

WE PUT PEOPLE TO **WORK!**

Sacramento City Unified School District Adult Education
Career Technical Training

PROGRAM CATALOG for the 2016-2017 school year

**Accredited, Short-Term,
Affordable Training Programs**



PROGRAMS INCLUDE:

- ADMINISTRATIVE ASSISTANT
- A+/CISCO/CCENT/NETWORKING COMMUNICATIONS
- 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 THOSE WHO QUALIFY**



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

Last revision: April 12, 2017. Prices are subject to change without notice.



The Mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a learning environment for academic and career technical training, thereby empowering them 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 you with a low-cost, high quality education that will enrich your life. The school offers career and technical programs in various occupational fields.

Our programs are designed to provide the skills needed to become productively employed in the local workforce. CAJ also offers limited academic preparation classes, including HiSET, Adult Basic Education, ESL, and Citizenship classes. Charles A. Jones Career and Education Center has been designated by the California Department of Education as fully accredited by the Commission of the Council on Occupational Education (COE), the Western Association of Schools and Colleges (WASC), the State of California's Board of Vocational Nursing, and Psychiatric Technicians (BVNPT) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify our graduating students for national, state, or industry exams in their field of training, including: CISCO Systems, the California Certifying Board for Medical Assistants (CCMA), the California Department of Public Health, the California Court Reporters Board, the American Board of Optician (ABO), and the National Contact Lens Examiners (NCLE)

We are currently offering these programs:

Administrative Assistant	7
Adult Education (ABE/HSE, ESL, & Citizenship)	28
CISCO/A+ Technician	9
COSTS, FEES AND CHARGES.....	32
Court Reporting	11
Heating, Ventilation, and Air Conditioning	13
HiSET® Testing Information	29
Medical Assistant	15
Nursing Assistant.....	17
Optometric Assistant	19
Pharmacy Technician	21
REFUND POLICY	32
ROSTER OF STAFF	30
Vocational Nurse	23
Vocational Nurse Prerequisites	25

Charles A. Jones Career & Education Center

2016-2017 Academic Year Calendar

July 2016						
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 2016						
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 2016						
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 2016						
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 2016						
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 2016						
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 2017						
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 2017						
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 2017						
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 2017						
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 2017						
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 2017						
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

ORIENTATION EVERY WEDNESDAY!

(Except holidays and break periods)

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

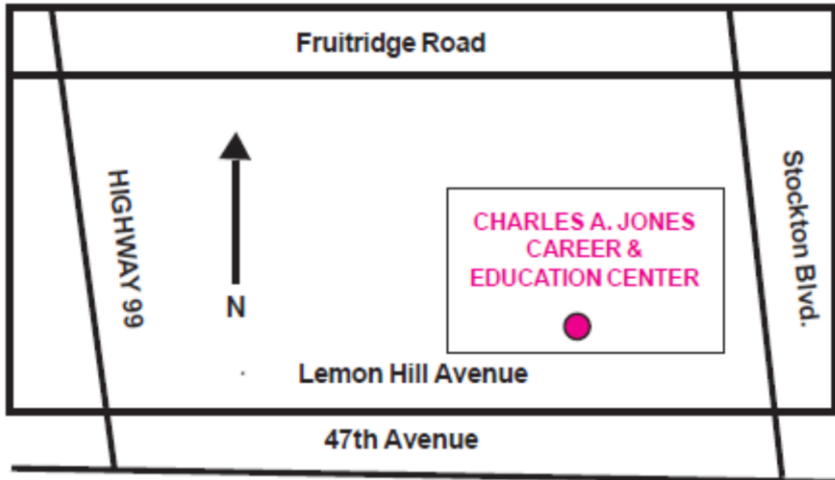
*Doors open at **8:15 am** and close at **8:30 am***

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

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

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

A variety of career training programs are available to learn job skills for employment opportunities. Students may begin classes throughout the year on a scheduled basis as space is available. All classes require excellent attendance. Orientation and assessment testing are held each Wednesday at 8:30 a.m. Prospective full time students must attend this orientation before registering. You should arrive by 8:15 a.m.; doors close at 8:30 a.m. CAJ reserves the right to cancel classes due to low enrollment. Books, materials, and additional requirements fees are not included in the program fee and are subject to change. Financial Aid (Pell Grant) is available for those students who meet Federal guidelines. **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.

