

# 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:**

- 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](http://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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| <b>• Look for new community classes in Microsoft Office and Quickbooks coming in Spring 2019 •</b> |                                    |

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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 CISCO/A+ Technician, HVAC, Medical Assisting, Optometric Assistant, and Pharmacy Technician programs.

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**

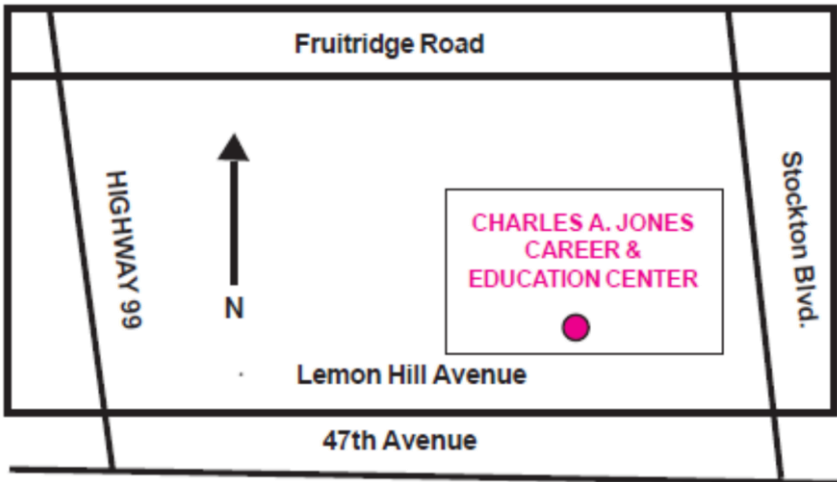
*Doors open at **8:15 am** and close at **8:30 am***

*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!**

# 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](http://www.caj.scusd.edu) for additional information.

*Proposed schedule may be modified by instructor if needed.*

### Required Materials - CISCO

#### Customer Service

**Book:** 21<sup>st</sup> 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              |
|---|---------------------------------|---------------|----------|-------------------|-------------------|
| •Program under reconstruction•<br>New model coming in Spring 2019.<br>Start dates TBD | <b>PROGRAM FEE<sup>1</sup>:</b> | 36            | Monday   | Weeks 1-3         | 209<br>and<br>313 |
|   | \$5,840.00                      | Instructional | thru     | 8:30 am – 3:00 pm |                   |
|   | <b>CAJ BOOKS/</b>               | Weeks         | Friday   | -----             |                   |
|   | <b>MATERIALS:</b>               |               | -----    |                   |                   |
|   | \$41.00                         | NOT           | Monday   | Weeks 4-36        |                   |
|   | =====                           | INCLUDING     | thru     | 8:30 am – 4:30 pm |                   |
|   | <b>TOTAL: \$5,881.00</b>        | BREAKS AND    | Thursday |                   |                   |
|   |                                 | HOLIDAYS      |          |                   |                   |

<sup>1</sup>Prices and schedules in effect on **September 20, 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
- ✓ Assessment test score required  
Reading: **251**

## 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](mailto:Bonnie-Comstock@scusd.edu)  
Phone: (916)433-2600 ext. 1216





Visit our website at [www.caj.scusd.edu](http://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  |
| <b>Customer Service</b><br><b>Book: 21<sup>st</sup> Century Business Series</b><br><b>ISBN: 9780538740289 (\$41)</b>   | <b>Book: Legal Terminology 6<sup>th</sup> ed.</b><br><b>ISBN: 9780133766974 (\$166)</b><br><br><b>Book: Speedbuilding for Court Reporters</b><br><b>ITEM: 307102 (\$46)</b><br><br><b>EV-360 ( Included in tuition )</b> | <b>Book: California Codes for Court Reporters</b><br><b>ITEM: 307117 (\$61)</b><br><br><b>Book: Exploring Medical Language</b><br><b>ISBN: 9780323051835 (\$85)</b><br><br><b>Book: Gregg Reference Manual</b><br><b>ISBN: 9780072936537 (\$60)</b><br><br><b>Book: Medical Q &amp; A</b><br><b>ITEM: 307103 (\$38)</b><br><br><b>Book: Mock Examination Booklet (Bea's)</b><br><b>ITEM: 307129 (\$43)</b><br><br><b>EV-360 ( Included in tuition )</b> |
| <b>Book: Basic Drills</b><br><b>ITEM: 307114 (\$19)</b><br><br><b>Book: Briefs and Phrases</b><br><b>ITEM: 307121 (\$20)</b><br><br><b>Book: College-Level Vocabulary Building</b><br><b>ITEM: 307130 (\$28)</b><br><br><b>Book: Finger Techniques</b><br><b>ITEM: 307128 (\$4)</b><br><br><b>Book: Professional Dictionary</b><br><b>ITEM: 307123 (\$68)</b><br><br><b>Book: Theory Packet w/CD</b><br><b>ITEM: 307139 (\$154)</b><br><br><b>Book: Theory Reinforcement</b><br><b>ITEM: 307125 (\$35)</b> |  |   |

