

WE PUT PEOPLE TO WORK!

*Sacramento City Unified School District
Adult Education Career Technical Training*

2018-2019 Program Catalog



**ACCREDITED, SHORT-TERM,
AFFORDABLE TRAINING
PROGRAMS**

PROGRAMS INCLUDE:

- ADMINISTRATIVE ASSISTANT
- A+/CISCO
- COURT REPORTER
- HVAC
- MEDICAL ASSISTANT
- NURSING ASSISTANT
- OPTOMETRIC ASSISTANT
- PHARMACY TECHNICIAN
- VOCATIONAL NURSE PREREQUISITES
- VOCATIONAL NURSE

**FINANCIAL AID IS AVAILABLE FOR MANY OF THESE
PROGRAMS TO ELIGIBLE APPLICANTS**



5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 433-2600 | WWW.CAJ.SCUSD.EDU

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 adults to become employed, productive members of their communities.



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 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 HiSET, Adult Basic Education, ESL, 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, the Psychiatric Technicians (BVNPT) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify graduating students for national, state, or industry exams, including: CISCO Systems, the California Certifying Board for Medical Assistants (CCMA), the California Department of Public Health, the California Court Reporters Board, the American Board of Optician (ABO), and the National Contact Lens Examiners (NCLE).

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Customer Service is a CAJ School Requirement.

Superior Customer Service is key to a successful career!

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

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

This class is included in CAJ Administrative Assistant, CISCO/A+ Technician, Court Reporting, HVAC, Medical Assisting, Nursing Assistant, Optometric Assistant, and Pharmacy Technician programs. It is a pre-requisite for the CAJ Vocational Nursing Program.

The course is three weeks long and 90 hours of instruction. See individual program information for details.

ORIENTATION EVERY WEDNESDAY!

(Except holidays and break periods)

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

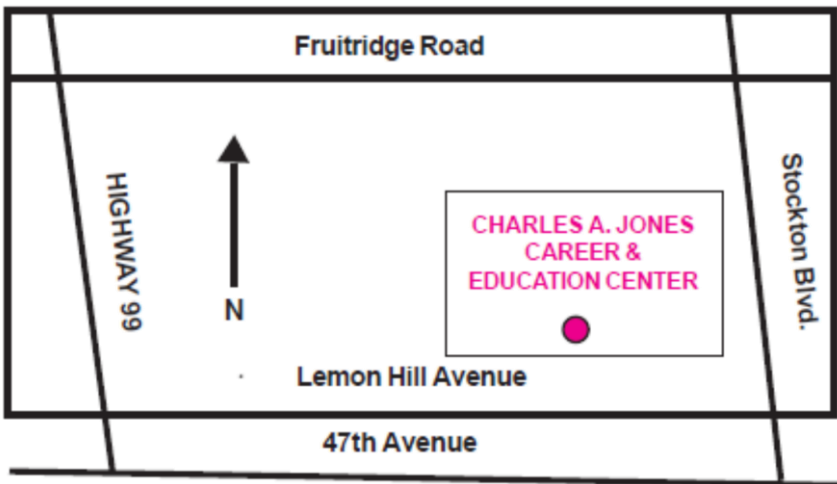
*Doors open at **8:15 am** and close at **8:30 am***

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

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

Student must be at least 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. **Financial Aid school code 009509**



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.



Like us at the Charles A. Jones Career & Education Center Facebook page!

Administrative Assistant

(Administrative Assistant and Secretarial Science, General)



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**

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. They may plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; and travel, and keep accurate financial records.

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

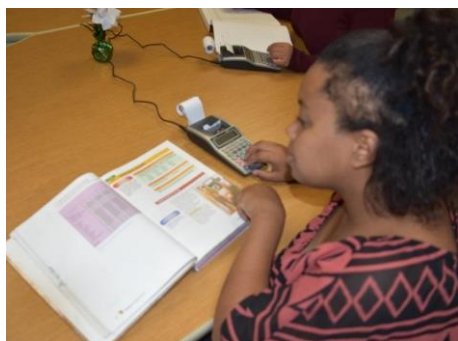
Administrative Assistants may also negotiate with vendors, maintain leased equipment, purchase supplies, manage areas such as stockrooms or corporate libraries, retrieve data from various sources, and more complex tasks, such as drafting financial reports, planning and budget control, and assisting with audits.

