (Non-CAJ) Hepatitis A & B series immunizations (Must be started prior to entering focus class) (Non-CAJ) White Tennis Shoes (NO FABRIC). (Non-CAJ) A watch with a second hand required for Focus classes. (Non-CAJ) White, Cotton, Long-sleeve, Pull-over Shirt. (Non-CAJ)	
Recommended (See your personal physician for medical requirements)	Meningococcal & Pneumococcal immunizations (Highly recommended and may take up to 6 months to complete) (Non-CAJ) Book: Drug Handbook Book: Stedman's Medical Dictionary	

Workbooks and study guides must be NEW without markings of any kind.

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
09/02/14 - 04/24/15 12/01/14 - 07/31/15 03/09/15 - 10/23/15 06/08/15 – 02/05/16	PROGRAM FEE*: \$6,115.00 CAJ BOOKS/ MATERIALS: \$746.00 =====	30 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:30 am to 3:00 pm	314-C 402
	TOTAL: \$6,861.00				

Certified Nursing Assistant

Affordable training in Health Services



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **230** Math: **220**
- ✓ Must Pass a Drug and Criminal Background Check.

Highlights

This program is designed to give students a practical knowledge of a nursing assistant role so they can secure employment in care homes, medical offices, hospitals and outpatient facilities by emphasizing theoretical and practical applications for Nursing Assistants. Students will spend time in the classroom and a clinical care facility to learn to address the needs of the whole patient while promoting independence and self-care, emphasizing communication, infection control, safety, CPR and clinical nursing. Skills will be evaluated according to the standards set by the California Department of Health and Human Services and the objective set for the course.

200 Hours
(5 Instructional Weeks)**

Areas of Instruction

- ❖ 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

◆ Official state certification is issued by the State of California. Graduates qualify to take the State Certification Exam and receive a Certificate of Completion from CAJ



Gainful Employment Disclosure Information: Completers Graduation Rate - 80% / Placement Rate - 83%

Pg. 18/FY14* Instructional hours do not include school holidays and breaks.

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Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Required Materials	
Book: <i>Nursing Assistant Basic Study Guide</i> (Covered in tuition)	
Blood Pressure/ Stethoscope Pro Combo, Dual Tube (Covered in tuition)	
CAJ Uniform, Drug Test, Fingerprinting/Background check (Covered in tuition)	
Additional Requirements <i>(See your personal physician for medical requirements)</i>	CPR/First Aid Certification (separate money order) * (Non-CAJ) American Red Cross Exam (separate money order) * (Non-CAJ) Professional Liability Insurance (Student) approx. (\$22) (Non-CAJ) www.nso.com (800) 247-1500 Shoes: non-slip, close toed, non-cloth shoes (Non-cloth sneakers are OK) (Non-CAJ) *Check with V.N. Department on current prices.

Workbooks and study guides must be NEW without markings of any kind.

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/11/14-09/12/14 09/22/14-10/23/14 11/03/14-12/12/14	PROGRAM FEE*: \$1,890.00	5 Weeks	Monday thru Friday	Weeks 1-2 7:00 am–3:30 pm Weeks 3-5 6:00 am-2:30 pm	505
01/15/15-02/20/15 03/09/15-04/16/15	CAJ BOOKS/ MATERIALS: (maximum) \$0.00 =====	NOT INCLUDING BREAKS AND HOLIDAYS			
	TOTAL: \$1,890.00				

Optometric Assistant / Dispensing Optician

Affordable training in Health Services



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **230** Math: **225**
- ✓ Typing speed of at least 25 wpm.
- ✓ Neg. TB test or chest X-ray

Highlights

This program prepares the student for an entry level position in an optical laboratory, as an optometric assistant, as a dispensing optician, or as an assistant in an ophthalmologist's office or clinic. The course covers the anatomy and physiology of the human eye, vision aids, common in-office surgeries, common conditions and diseases of the eye, optical law and ethics, and a core health class

Additionally, the program covers methods for fitting hard and soft contact lenses, use of the keratometer, use of optical and ophthalmic equipment for making complete pairs of glasses, and optical math, including slab-off, powers in various meridians, and vertex math.