**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<br>10/09/18 – 12/16/20<br>01/24/19 – 04/05/21<br>04/29/19 – 07/13/21 | <b>PROGRAM FEES<sup>1</sup>:</b><br><b>Yr. 1: \$5,380.00</b><br><b>Yr. 2: \$5,380.00</b><br><b>Final Qtr.: \$1,345.00</b><br>=====<br><b>\$12,105.00</b><br><b>CAJ BOOKS/</b><br><b>MATERIALS</b><br><b>(Est.): \$868.00</b><br>=====<br><b>TOTAL: \$12,973.00</b> | 99<br>Instructional<br>Weeks<br><br>NOT<br>INCLUDING<br>BREAKS AND<br>HOLIDAYS | Monday<br>thru<br>Friday | 8:30 am<br>to<br>3:00 pm | 209<br>and<br>200 |
| For an extension,<br>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](http://www.caj.scusd.edu) for additional information.

Proposed schedule may be modified by instructor if needed.

### Required Materials - HVAC

#### Customer Service

Book: 21<sup>st</sup> Century Business Series

ISBN: 9780538740289 (\$41)

#### HVAC-R: Theory

Book: Modern Refrigeration & Air Conditioning Technology, 20<sup>th</sup> 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 | <b>PROGRAM FEE<sup>1</sup>:</b> | 33            |        |         |      |
| 12/19/18 – 09/17/19 | \$7,710.00                      | Instructional | Monday | 8:30 am | 209  |
| 04/01/19 – 12/18/19 | <b>CAJ BOOKS/<br/>MATERIALS</b> | Weeks         | thru   | to      | and  |
|                     | (Est.): \$1,206.00              | NOT           | Friday | 3:00 pm | 316  |
|                     | =====                           | INCLUDING     |        |         |      |
|                     | <b>TOTAL: \$8,916.00</b>        | BREAKS AND    |        |         |      |
|                     |                                 | HOLIDAYS      |        |         |      |

<sup>1</sup>Prices and schedules in effect on September 20, 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](http://www.caj.scusd.edu) for additional information.

Proposed schedule may be modified by instructor if needed.

### Required Materials – Medical Assistant

#### Customer Service

**Book:** 21<sup>st</sup> Century Business Series

**ISBN:** 9780538740289 (\$41)

#### Medical Assistant

**Book:** Kinn's The Medical Assistant – Text, Study Guide and Checklist, and SimChart for the Medical Office – Bundle 13<sup>th</sup> Edition

**ISBN:** 9780323446464 (\$240)

**Book:** Medical Assisting Exam Review for CMA, RMA, & CMAS Certification 4<sup>th</sup> Edition

**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](http://www.proliability.com) (800) 503-9230

or [www.nso.com](http://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 | <b>PROGRAM FEE<sup>1</sup>:</b> | 33            |        |         |       |
| 11/28/18 – 08/26/19 | \$6,115.00                      | Instructional | Monday | 8:30 am | 209   |
| 03/11/19 – 11/20/19 | <b>CAJ BOOKS/</b>               | Weeks         | thru   | to      | and   |
| 06/11/19 – 03/09/20 | <b>MATERIALS:</b>               |               | Friday | 3:00 pm | 314-C |
|                     | \$554.00                        | NOT           |        |         |       |
|                     | =====                           | INCLUDING     |        |         |       |
|                     | <b>TOTAL: \$6,669.00</b>        | 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](http://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](http://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<br>(CANCELLED)<br>03/11/19 – 04/11/19                     | <b>PROGRAM FEE<sup>1</sup>:</b><br>\$1,890.00<br><b>CAJ BOOKS/<br/>MATERIALS:</b><br>\$105.00<br>===== | 5<br>Instructional<br>Weeks<br><br>NOT<br>INCLUDING<br>BREAKS AND<br>HOLIDAYS | Monday<br>thru<br>Friday | Week 1<br>7:00 am–3:30 pm<br>Weeks 2-5<br>Times vary | 505  |
| Future dates to be<br>announced. Check<br>our on-line catalog<br>for updates. | <b>TOTAL: \$1,995.00</b>   |   |                          |  |      |

<sup>1</sup>Prices and schedules in effect on September 20, 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 Weeks<sup>1</sup>)**