900 Hours
(30 Instructional Weeks)

**This program qualifies for
Federal Financial Aid**

- Customer Service
- Business Communication
- Word processing (Microsoft Word)
- Proofreading
- Spreadsheets (Microsoft Excel)
- Record Keeping/ Data Entry
- Bookkeeping
- QuickBooks
- Power Point
- Externships/Internships will be offered to qualified students

**This program is designed for the
person interested in working with the
public and learning professional
communication and office technology
skills.**



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

Proposed schedule may be modified by instructor if needed.

Required Materials – Administrative Assistant	
Customer Service Book: 21 st Century Business Series ISBN: 9780538740289 (\$41) Business Communications Book: Business English (Workbook), 12 th ed. ISBN: 9781305499867 (\$192) Record Keeping Book: Keeping Financial Records for Business Ch. 1-9, 10 th ed. (Workbook) ISBN: 9780538441551 (\$34) Bookkeeping Book: Keeping Financial Records for Business Ch. 10-16, 10 th ed. (Workbook) ISBN: 9780538441568 (\$34)	Word Processing Book: Microsoft Word 2013: Comprehensive ISBN: 9780133147858 (\$84) Proofreading Book: Proofreading & Editing Precision ISBN: 9780538450454 (\$92) Spreadsheets Book: Microsoft Excel 2013: Comprehensive ISBN: 9780133148008 (\$84) Power Point Book: Microsoft PowerPoint 2013: Essentials ISBN: 9780133148404 (\$84)

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/06/18 – 03/29/19	PROGRAM FEE¹:	30			
09/18/18 – 05/17/19	\$5,840.00	Instructional	Monday	8:30 am	209
10/30/18 – 07/15/19		Weeks	thru	to	and
12/19/18 – 08/26/19	CAJ BOOKS/		Friday	3:00 pm	213
02/15/19 – 10/08/19	MATERIALS:				
04/01/19 – 11/20/19	\$645.00	NOT			
05/20/18 – 01/23/20	=====	INCLUDING			
	TOTAL: \$6,485.00	BREAKS AND			
		HOLIDAYS			

¹Prices and schedules in effect on June 21, 2018 and subject to change without notice.

A+/CISCO (CCENT) Network + Preparation

(Computer Systems Networking and Telecommunications)



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

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.

This program provides information and practical hands-on experience for A+ and CISCO Technology certifications. Integrating home office, home networking, home theater, internet, phone services, wifi, networking, and security functions are also included in course instruction. This training also provides intensive hands-on training in areas such as structured cabling, computer repair networks, troubleshooting, and understanding industrial lingo.

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)

This program qualifies for Federal Financial Aid

- A Specialization of Computer Maintenance Technology.
- Hands on experience with the fundamentals of wiring and safety with low voltage.
- Learn basic troubleshooting techniques and teardown procedures in an organized and manageable fashion.
- Prepare for A+, Network+, and CCENT certifications
- Externships/Internships will be offered to qualified students.

The A+ exam covers the following areas of knowledge:

- ◆ Customer Service
- ◆ 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 Windows 7, 8, 10, and Linux O.S.



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

Proposed schedule may be modified by instructor if needed.

Required Materials - CISCO

Customer Service

Book: 21st Century Business Series

ISBN: 9780538740289 (\$41)

Comp A+ / Cisco Online (Online Access)

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 / a/c and how this affects the end user.

CISCO CCENT.

Introduction to cabling, hardwired networks and wireless networks, You will be introduced to all the different techniques in networking, LAN, WAN, and Wi-Fi.

During this class you will have extensive hands on involvement and experience working with A+ (computer systems) and CISCO IOS, Switches, Routers, and network peripherals.

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/27/18 – 06/10/19	PROGRAM FEE¹:	36	Monday	Weeks 1-3	209
11/28/18 – 09/17/19	\$5,840.00	Instructional	thru	8:30 am – 3:00 pm	and
03/11/19 – 12/18/19	CAJ BOOKS/	Weeks	Friday	-----	313
06/11/19 – 03/30/20	\$41.00	NOT	Monday	Weeks 4-36	
	=====	INCLUDING	thru	8:30 am – 4:30 pm	
	TOTAL: \$5,881.00	BREAKS AND	Thursday		
		HOLIDAYS			

¹Prices and schedules in effect on **June 21, 2018** and subject to change without notice.

Court Reporting/Court Reporter



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.

Realtime 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

2960 Hours
(99 Instructional Weeks)
(Maximum hours allowed - 4440)
COE Accredited
Court Reporters Board of California Approved

**This program qualifies for
Federal Financial Aid**

Coursework includes:

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

With full-time attendance, six hours a day, program completion is possible with skill mastery in just over two years. The state average for completion of Court Reporting programs is three to four years. Occasionally, highly motivated students have worked at an accelerated pace to master skills and complete the program in fewer than two years.