720 Hours
(24 Instructional Weeks)**

The Assistant: A Profile

- Demonstrates initiative and responsibility.
- Treats all patients with compassion.
- Uses appropriate medical terminology.
- Takes medical histories.
- Works as team member
- Assists with pretesting
- Maintains confidentiality.
- Prepares patient for examination.
- Assists patient with frame selection.
- Follows federal, state and local legal guidelines.

Areas of Study:

- Health Core & Law
- CPR
- Optical Law & Ethics
- Anatomy & Physiology of the Human Eye
- Optical Equipment
- Optical Math

**Graduates receive a
Certificate of Completion
as Optometric Assistant.**



Gainful Employment Disclosure Information: Completers Graduation Rate - 84% / Placement Rate - 74%

Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Module	Description	Required Materials
Lab Optician Room: 203	Makes glasses in a lab: cuts, edges, tints, and coats lenses.	No book required
Dispensing Optician	Takes doctor's prescriptions: helps patient select frames and lenses; dispenses contact lenses.	Book: <i>Systems for Ophthalmic Dispensing, 3rd ed.</i> ISBN: 9780750674805 (\$161)
Optometric Assistant	Works with optometrist: does pretesting and general office duties.	Book: <i>The Ophthalmic Assistant, 8th ed.</i> ISBN: 9780323033305 (\$116)
Additional Requirements	CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$38)	
<i>(See your personal physician for medical requirements)</i>	Negative TB test - Must be completed prior to registration (Non-CAJ) Or Chest X-ray (If necessary) - Must be completed prior to registration (Non-CAJ)	
Recommended	Book: <i>Stedman's Medical Dictionary, 7th ed.</i> ISBN: 9781608316922 (\$49)	

Workbooks and study guides must be NEW without markings of any kind.

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
09/02/14 - 03/06/15 10/13/14 - 04/24/15 12/01/14 - 06/05/15 01/26/15 - 07/31/15 03/09/15 - 09/11/15 04/27/14 - 10/23/15	PROGRAM FEE*: \$4,640.00 CAJ BOOKS/ MATERIALS: \$315.00 =====	24 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:30 am to 3:00 pm	203
	TOTAL: \$4,955.00				

Pharmacy Technician

Affordable training in Health Services



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **230** Math: **230**
- ✓ Typing speed of at least 35wpm
- ✓ Completion of Intro.to Computers course

TB/PPD {or Clear Chest X-ray} due the 1st day of classes (*see your personal physician*).

MMR, Chickenpox, Tetanus, Diphtheria, and Hepatitis A & B series take up to 6 months to complete and are due by the end of the 1st block (*see your personal physician*).

Highlights

The Pharmacy Technician program includes specific Focus classes and Externship. This program is designed to prepare you for career opportunities in an outpatient, inpatient, or retail setting. Lab classes are designed to enable you to compound extemporaneous preparations both efficiently and accurately. You will also receive hands-on experience using computers for ambulatory services.

1080 Hours
(36 Instructional Weeks)**

First Block (each block=six weeks)

- Pharmacy Practice for Technicians I
- Pharmacy Math I

Second Block

- Pharmacy Practice for Technicians II
- Pharmacy Math II

Third Block

- Pharmacology Essentials for Technicians (
- Medical Insurance for Pharmacy Technicians

Fourth Block*

- Pharmacy Lab for Technicians (*180 hours*)

Fifth Block

- Community Externship (*180 hours*)

Sixth Block

- Institutional Externship (*240 hours*)

Accredited by the American Society of Health-System Pharmacist (ASHP)



**Note: Upon satisfactory completion of block 4 you will be assisted with your application to the Pharmacy Board and National Certification Examination.*

Gainful Employment Disclosure Information: Completers Graduation Rate - 78%/ Placement Rate - 81%

Pg. 22/FY14* Instructional hours do not include school holidays and breaks.