**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](http://www.caj.scusd.edu) for additional information.

Proposed schedule may be modified by instructor if needed.

| Required Materials – Optometric Assistant   |   |
|---|---|
| <b>Customer Service</b>   | <b>Book:</b> 21 <sup>st</sup> Century Business Series<br><b>ISBN:</b> 9780538740289 (\$41)                |
| <b>Dispensing Optician:</b>   | <b>Book:</b> Systems for Ophthalmic Dispensing, 3 <sup>rd</sup> ed.<br><b>ISBN:</b> 9780750674805 (\$161) |
| <b>Optometric Assistant:</b>  | <b>Book:</b> The Ophthalmic Assistant, 10 <sup>th</sup> ed.<br><b>ISBN:</b> 9780323394772 (\$87)          |
| <b>CAJ Uniform</b> (Size 2XL and larger are additional charge) <b>CAJ ITEM: (\$38)</b>  |   |
| <b>Additional Requirements</b> (See your personal physician for medical requirements):<br><b>Negative TB test</b> - Must be completed prior to registration (Non-CAJ)<br><b>Or Chest X-ray</b> (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 | <b>PROGRAM FEE<sup>1</sup>:</b> | 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 | <b>CAJ BOOKS/</b>               |               | Friday | 3:00 pm | 203  |
| 02/15/19 – 09/17/19 | <b>MATERIALS:</b>               |               |        |         |      |
| 04/01/19 – 10/29/19 | \$327.00                        | NOT           |        |         |      |
| 05/20/19 – 12/18/19 | =====                           | INCLUDING     |        |         |      |
|                     | <b>TOTAL: \$6,087.00</b>        | 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 1<sup>st</sup> 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 1<sup>st</sup> 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 <sup>1</sup>)**

**\*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](http://www.caj.scusd.edu) for additional information.  
Proposed schedule may be modified by instructor if needed.

### Required Materials – Pharmacy Technician

#### Customer Service

**Book:** *21<sup>st</sup> Century Business Series*  
**ISBN: 9780538740289 (\$41)**

#### CAJ Pharmacy Technician Text Bundle

**ISBN: 9780763881788 (\$335)**

##### Includes:

**Book:** *Pharmacy Practice for Technicians, 6<sup>th</sup> ed.*

**ISBN: 9780763880699**

**Book:** *Pharmacy Calculations for Technicians, 6<sup>th</sup> ed.*

**ISBN: 9780763880750**

**Book:** *Pharmacy Labs for Pharmacy Technicians, 3<sup>rd</sup> ed.*

**ISBN: 9780763880859**

**Book:** *Pharmacology for Technicians 6<sup>th</sup> 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](http://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 | <b>PROGRAM FEE<sup>1</sup>:</b> | 36            |        |         |      |
| 10/09/18 – 08/05/19 | \$7,090.00                      | Instructional | Monday | 8:30 am | 209  |
| 01/24/19 – 10/29/19 | <b>CAJ BOOKS/</b>               | Weeks         | thru   | to      | and  |
| 04/29/19 – 02/14/20 | <b>MATERIALS:</b>               |               | Friday | 3:00 pm | 501  |
|                     | \$705.00                        | NOT           |        |         | 400  |
|                     | =====                           | INCLUDING     |        |         |      |
|                     | <b>TOTAL: \$7,795.00</b>        | BREAKS AND    |        |         |      |
|                     |                                 | HOLIDAYS      |        |         |      |

# 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 (35 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](http://www.caj.scusd.edu) for additional information.

Proposed schedule may be modified by instructor if needed.