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

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



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

Proposed schedule may be modified by instructor if needed.

Required Materials – Court Reporting		
Theory through 60 WPM Students	80 through 120 WPM Students	140 through 225 WPM Students
Customer Service Book: 21st Century Business Series ISBN: 9780538740289 (\$41)	Book: Legal Terminology 6th ed. ISBN: 9780133766974 (\$166) Book: Speedbuilding for Court Reporters ITEM: 307102 (\$46) EV-360 (Included in tuition)	Book: California Codes for Court Reporters ITEM: 307117 (\$61) Book: Exploring Medical Language ISBN: 9780323051835 (\$85) Book: Gregg Reference Manual ISBN: 9780072936537 (\$60) Book: Medical Q & A ITEM: 307103 (\$38) Book: Mock Examination Booklet (Bea's) ITEM: 307129 (\$43) EV-360 (Included in tuition)
Book: Basic Drills ITEM: 307114 (\$19) Book: Briefs and Phrases ITEM: 307121 (\$20) Book: College-Level Vocabulary Building ITEM: 307130 (\$28) Book: Finger Techniques ITEM: 307128 (\$4) Book: Professional Dictionary ITEM: 307123 (\$68) Book: Theory Packet w/CD ITEM: 307139 (\$154) Book: Theory Reinforcement ITEM: 307125 (\$35)		

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.

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
07/16/18 – 10/06/20 10/09/18 – 01/21/21 01/24/19 – 04/26/21 04/29/19 – 08/03/21	PROGRAM FEES¹: Yr. 1: \$5,380.00 Yr. 2: \$5,380.00 Final Qtr.: \$1,345.00 ===== \$12,105.00 CAJ BOOKS/ MATERIALS (Est.): \$868.00 ===== TOTAL: \$12,973.00	99 Instructional Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:30 am to 3:00 pm	209 and 200

For an extension,
see office for details.

Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician (HVAC)



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. The scope includes instruction on repair of 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.

990 Hours
(33 Instructional Weeks)

**This program qualifies for
Federal Financial Aid**

- 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



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

Proposed schedule may be modified by instructor if needed.

Required Materials - HVAC

Customer Service

Book: *21st Century Business Series*

ISBN: 9780538740289 (\$41)

HVAC-R: Theory

Book: *Modern Refrigeration & Air Conditioning Technology, 20th ed.* (Bundle with workbook)

ISBN: 9781631263576 (\$180)

Book: *AnswerMan - Electricity for HVAC&R A Guide to Troubleshooting*

ISBN: 1930044070 (\$9)

Book: *AnswerMan – Principles of Air Conditioning*

ISBN: 1930044038 (\$9)

Super Cool Slide Rule

Materials: Slide Ruler

Item#: 0713757118613 (\$20)

Psychrometric Chart (\$12)

CAJ Uniform Shirt (Size 2XL and larger are additional charge)

CAJ ITEM: (\$25)

HVAC-R: Troubleshooting, and Repair Toolkit

CAJ ITEM: (\$800)

HVAC R: Program & ER (Employment Ready) Certifications

Exam fees CAJ ITEM: (\$110) (See below)

E.P.A. 608 (\$30)

Electrical ER (E-01) (\$15)

E.P.A. 609 (\$20)

Basic Refrigeration & Charging Procedures (E-19) (\$15)

R-410 (\$30)

Additional Certifications Available (Additional fees apply)

Heat Pump ER (H-03) (\$15)

Light Commercial A/C ER (C-04) (\$15)

Gas Heater ER (G-10) (\$15)

Green Awareness Refrigeration ER (\$15)

Air Conditioning ER (E-02) (\$15)

Light Commercial Refrigeration ER (C-05) (\$15)

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
09/18/18 – 06/10/19	PROGRAM FEE¹:	33			
12/19/18 – 09/17/19	\$7,710.00	Instructional	Monday	8:30 am	209
04/01/19 – 12/18/19	CAJ BOOKS/ MATERIALS	Weeks	thru	to	and
	(Est.): \$1,206.00	NOT	Friday	3:00 pm	316
	=====	INCLUDING			
	TOTAL: \$8,916.00	BREAKS AND			
		HOLIDAYS			

¹Prices and schedules in effect on **June 21, 2018** and subject to change without notice.