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Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Block	Required Materials AM (8:30 – 11:30)	Required Materials PM (12:00 – 3:00)
Block 1 Room 501	Pharmacy Practice I Book: <i>Pharmacy Practice for Technicians, 5th ed.</i> ISBN: 9780763852269 (\$93)	Pharmacy Math I Book: <i>Pharmacy Calculations for Technicians, 5th ed.</i> ISBN: 9780763852214 (\$72)
Block 2 Room 501	Pharmacy Practice II Book: (Same as above)	Pharmacy Math II Book: (Same as above)
Block 3 Room 400	Pharmacology Essentials Book: <i>Pharmacology Essentials for Technicians</i> ISBN: 97807638582344(\$124)	Medical Insurance Book: <i>Medical Insurance for Pharmacy Technicians</i> ISBN: 9780073374161 (\$74)
Block 4 Room 400	Pharmacy Labs Book: <i>Pharmacy Labs for Pharmacy Technicians, 2nd ed.</i> ISBN: 9780763852399 (\$81) Book: <i>Sterile Compounding Products</i> ISBN: 9780763840839 (\$82)	Pharmacy Labs Book: (Same as AM)
Block 5	Community Externship (120 total block hours) <i>No book required</i>	
Block 6	Institutional Externship (240 hours) <i>No book required</i>	
Additional Requirements <i>(See your personal physician for medical requirements)</i>	CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$38) CPR/First Aid Certification (Two 4-hour evening classes) CAJ ITEM: (\$25) Drug Test – Panel 5 (Instructor will advise when to purchase) CAJ ITEM: (\$45)	
	Professional Liability Insurance (Student) (Non-CAJ) www.proliability.com (800) 503-9230 The following is due prior to block 6 completion: (Non-CAJ) <ul style="list-style-type: none"> • Live Scan fingerprint processing fee (DOJ & FBI) • State Board of Pharmacy License Application (BOP) • Passport Picture • BLS for Healthcare Providers CPR Textbook • BLS for Professional Organization 	

Workbooks and study guides must be NEW without markings of any kind.

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
10/13/14 – 07/31/15	PROGRAM FEE*: \$7,090.00	36 Weeks	Monday thru Friday	8:30 am to 3:00 pm	400 501
01/26/15 – 10/23/15	CAJ BOOKS/ MATERIALS: \$634.00	NOT INCLUDING BREAKS AND HOLIDAYS			
04/27/15 – 02/05/16	=====				
08/03/15 – 05/06/16	TOTAL: \$7,724.00				

Vocational Nurse

Affordable training in Health Services



Prerequisites

All prerequisites must be completed BEFORE applying for enrollment in the VN program.

- ✓ High school transcript or equivalent
- ✓ CPR/First Aid Certification
- ✓ Attend CAJ orientation
- ✓ Assessment test scores required
Reading: **230** Math: **230**
- ✓ Nursing Assist Certification (150 hours)
- ✓ Anatomy & Physiology (36 hours)
- ✓ Nutrition (36 hours)
- ✓ Introduction to Psychology (36 hours)
- ✓ Human Growth & Development(36 hours)
- ✓ Pharmacology (54 hours)
- ✓ Medical Terminology (18 hours)
- ✓ Math for Meds (18 hours)
- ✓ C-NET, HESI, or TEAS Exam

Highlights

The nursing profession is a calling. A successful nurse can make a profound difference in patient care, including the ability to provide bedside care, case management and triage, working in a school, occupational, or correctional setting. This is a rewarding career for those who deeply care for the health and well-being of those in need of their services.

With the population aging, health care industry growing, and many LVNs retiring, the employment outlook is excellent!



1392 Hours

(±35 Instructional Weeks)**

(After ALL Prerequisites are completed)

- 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

State of California
BVNPT
Department of Consumer Affairs

Graduating students will be fully prepared for employment in the health care profession and play a vital role in the delivery of health services for the 21st century.

Gainful Employment Disclosure Information: Completers Graduation Rate - 89% / Placement Rate - 85%

Pg. 24/FY14* Instructional hours do not include school holidays and breaks.

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Visit our website at www.caj.scusd.edu for additional information. Prices are subject to change.