Administrative Assistant

Affordable training in Office Occupations



Prerequisites

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

Highlights

As the reliance on technology continues to expand, the role of the Administrative Assistant has greatly evolved to perform fewer clerical tasks and taking on the roles of information and communication managers. They perform a variety of duties necessary to run an organization efficiently: plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; handle travel, and disseminate information and to 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 Weeks¹)

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

- Customer Service
- 10-Key
- Business Communications
- Record Keeping
- Bookkeeping
- Word Processing (Microsoft Word)
- Proofreading
- Spreadsheets (Microsoft Excel)
- Power Point
- QuickBooks

**This program is designed for the
person interested in dealing with the
public and working with words,
numbers, math skills and
language 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	
<p>Customer Service Book: <i>21st Century Business Series</i> ISBN: 9780538740289 (\$41)</p> <p>10-Key Calculator Book: <i>Calculators Printing & Display (Workbook), 5th ed.</i> ISBN: 9780538439909 (\$49)</p> <p>Business Communications Book: <i>Basic English Review (Workbook), 9th ed.</i> ISBN: 9780538730952 (\$120)</p> <p>Record Keeping Book: <i>Keeping Financial Records for Business Ch. 1-9, 10th ed. (Workbook)</i> ISBN: 9780538441551 (\$31)</p> <p>Bookkeeping Book: <i>Keeping Financial Records for Business Ch. 10-16, 10th ed. (Workbook)</i> ISBN: 9780538441568 (\$31)</p>	<p>Word Processing Book: <i>Microsoft Word 2010: Comprehensive</i> ISBN: 9781591363040 (\$76)</p> <p>Proofreading Book: <i>Communication Skills for the Processing of Words</i> ISBN: 9780538439541 (\$86)</p> <p>Spreadsheets Book: <i>Microsoft Excel 2010: Comprehensive</i> ISBN: 9781591363101 (\$78)</p> <p>Power Point Book: <i>Microsoft PowerPoint 2010: Essentials</i> ISBN: 9781591363194 (\$72)</p> <p>QuickBooks Book: <i>QuickBooks Pro 2012: Comprehensive</i> ISBN: 9781591364399 (\$86)</p>

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/03/16 – 03/29/17	PROGRAM FEE²:	30			
09/15/16 – 05/17/17	\$4,720.00	Instructional	Monday	8:30 am	209
10/27/16 – 06/29/17		Weeks	thru	to	and
12/16/16 – 08/24/17	CAJ BOOKS/		Friday	3:00 pm	213
02/15/17 – 10/06/17	MATERIALS:	NOT			
03/30/17 – 11/20/17	(maximum) \$670.00	INCLUDING			
05/18/17 – 01/23/18	=====	BREAKS AND			
06/30/17 – 03/08/18	TOTAL: \$5,390.00	HOLIDAYS			

A+/CISCO (CCENT)/ Network + Preparation

Affordable training for Computers/Network Technicians



Prerequisites

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

Highlights

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

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 Weeks¹)**

***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 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)
Drug Test	Panel 5 test (\$46)
Comp A+ / Cisco Online (Online Access)	<p>Lectures consisting of basic concepts, business practices, identifying hardware components and understanding the relationships between hardware and software.</p> <p>Book work consisting of breakdown of computer hardware in order to understand specifications and compatibility issues, and understand the differences in wireless standards 802.11 a/b/g/n and how this affects the end user.</p>
CISCO CCENT.	<p>Introduction to cabling, hardwired networks and wireless networks, You will be introduced to all the different techniques in networking, LAN, WAN, and Wi-Fi.</p> <p>During this class you will have extensive hands on involvement and experience working with CISCO IOS, Switches, Routers, and network peripherals.</p>