Medical/Clinical Assistant



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 scores required
Reading: 230 Math: 230

Immunizations Required:

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

Highlights

Employment of medical assistants is projected to grow 39% from 2014 to 2024*, much faster than the average for all occupations. The growth of the aging baby-boom population will continue to increase demand for preventive medical services, which are often provided by physicians. As practices expand, physicians will hire more assistants to perform routine administrative and clinical duties, allowing the physicians to see more patients. Medical assistants work in a variety of health care settings, including physicians' offices, medical centers, clinics, hospitals, nursing homes, ambulatory care centers, acute care facilities, optical offices, insurance companies and more!

*According to Labor Bureau statistics

990 Hours
(33 Instructional Weeks)

**This program qualifies for
Federal Financial Aid**

Medical Core Classes (Front Office):

- Customer Service
- Medical Terminology
- Anatomy & Physiology
- Computer Applications (EMR: Harris Care Tracker)
- Typing speed of 40 wpm
- EMR –Electronic Medical Records
- Insurance with limited billing & coding

Focus Classes:

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

Externship:

- 200 hours at end of program

**Graduates earn a Certificate of
Completion in Medical Assisting and
qualify for the State CCMA and or
National Exam.**



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

Proposed schedule may be modified by instructor if needed.

Required Materials – Medical Assistant	
Customer Service Book: <i>21st Century Business Series</i> ISBN: 9780538740289 (\$41)	
Medical Assistant Book: <i>Kinn's The Medical Assistant – Text, Study Guide and Checklist, and SimChart for the Medical Office – Bundle 13th Edition</i> ISBN: 9780323446464 (\$240) Book: <i>Medical Assisting Exam Review for CMA, RMA, & CMAS Certification 4th Edition</i> ISBN: 9781451192568 (\$75)	
Clinical Back Office/Theory & Didactic Materials: Stethoscope and Blood Pressure Cuff (\$37) Stethoscope Item#: 363744 B.P. Cuff Item#: 803186	
CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$50) CPR – Basic Life Support (CPR and AED)- (One 4-hour evening class) CAJ ITEM: (\$45) Drug Test – Panel 5 (Instructor will advise when to purchase) CAJ ITEM: (\$46) First Aid Card CAJ ITEM: (\$20)	
Externship (200 Hours) No Books/Materials required	
Additional Requirements (See your personal physician for medical requirements) 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)	

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/27/18 – 05/17/19	PROGRAM FEE¹:	33			
11/28/18 – 08/26/19	\$6,115.00	Instructional	Monday	8:30 am	209
03/11/19 – 11/20/19	CAJ BOOKS/	Weeks	thru	to	and
06/11/19 – 03/09/20	MATERIALS:		Friday	3:00 pm	314-C
	\$554.00	NOT			
	=====	INCLUDING			
	TOTAL: \$6,669.00	BREAKS AND			
		HOLIDAYS			

Nursing Assistant

(Nursing Assistant/Aide and Patient Care Assistant/Aid)



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 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.

Continuing education hours are available during the first week of any class.

**185 Hours
(5 Instructional Weeks)**

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

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

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



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

Proposed schedule may be modified by instructor if needed.

Required Materials – Nursing Assistant

Book: *Nursing Assistant Basic Study Guide*

(Covered in tuition)

Blood Pressure/ Stethoscope Pro Combo, Dual Tube

(Covered in tuition)

CAJ Uniform, Drug Test, Fingerprinting/Background check

(Covered in tuition)

American Red Cross Exam (\$105)

Additional Requirements *(See your personal physician for medical requirements)*

Professional Liability Insurance (Student) (\$23) (Non-CAJ)

www.nso.com (800) 247-1500

Shoes: non-slip, close toed, non-cloth shoes or non-cloth sneakers *(Non-CAJ)*

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
10/30/18 – 12/10/18 03/11/19 – 04/11/19 Future dates to be announced. Check our on-line catalog for updates.	PROGRAM FEE¹: \$1,890.00 CAJ BOOKS/ MATERIALS: \$105.00 ===== TOTAL: \$1,995.00	5 Instructional Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	Week 1 7:00 am–3:30 pm Weeks 2-5 Times vary	505

¹Prices and schedules in effect on **June 21, 2018** and subject to change without notice.

Optometric Technician/Assistant



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**
- ✓ Negative TB test or chest X-ray

Highlights

This program prepares the student for an entry level position in an optical facility, as an optometric assistant, 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, and provides information about in-office surgeries; common eye conditions; diseases of the eye; and optical law and ethics.