Director of Nursing: Laarni Gallardo

Required Materials		
Phase 1	Book: <i>Fundamental Nursing Skills & Concept 10th ed. (Bundle)</i> ISBN: P1469801361 (\$127)	Book: <i>Stedman's Medical Dictionary, 7th ed.</i> ISBN: 9781608316922 (\$49)
	Book: <i>LPN Facts Incredibly Quick</i> ISBN: 9781605474717 (\$34)	Book: <i>Nursing Drug Handbook 2010</i> ISBN: 9781605473536 (\$53)
Phase 2	Book: <i>Manual of Nursing Practice 9th ed.</i> ISBN: 9780781798334 (\$112)	Book: <i>LPN Expert Guides: Advanced Skills</i> ISBN: 9781582558318 (\$42)
	Book: <i>Handbook Medical Surgical Nursing 4th ed.</i> ISBN: 9781582554457 (\$50)	Book: <i>Introductory Medical-Surgical Nursing, 11th ed. (Bundle)</i> ISBN: P1469847655 (\$114) <i>Introductory Medical-Surgical Nursing, 11th ed. Workbook</i> ISBN: 9781451187229 (\$32)
	Book: <i>Introductory Maternity Nursing</i> ISBN: 9780781762373 (\$50)	Book: <i>Introductory Pediatric Nursing 7th ed.</i> ISBN: 9780781777063 (\$66)
Phase 3	Book: <i>Frye's 3300 Nursing Bullets: NCLEX-PN 4th ed.</i> ISBN: 9781582554631 (\$36)	Book: <i>Review for NCLEX-PN Bullets 8th ed.</i> ISBN: 9780781798815 (\$45)
Additional Requirements (See your personal physician for medical requirements)	Book (IF not purchased for PSYC prereq): <i>Introductory to Mental Health Nursing, 2nd ed.</i> ISBN: 9781608313921 (\$50) CAJ Uniform - 1 ea.: scrub top (\$25), scrub pant (\$25), lab coat (\$38), t-shirt (\$12) (Size 2XL and larger are additional charge) CAJ ITEM: (\$100) Recommended Book: <i>Dorthea Orem: Self Care Deficit Theory</i> ISBN: 9780803942998 (\$36)	
	Drug Test – Panel 10 (\$45) (Non-CAJ) Professional Liability Insurance (Student) (Non-CAJ) www.nso.com (800) 247-1500 Physical Tdap Negative TB test (2-Step) (Must be completed prior to start of program) OR Chest X-ray (If necessary) (Both Non-CAJ) Hepatitis A & B series (Due prior to entering your focus class. Takes up to 6 months to complete) (Non-CAJ)	

VN PROGRAM START AND END DATES ARE APPROXIMATE AND SUBJECT TO CHANGE

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
Future dates to be announced. Check our on-line catalog for updates.	PROGRAM FEE*: \$19,500.00 CAJ BOOKS/MATERIALS: \$996.00 ===== TOTAL: \$20,464.00	±35 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:00 am to 4:30 pm	503

Vocational Nurse Prerequisites

Affordable training in Health Services



Pre-requisites

- ✓ This class will satisfy some prerequisites needed to enter CAJ's Vocational Nursing Program.

Highlights

It's here again! The seven required prerequisite classes for our Vocational Nurse program are offered here during the day.

This structured set of prerequisite courses is presented in a **HIGHLY ACCELERATED FORMAT** that is designed to provide the fundamental knowledge required by the Board of Vocational Nursing and Psychiatric Technician for application to the Vocational Nursing program in a minimal amount of time. Seven classes completed in just 6 WEEKS!

This means that when you include the successful completion of our Nursing Assistant program and passage of the C-NET (or comparable) exam, you can be ready to take the Vocational Nursing licensing exam in a minimal number of weeks!

240 Hours
(6 Instructional Weeks)**

- Anatomy & Physiology
- Nutrition
- Human Growth & Development
- Medical Terminology
- Math for Medications
- Pharmacology, Introduction to
- Psychology, Introduction to

BONUS:

Take all 7 classes and get a discount on the class fees (*This discount DOES NOT apply unless student registers AND completes all 7 prerequisite classes. Anything less requires payment of individual cost of each class.*) **See our "Refund Policy" on page 5 of CAJ's Student Handbook for additional fee information.**



Visit our website at www.caj.scusd.edu for additional information.