| Required Materials – Vocational Nurse   |   |
|---|---|
| Level 1   | <p><b>Book: Fundamental Nursing Skills &amp; Concept 11<sup>th</sup> ed. (Bundle)</b><br/> <b>ISBN: 9781496375537 (\$127)</b></p> <p><b>Book: Diseases and Disorders 5<sup>th</sup> ed.</b><br/> <b>ISBN: 9780803638556 (\$62)</b></p> <p><b>Book: Review for NCLEX-PN 11<sup>th</sup> ed.</b><br/> <b>ISBN: 9781496324696 (\$52)</b></p> <p><b>Book: Stedman's Medical Dictionary, 7<sup>th</sup> ed.</b><br/> <b>ISBN: 9781608316922 (\$49)</b></p> <p><b>Book: Nursing Drug Handbook 2018</b><br/> <b>ISBN: 9781496353597 (\$45)</b></p> |
| Level 2   | <p><b>Book: Introductory Medical-Surgical Nursing, 11<sup>th</sup> ed.</b><br/> <b>ISBN: P1469847655 (\$114) (TxBk w/CD)</b><br/> <b>ISBN: 9781451187229 (\$32) (WkBk)</b></p>  |
| Level 3   | <p><b>Book: Introductory Maternity &amp; Pediatric Nursing 3<sup>rd</sup> ed.</b><br/> <b>ISBN: 9781451147025 (\$113)</b></p>   |
| <p><b>CAJ Uniform - 1 ea.: scrub top (\$25), scrub pant (\$25), lab coat (\$38), t-shirt (\$12) (Size 2XL and larger are additional charge)</b><br/> <b>CAJ ITEM: (\$100)</b></p> <p><b>Additional Requirements (See your personal physician for medical requirements)</b><br/> <b>Drug Test – Panel 10 (\$56) (Non-CAJ)</b><br/> <b>Professional Liability Insurance (Student) (\$23) (Non-CAJ)</b><br/> <a href="http://www.nso.com">www.nso.com</a> (800) 247-1500</p> <p><b>Physical</b><br/> <b>Tdap</b><br/> <b>Negative TB test (2-Step) (Must be completed prior to start of program) or Chest X-ray (If necessary) (Both Non-CAJ)</b><br/> <b>Hepatitis A: Highly recommended</b><br/> <b>Hepatitis B series: (Due prior to entering your focus class. Takes up to 6 months to complete) (Non-CAJ)</b></p> |   |

**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<br>05/01/19 – 02/24/20 | <b>PROGRAM FEE<sup>1</sup>:</b><br>\$19,500.00<br><b>CAJ BOOKS/<br/>MATERIALS:</b><br>\$694.00<br>=====<br><b>TOTAL: \$20,194.00</b> | 35<br>Instructional<br>Weeks<br><br>NOT<br>INCLUDING<br>BREAKS AND<br>HOLIDAYS | Monday<br>thru<br>Friday | 8:00 am<br>to<br>4:30 pm | 503<br>and<br>504 |

# 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!

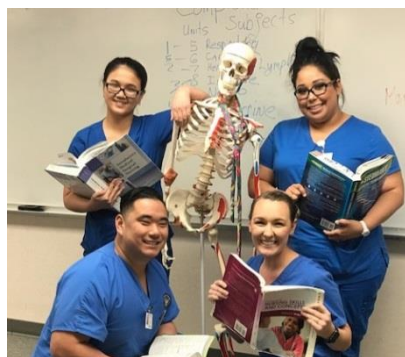
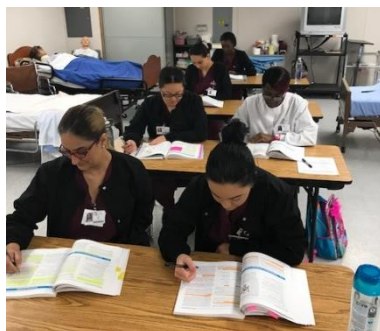
**240 Hours  
(6 Instructional Weeks)**

**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](http://www.caj.scusd.edu) for additional information.

Proposed schedule may be modified by instructor if needed.

| Required Materials – VN Prerequisites  |  |
|--|--|
| <b>Anatomy &amp; Physiology - 36 hours (AP) Individual Cost: \$300.00</b><br>Book: Memmler's Human Body in Health & Disease, 13 <sup>th</sup> ed.<br>ISBN: 9781451192803 (\$45) Text<br>ISBN: 9781451193480 (\$28) Study Guide |  |
| <b>Human Growth and Development - 36 hours (HGD) Individual Cost: \$300.00</b><br>Book: Growth and Develop./Across the Life Span 2 <sup>nd</sup> ed.<br>ISBN: 9781455745456 (\$37)   |  |
| <b>Math for Meds - 20 hours (MM) Individual Cost: \$250.00</b><br>Book: Math for Meds: Dosages & Solutions, 11 <sup>th</sup> ed.<br>ISBN: 9781111540913 (\$154)  |  |
| <b>Medical Terminology - 20 hours (MT) Individual Cost: \$250.00</b><br>Book: Medical Terminology in a Flash! : A Multiple Learning Styles Approach, 3 <sup>rd</sup> ed.<br>ISBN: 9780803643680 (\$88)                         |  |
| <b>Nutrition - 36 hours (NUT) Individual Cost: \$300.00</b><br>Book: Nutrition Essentials, 8 <sup>th</sup> ed.<br>ISBN: 9781496356109 (\$72)   |  |
| <b>Pharmacology - 54 hours (PHAR) Individual Cost: \$400.00</b><br>Book: Introductory Clinical Pharmacology, 11 <sup>th</sup> ed.<br>ISBN: 9781975105914 (\$102) Textbook & Workbook Bundle                                    |  |
| <b>Psychology, Introduction to - 36 hours (PSYC) Individual Cost: \$300.00</b><br>Book: Introductory to Mental Health Nursing-3 <sup>rd</sup> ed.<br>ISBN: 9781451147148 (\$50)  |  |