Additionally, the program covers soft contact lenses, prescription analysis, billing, optical and ophthalmic equipment, optical math, lens design, frame selection, and today's latest lens technology used in the optical dispensary.

810 Hours
(27 Instructional Weeks¹)

**This program qualifies for
Federal Financial Aid**

The Assistant: Profile

- Customer Service
- Demonstrates initiative and responsibility.
- Treats all patients with compassion.
- Uses appropriate medical terminology.
- Takes medical histories.
- Assists with pretesting
- Maintains confidentiality / HIPPA compliant
- Prepforms lens and frame selection.
- Follows federal, state and local legal guidelines.
- Keyboarding Instruction

Areas of Study:

- Optical Law & Ethics
- Anatomy & Physiology of the Human Eye
- Optical Equipment with hands-on application
- Optical Math
- Fundamental of patient care and education

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



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

Proposed schedule may be modified by instructor if needed.

Required Materials – Optometric Assistant	
Customer Service	Book: 21 st Century Business Series ISBN: 9780538740289 (\$41)
Dispensing Optician:	Book: Systems for Ophthalmic Dispensing, 3 rd ed. ISBN: 9780750674805 (\$161)
Optometric Assistant:	Book: The Ophthalmic Assistant, 10 th ed. ISBN: 9780323394772 (\$87)
CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$38)	
Additional Requirements (See your personal physician for medical requirements): 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)	

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/06/18 – 03/08/19	PROGRAM FEE¹:	27			
09/18/18 – 04/26/19	\$5,760.00	Instructional	Monday	8:30 am	209
10/30/18 – 06/10/19		Weeks	thru	to	and
12/19/18 – 08/05/19	CAJ BOOKS/		Friday	3:00 pm	203
02/15/19 – 09/17/19	MATERIALS:				
04/01/19 – 10/29/19	\$327.00	NOT			
05/20/19 – 12/18/19	=====	INCLUDING			
	TOTAL: \$6,087.00	BREAKS AND			
		HOLIDAYS			

Pharmacy Technician



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: **236** Math: **236**
- ✓ Typing speed of at least 35wpm

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 ¹)

***This program qualifies for
Federal Financial Aid**

- Customer Service
- Pharmacy Practice I & II for Technicians
- Pharmacy Math I & II for Technicians
- Pharmacology for Technicians
- Medical Insurance for Pharmacy Technicians
- Pharmacy Labs for Technicians
- Community Externship (*120 hours*)
- Institutional Externship (*120 hours*)

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



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

Visit our website at www.caj.scusd.edu for additional information.
Proposed schedule may be modified by instructor if needed.

Required Materials – Pharmacy Technician

Customer Service

Book: 21st Century Business Series
ISBN: 9780538740289 (\$41)

CAJ Pharmacy Technician Text Bundle

ISBN: 9780763881788 (\$335)

Includes:

Book: Pharmacy Practice for Technicians, 6th ed.

ISBN: 9780763880699

Book: Pharmacy Calculations for Technicians, 6th ed.

ISBN: 9780763880750

Book: Pharmacy Labs for Pharmacy Technicians, 3rd ed.

ISBN: 9780763880859

Book: Pharmacology for Technicians 6th ed.

ISBN: 9780763880729

Medical Insurance

Book: Medical Insurance for Pharmacy Technicians

ISBN: 9780073374161 (\$108)

Pharmacy Labs

Book: Sterile Compounding Products

ISBN: 9780763840839 (\$82)

CAJ Uniform (Size 2XL and larger are additional charge) **CAJ ITEM: (\$38)**

CPR-Basic Life Support (CPR and AED) (One 4-hour evening class) **CAJ ITEM: (\$45)**

Drug Test – Panel 10 (Instructor will advise when to purchase) **CAJ ITEM: (\$56)**

Externship Preparation *No book required*

Community and Institutional Externships *No book required*

Additional Requirements (See your personal physician for medical requirements):

Background Check (Non-CAJ: \$48)

Professional Liability Insurance (Student) (Non-CAJ) www.proliability.com (800) 503-9230

The following is due prior to block 6 completion: (Non-CAJ)

- 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
07/16/18 – 04/26/19	PROGRAM FEE¹:	36			
10/09/18 – 08/05/19	\$7,090.00	Instructional	Monday	8:30 am	209
01/24/19 – 10/29/19	CAJ BOOKS/	Weeks	thru	to	and
04/29/19 – 02/14/20	MATERIALS:		Friday	3:00 pm	501
	\$705.00	NOT			400
	=====	INCLUDING			
	TOTAL: \$7,795.00	BREAKS AND			
		HOLIDAYS			

¹Prices and schedules in effect on **June 21, 2018** and subject to change without notice.