Class	Required Materials
Anatomy & Physiology - 36 hours (AP) Individual Cost: \$300.00	Book: <i>Memmler's Human Body in Health & Disease, 12th ed. [Bundle]</i> ISBN: 9781469801636 (\$82)
Human Growth and Development - 36 hours (HGD) Individual Cost: \$300.00	Book: <i>Growth and Development Across the Life Span</i> ISBN: 97807216898793 (\$44)
Math for Meds - 20 hours (MM) Individual Cost: \$250.00	Book: <i>Math for Meds: Dosages & Solutions, 10th ed.</i> ISBN: 9781428310957 (\$122)
Medical Terminology - 20 hours (MT) Individual Cost: \$250.00	Book: <i>Medical Terminology: Language of Health Care, 2nd ed. (Revised)</i> ISBN: 9781451176766 (\$88)
Nutrition - 36 hours (NUT) Individual Cost: \$300.00	Book: <i>Nutrition Essentials, 6th ed.</i> ISBN: 9780781784542 (\$75)
Pharmacology - 54 hours (PHAR) Individual Cost: \$400.00	Book: <i>Introductory Clinical Pharmacology, 9th ed. [Bundle]</i> ISBN: 9781608318827 (\$103)
Psychology - 36 hours (PSYC) Individual Cost: \$300.00	Book: <i>Introductory to Mental Health Nursing-2nd ed.</i> ISBN: 9781608313921 (\$50)

****CLASS FEES: Use individual costs for ANY NUMBER of classes less than 7!**

Workbooks and study guides must be NEW without markings of any kind.

Schedule

Morning Session: 8:00am - 12:00pm											
Afternoon Session: 12:30pm - 4:30pm											

Morning Session: 8:00am - 12:00pm											
Afternoon Session: 12:30pm - 4:30pm											

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
TBA Future dates to be announced. Check our on-line catalog for updates.	ALL 7 CLASSES FEE**: \$1,950.00 CAJ BOOKS/ MATERIALS: \$564.00 =====	6 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	Morning session: 8:00am-12:00pm Afternoon session: 12:30pm-4:30pm	505
	TOTAL: \$2,514.00				

Commercial Electrician

Affordable training in the Construction Field



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills.
- ✓ Attend a CAJ orientation
- ✓ Assessment test score required
Reading: **231** Math: **221**

Highlights

This program is designed to give students the required academic and practical skills needed for a Journeyman Trainee in the electrical industry. Thirty five percent of class time is spent in a hands-on lab setting, in order to reinforce the on-the-job skills needed.

In Just 26-Instructional Weeks – 1040 hours

- The I-TAP Electrical Trainee School program offers state-of-the-art training in the skills needed in the electrical contracting industry today!
- Graduates receive a Certificate of Completion that allows them to get licensed by the State as an Electrical Trainee in the Construction Field.
- Upon Completion of this program, graduates can receive job placement assistance. Due to such a high demand for commercial electricians, our overall placement rate is 90%!
- Our I-TAP instructors are unique! They have had successful careers in the electrical field & are also credentialed teachers. This allows them to offer you the best possible field knowledge & teaching skills to enhance your success.

Official Contractor's Licenses are issued by the State of California Contractors' Board. I-TAP prepares you for the State Exam and provides the classroom time prerequisites.

DATES	FEES	LENGTH	DAYS	TIMES	LOCATION
09/22/14-03/20/15 03/03/15-09/18/15	PROGRAM FEE: (Includes all Book and Materials) ===== TOTAL: \$15,500.00	26 Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	7:00am to 3:00pm	4111 N. Freeway Blvd. #3 Sac. CA. 95834 916-332-3332

CAJ's HiSET® TESTING INFORMATION

FEES ARE NON-REFUNDABLE

Test: Complete 5-Section Battery* (*Required for 1st-Time Examinees*) --\$100.00
Single Section -----\$25.00
Re-Test (*each section after 3rd test in a calendar year*) -----\$25.00

SCHEDULING, CHANGING, OR CANCELLING TESTING APPOINTMENTS MUST BE DONE AT LEAST 1 BUSINESS DAY IN ADVANCE AND SHOW A GOVERNMENT ISSUED PHOTO ID

HiSET® TESTING SCHEDULE

DAYS	TEST	TIME
Mondays	Math	8:45 am
Mondays	Science	10:45 am
Fridays	Reading	8:45 am
Fridays	Writing	10:15 am
Fridays	Social Studies	1:15 pm

**No Testing during Thanksgiving week (11/24/14-11/28/14),
Winter break (12/22/14-1/2/15), MLK Day (Jan. 19, 2015), Lincoln Day (2/9/15),
Presidents' Day (2/16/15), Spring Holiday (3/30/15-4/3/15), Memorial Day (5/25/15)**

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 conformation email will be sent to testers. Testers must log into their HiSET® profiles "HOME PAGE" which should display their first, 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 Charles A Jones. Office hours are Monday-Thursday 8:30am-3:30pm Friday 8:30-12pm
- ❖ 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 15 minutes early if any test sections have been taken at another test site (*failure to do so will result in you not being able to test on that day*).
- ❖ Must be 18 years old or older, or within 60 days of her/his 18th birthday regardless of school enrollment status.