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

## Schedule

| 1/7 | 1/8 | 1/9           | 1/10 | 1/11 | 1/14 | 1/15 | 1/16 | 1/17 | 1/18            | 1/22 | 1/23 | 1/24 | 1/25 | 1/28 |
|-----|-----|---------------|------|------|------|------|------|------|-----------------|------|------|------|------|------|
| MT  | MT  | MT<br>&<br>MM | MM   | MM   | NUT  | NUT  | NUT  | NUT  | NUT<br>&<br>HGD | HGD  | HGD  | HGD  | HGD  | PSYC |

| 1/29 | 1/30 | 1/31 | 2/1             | 2/4 | 2/5 | 2/6 | 2/7 | 2/8  | 2/12 | 2/13 | 2/14 | 2/15 | 2/19 | 2/20 |
|------|------|------|-----------------|-----|-----|-----|-----|------|------|------|------|------|------|------|
| PSYC | PSYC | PSYC | PSYC<br>&<br>AP | AP  | AP  | AP  | AP  | PHAR | PHAR | PHAR | PHAR | PHAR | PHAR | PHAR |

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

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

**DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID**

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

| PROGRAM<br>START - END<br>DATES     | REGISTRATION<br>FEE | DAYS         | TIMES              |
|-------------------------------------|---------------------|--------------|--------------------|
| 07/16/18 – 06/30/19**<br>Open Entry | <b>\$0</b>          | 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<br>START - END<br>DATES   | REGISTRATION<br>FEE | DAYS            | TIMES  |
|---|---------------------|-----------------|--|
| 07/16/18 – 06/30/19**<br>Open Entry<br>(placement testing required<br>prior to entry) | <b>\$0</b>          | Monday - Friday | 8:30 am - 11:30 am<br>OR<br>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<br>START - END<br>DATES  | REGISTRATION<br>FEE | DAYS            | TIMES  |
|--|---------------------|-----------------|--|
| 07/16/18 – 06/30/19**<br>Open Entry<br>(assessment testing<br>required prior to entry) | <b>\$0</b>          | Monday - Friday | 8:30 am - 11:30 am<br>OR<br>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 15<sup>th</sup> – 19<sup>th</sup> 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 3<sup>rd</sup> test in a calendar year*) -----\$25.00

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

## HiSET® TESTING SCHEDULE

**\*Visit our website for a full 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](http://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 or older to test

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

## ROSTER OF STAFF

| Name                             | Conferring Institution                         | Most Advanced Degree                  | Courses Taught                           |
|----------------------------------|--|---------------------------------------|--|
| <b>SITE ADMINISTRATOR:</b>       |  |                                       |  |
| Hatter, Angela                   | San Francisco State University                 | M.A.                                  |  |
| <b>CTE INSTRUCTORS:</b>          |  |                                       |  |
| Anderson, Kevin                  | California Commission on Teacher Credentialing | CTE Credential                        | CISCO Technology                         |
| 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/<br>Vocational Nursing |
| Newman, Jean                     | University of Phoenix                          | M.A.                                  | Administrative Assistant                 |
| <b>Part-Time CTE INSTRUCTORS</b> |  |                                       |  |
| Gallardo, Elisa                  | California Commission on Teacher Credentialing | CTE Credential                        | Vocational Nursing/Nursing Assistant     |

| Name               | Conferring Institution                         | Most Advanced Degree   | Courses Taught  |
|--------------------|--|--|-----------------|
| <b>ABE/HSE/ESL</b> |  |  |                 |
| 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 state **HSE testing fees (HiSET)**.
2. No refund on costs associated with program materials: **including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc.**
3. 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 <b>CAJ</b> | 100%                |
| Up to 10%               | 90%                 |
| Over 10% - Up to 25%    | 50%                 |
| Over 25% - Up to 50%    | 25%                 |
| Over 50%                | No refund           |

4. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
5. **Original receipt** required for refund consideration.
6. A **5% charge** will be applied to refundable tuition fees paid with **credit/debit cards**.
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.**



# 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

## This image shows a full page of blank handwriting practice paper. It features 20 evenly spaced, horizontal black lines that run across the entire width of the page. The lines are uniform in thickness and provide a guide for letter height and placement. There are no margins, text, or other markings on the page.



**WE PUT PEOPLE  
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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