Vocational Nursing

(Licensed Practical/Vocational Nursing Training)



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 Assistant Certification
- ✓ 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)
- ✓ Nursing Entrance Exam (Kaplan, C-NET, HESI, or TEAS)

Highlights

A successful nurse can make a profound difference in patient care. They 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!

1408 Hours (37 Instructional Weeks)

Vocational Nurse Training: 1408 hours
Prerequisites: 234 hours (Hours may vary due to credit given for qualifying prerequisites previously completed)
Certified Nursing Assistant: 10 hours credit
Total: 1652 hours

This program qualifies for Federal Financial Aid

- 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
- Must Pass a Drug and Criminal Background Check

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.



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

Proposed schedule may be modified by instructor if needed.

Required Materials – Vocational Nurse	
Level 1	Book: Fundamental Nursing Skills & Concept 11th ed. (Bundle) ISBN: 9781496375537 (\$127) Book: Diseases and Disorders 5th ed. ISBN: 9780803638556 (\$62) Book: Review for NCLEX-PN 11th ed. ISBN: 9781496324696 (\$52) Book: Stedman's Medical Dictionary, 7th ed. ISBN: 9781608316922 (\$49) Book: Nursing Drug Handbook 2017 ISBN: 9781496322555 (\$45)
Level 2	Book: Introductory Medical-Surgical Nursing, 11th ed. ISBN: P1469847655 (\$114) (TxBk w/CD) ISBN: 9781451187229 (\$32) (WkBk)
Level 3	Book: Introductory Maternity & Pediatric Nursing 3rd ed. ISBN: 9781451147025 (\$113)
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) Additional Requirements (See your personal physician for medical requirements) Drug Test – Panel 10 (\$56) (Non-CAJ) Professional Liability Insurance (Student) (\$23) (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: Highly recommended Hepatitis B series: (Due prior to entering your focus class. Takes up to 6 months to complete) (Non-CAJ)	

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

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
09/17/18 – 07/17/19 03/11/19 – 01/07/20	PROGRAM FEE¹: \$19,500.00 CAJ BOOKS/ MATERIALS: \$694.00 ===== TOTAL: \$20,194.00	37 Instructional Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:00 am to 4:30 pm	503 and 504

¹Prices and schedules in effect on **June 21, 2018** and subject to change without notice.

Vocational Nurse Prerequisites



Pre-requisites

✓ None

IMPORTANT NOTICE: CAJ's vocational nursing program is fully accredited by the State of California's Board of Vocational Nursing, and Psychiatric Technicians. These classes have been approved by the state to satisfy some of the prerequisite requirements necessary to enter.

According to the Board of Vocational Nursing and Psychiatric Technicians of the State of California, individuals who have successfully completed equivalent courses at a secondary school approved by the State Department of Education in any state can have their courses assessed for equivalency by the vocational nursing school. (BVNPT 2881.1. Credit for Previous Education. Amended by Stats 2011, Ch. 338, Sec. 12, Effective January 1, 2012)

Highlights

Looking to get into the Vocational Nursing Program and need to get the prerequisites done in a hurry? Well, the seven required prerequisite classes for our Vocational Nursing program are offered here during the day!

These prerequisite courses are 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!

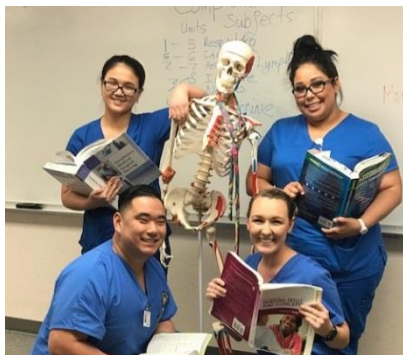
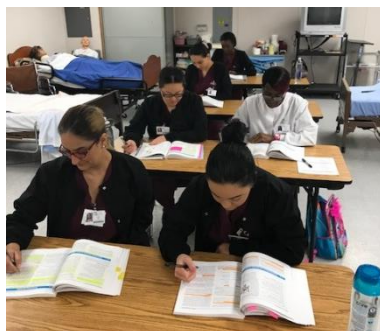
**240 Hours
(6 Instructional Weeks)**

**These classes do not qualify for
Federal Financial Aid**

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

Save!

**Purchase all 7 classes at one time
and save on the class fees!**



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

Proposed schedule may be modified by instructor if needed.