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

ADULT EDUCATION CLASSES/ CONTINUING EDUCATION

CNA/HHA Continuing Education Hours - Prerequisite: Must have current CNA/HHA Certificate. These continuing education hours are for current CNA students who need continuing education hours to maintain their license.

PROGRAM START - END DATES	PROGRAM FEES	LENGTH	DAYS	TIMES
Hours are during the <u>first</u> 2 weeks of each Certified Nursing Assistant program start.	\$5.00 Per Hour NOT INCLUDING REQUIRED BOOKS AND MATERIALS	Must be in full 8-hour, consecutive days ONLY.	Monday thru Friday	7:00 am to 3:30 pm

ABE Class (Adult Basic Education) is designed to improve math and reading skills as needed for enrollment into a CAJ vocational training program. The class fee is **NON-REFUNDABLE**.

PROGRAM START - END DATES	PROGRAM FEES	DAYS	TIMES
09/02/14-01/23/15	\$50.00 Per Semester	Monday - Friday	8:30 am - 11:30 am OR 12:00 pm – 3:00 pm

Citizenship Class the class fee is **NON-REFUNDABLE**.

PROGRAM START - END DATES	PROGRAM FEES	DAYS	TIMES
09/02/14-01/23/15	\$50.00 Per Semester	Tuesday only	3:30 pm to 6:30 pm

ESL Class (English as a second language) the class fee is **NON-REFUNDABLE**.

PROGRAM START - END DATES	PROGRAM FEES	DAYS	TIMES
09/02/14-01/23/15	\$50.00 Per Semester	Monday - Friday	8:30 am - 11:30 am OR 12:00 pm – 3:00 pm

HSE (High School Equivalency) Class is designed to prepare students for the grade equivalent certification test needed to satisfy prerequisite requirements for CAJ vocational training programs. The class fee is **NON-REFUNDABLE**.

PROGRAM START - END DATES	PROGRAM FEES	DAYS	TIMES
09/02/14-01/23/15	\$50.00 Per Semester	Monday - Friday	8:30 am - 11:30 am OR 12:00 pm – 3:00 pm

DISQUALIFYING PENAL CODE SECTIONS

All medical applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

If they have been convicted of any of the penal codes listed, medical applicants will be automatically denied certification or ICF/DD, DDH, or DDN applicants will be denied employment.

Section	
187	Murder
192(a)	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for ransom, reward, or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (Includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy, oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery (Includes degrees (a) - (d))
245	Assault with deadly weapon, all inclusive
261	Rape (Includes degrees (a)-(c))
262	Rape of spouse (Includes degrees (a)-(e))
264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (Includes degrees (a)-(c))
273d	Corporal punishment/injury to a child (Includes degrees (a)-(c))
273.5	Willful infliction of corporal injury (Includes (a)-(h))
285	Incest
286(c)	Sodomy with person under 14 years against will
(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
(f)	Sodomy with unconscious victim
(g)	Sodomy with victim with mental disorder or developmental or physical disability
288	Lewd or lascivious acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
(d)	Voluntarily acting in concert with or aiding and abetting
(f)	Oral copulation with unconscious victim
(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (Includes degree (a))
289	Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5	Rape and sodomy (Includes degrees (a) and (b))
368	Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))
451	Arson (Includes degrees (a)-(e))
459	Burglary (Includes degrees in 460 (a) and (b))
470	Forgery (Includes (a)-(e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) - (c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand theft (Includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (Includes (a)-(c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list MAY be reconsidered by ATCS only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.



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TO WORK!**



Enroll now

**With a graduation ceremony
in June, soon you will be
crossing the stage
to celebrate your success!**



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