Required Materials – VN Prerequisites	
Anatomy & Physiology - 36 hours (AP) Individual Cost: \$300.00 Book: Memmler's Human Body in Health & Disease, 13 th ed. ISBN: 9781451192803 (\$45) Text ISBN: 9781451193480 (\$28) Study Guide	
Human Growth and Development - 36 hours (HGD) Individual Cost: \$300.00 Book: Growth and Develop./Across the Life Span 2 nd ed. ISBN: 9781455745456 (\$37)	
Math for Meds - 20 hours (MM) Individual Cost: \$250.00 Book: Math for Meds: Dosages & Solutions, 11 th ed. ISBN: 9781111540913 (\$154)	
Medical Terminology - 20 hours (MT) Individual Cost: \$250.00 Book: Medical Terminology in a Flash! : A Multiple Learning Styles Approach, 3 rd ed. ISBN: 9780803643680 (\$88)	
Nutrition - 36 hours (NUT) Individual Cost: \$300.00 Book: Nutrition Essentials, 8 th ed. ISBN: 9781496356109 (\$72)	
Pharmacology - 54 hours (PHAR) Individual Cost: \$400.00 Book: Introductory Clinical Pharmacology, 11 th ed. ISBN: 9781469852676 (\$102) Textbook & Workbook Bundle	
Psychology, Introduction to - 36 hours (PSYC) Individual Cost: \$300.00 Book: Introductory to Mental Health Nursing-3 rd ed. ISBN: 9781451147148 (\$50)	

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

Schedule

7/16	7/17	7/18	7/19	7/20	7/23	7/24	7/25	7/26	7/27	7/30	7/31	8/1	8/2	8/3
MT	MT	MT & MM	MM	MM	NUT	NUT	NUT	NUT	NUT & HGD	HGD	HGD	HGD	HGD	PSYC

8/6	8/7	8/8	8/9	8/10	8/13	8/14	8/15	8/16	8/17	8/20	8/21	8/22	8/23	8/24
PSYC	PSYC	PSYC	PSYC & AP	AP	AP	AP	AP	PHAR	PHAR	PHAR	PHAR	PHAR	PHAR	PHAR

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
07/16/18 – 08/24/18 01/07/19 – 02/20/19	ALL 7 CLASSES FEE¹: \$1,950.00 CAJ BOOKS/ MATERIALS: \$576.00 =====	6 Instructional Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:00am-4:30pm	505
	TOTAL: \$2,526.00				

Charles A. Jones Career & Education Center

2018-2019 Academic Year Calendar

July 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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

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

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

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

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

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

 School Closed

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 DATES	PROGRAM FEES	LENGTH	DAYS	TIMES
10/30/18 03/11/19 Future dates to be announced. Check our on-line catalog for updates.	\$5.00 / Per Hour NOT INCLUDING REQUIRED BOOKS AND MATERIALS	Must be in full 8-hour, consecutive days ONLY, starting with the first day. (24hr Max)	Monday thru Friday	7:00 am to 3:30 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

***Free* Citizenship Class** (WASC accredited)

PROGRAM START - END DATES	REGISTRATION FEE	DAYS	TIMES
07/16/18 – 06/30/19** Open Entry	\$0	Tuesday only	3:00 pm to 6:00 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

***Free* English as a Second Language (ESL)** (WASC accredited)

PROGRAM START - END DATES	REGISTRATION FEE	DAYS	TIMES
07/16/18 – 06/30/19** Open Entry (placement testing required prior to entry)	\$0	Monday - Friday	8:30 am - 11:30 am OR 12:00 pm – 3:00 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

***Free* Adult Basic Education (ABE)/ High School Equivalency (HSE) Class** is WASC accredited and designed to prepare students for the grade equivalent certification test needed to satisfy prerequisite requirements for CAJ vocational training programs.

PROGRAM START - END DATES	REGISTRATION FEE	DAYS	TIMES
07/16/18 – 06/30/19** Open Entry (assessment testing required prior to entry)	\$0	Monday - Friday	8:30 am - 11:30 am OR 12:00 pm – 3:00 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

****No Class:**

November 19 – 23, 2018 Thanksgiving Break / December 24, 2018 – January 4, 2019 Winter Break
April 15th – 19th Spring Break

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 DONE IN PERSON, AT LEAST 1 BUSINESS DAY PRIOR TO TESTING DATE.

A GOVERNMENT ISSUED PHOTO ID & HiSET® HOMEPAGE ARE REQUIRED.

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 on these dates:

July 02, 2018 – July 13, 2018 Summer Break
 September 03, 2018 Labor Day
 November 12, 2018 Veterans Day
 November 19- 23, 2018 Thanksgiving
 December 24, 2018 – January 4, 2019 Winter Break
 January 21, 2019..... Martin Luther King Jr. Day
 February 11, 2019..... Lincoln Day
 February 18, 2019..... President's Day
 April 15 - 19, 2019..... Spring Break
 May 27, 2019..... 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 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-Friday 8:30am-3:30pm.
- ❖ 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.

ROSTER OF STAFF

Name	Conferring Institution	Most Advanced Degree	Courses Taught
SITE ADMINISTRATOR:			
Hatter, Angela	San Francisco State University	M.A.	
CTE INSTRUCTORS:			
Bradshaw, Patricia	California State University Sacramento	B.S.	Medical Assistant
Brazeal, Honey	California Commission on Teacher Credentialing	CTE Credential	Optometric Assistant
Bruce, Elaine	California Commission on Teacher Credentialing	CTE Credential	Nursing Assistant
Challe, Karen	University of California, Davis	B.A.	Court Reporting
Chufar-Comstock, Bonnie	West Valley Community College	A.A.	Court Reporting
Curry, Christina	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing, Nursing Assistant
Doll, Lorraine	California Commission on Teacher Credentialing	CTE Credential	Court Reporting
Fong, Lana	California State University Sacramento	Health Science and Medical Technology	Pharmacy Technician
Gagney, David	California Commission on Teacher Credentialing	CTE Credential	HVAC
Huynh, Sandra	California State University Sacramento	B.V.E.	Pharmacy Technician
Johnson, Valyncia	California Commission on Teacher Credentialing	CTE Credential	Administrative Assistant
Mulloy, Kathleen	California Commission on Teacher Credentialing	CTE Credential	Nursing Assistant/ Vocational Nursing
Newman, Jean	University of Phoenix	M.A.	Administrative Assistant
Part-Time CTE INSTRUCTORS			
Gallardo, Elisa	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing/Nursing Assistant

Name	Conferring Institution	Most Advanced Degree	Courses Taught
ABE/GED/ESL			
Atwood, Marianne	Santa Clara University	B.S.	ESL
Boyd, Kathryn	San Jose State	M.A.	ESL
Ciani, Nick	California Commission on Teacher Credentialing	Designated Subjects Adult Education Teaching Credential: Full Time	ABE
Hawes, Victoria	San Francisco State University	M.A.	ESL
Monte, Don	California Commission on Teacher Credentialing	Lifetime teaching Cred., All Subjects K-14, Adm. Cred., and General Services Cred.	Citizenship/ESL
Selseleh, Mary	California State University, Sacramento	M.A.	ESL
Sterling, Margo	Universidad Ibero-Americana	B.A.	ESL

REFUND POLICY

1. No refund on **ABE/HSE /ESL/CITIZENSHIP** registration fees.
2. No refund on state **HSE testing fees (GED or HiSET)**.
3. No refund on costs associated with program materials: **including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc.**
4. No refund on Vocational Training tuition fees of **\$100.00 or less**. Balance of refunds over the first \$100.00 are prorated based on the period of attendance in relation to the program length and are processed according to refund policy #7.

% of Attendance	% of Tuition 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. **Original receipt** required for refund consideration.
6. A **5% charge** will be applied to refunds of all transactions originally paid **by credit card**.
7. Absolutely no **CASH** refunds. District office will issue approved refunds. Allow up to **six weeks** after approval to receive refund.

COSTS, FEES AND CHARGES

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

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.

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.)

If a urine sample for a drug test is not suitable, a \$20 fee is due for each subsequent attempt.

**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.



**WE PUT PEOPLE
TO WORK!**



Enroll now

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



Board of Education

Jessie Ryan, President (Trustee Area 7)
Darrel Woo, Vice President (Trustee Area 6)
Michael Minnick, 2nd Vice President (Trustee Area 4)
Jay Hansen, (Trustee Area 1)
Ellen Cochrane, (Trustee Area 2)
Christina Pritchett (Trustee Area 3)
Mai Vang, (Trustee Area 5)
Sarah Nguyen, Student Board Member

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Jorge A. Aguilar,
Superintendent
Iris Taylor, Ed. D.,
Chief Academic Officer
Susan Lytle Gilmore, Ph.D.,
Director, Adult Education
Angela Hatter,
Coordinator III, Adult Education