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
10/06/16 – 08/03/17 01/24/17 – 10/27/17 04/27/17 – 02/14/18	PROGRAM FEE²:	36	Monday	Weeks 1-3	209 and 313
	\$4,720.00	Instructional	thru	8:30 am – 3:00 pm	
	CAJ BOOKS/	Weeks	Friday	-----	
	MATERIALS:		-----		
	\$87.00	NOT	Monday	Weeks 4-36	
	=====	INCLUDING	thru	8:30 am – 4:30 pm	
	TOTAL: \$4,807.00	BREAKS AND	Thursday		
		HOLIDAYS			

Court Reporter/Real-time Reporter/ Court Reporting

Affordable training in Office Occupations



Prerequisites

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

Highlights

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

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*

3054 Hours
(Students may require additional hours)
*COE Accredited
Court Reporters Board Approved*

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

Customer Service

Coursework includes:

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

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

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

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



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) Cartridge Ribbon (every few months) ITEM: 307205 (\$25) Steno Paper (approx. 2-4 pads per week) ITEM: 307200 (\$1.25) 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) Cartridge Ribbon (every few months) ITEM: 307205 (\$25) Steno paper (approx. 5 pads per week) ITEM: 307200 (\$1.25) EV-360 (Included in tuition)
Book: Basic Drills ITEM: 307114 (\$19) Book: Basic English Review ISBN: 9780538730952 (\$91) 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) Cartridge Ribbon (every few months) ITEM: 307205 (\$25) Steno Paper (approx. 1-2 pads/ week) ITEM: 307200 (\$1.25)		

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
08/24/16 – 11/19/18	PROGRAM FEE²:				
10/06/16 – 01/22/19	\$10,760.00	102			
11/18/16 – 03/07/19		Instructional	Monday	8:30 am	209
01/24/17 – 04/25/19		Weeks	thru	to	and
03/09/17 – 06/07/19	CAJ BOOKS/		Friday	3:00 pm	200
04/27/17 – 08/02/19	MATERIALS:				
06/09/17 – 09/16/19	(Bk Est.) \$959.00	NOT			
	=====	INCLUDING			
Students may	TOTAL: \$11,719.00	BREAKS AND			
require an extension		HOLIDAYS			
at an additional fee					
of \$1,345 per quarter					

Heating, Ventilation & Air Conditioning

Affordable training in Residential and Commercial Energy and Utilities



Prerequisites

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

Highlights

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

990 Hours
(33 Instructional Weeks¹)

***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)

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

ITEM: (\$30)

E.P.A. 609

ITEM: (\$20)

R-410

ITEM: (\$30)

Electrical ER (E-01)

ITEM: (\$15)

Basic Refrigeration & Charging Procedures (E-19)

ITEM: (\$15)

Optional Materials:

Psychrometric Chart (\$12)

Additional Certifications Available (Additional fees apply)

Heat Pump ER (H-03)

ITEM: (\$15)

Light Commercial A/C ER (C-04)

ITEM: (\$15)

Gas Heater ER (G-10)

ITEM: (\$15)

Green Awareness Refrigeration ER

ITEM: (\$15)

Air Conditioning ER (E-02)

ITEM: (\$15)

Light Commercial Refrigeration ER (C-05)

ITEM: (\$15)

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

***New materials in effect as of 05/18/17 start date**

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/03/16 – 06/29/17	PROGRAM FEE²: \$6,590.00	33	Monday thru Friday	8:30 am to 3:00 pm	209 and 316
10/27/16 – 08/03/17	CAJ BOOKS/	Instructional			
02/15/17 – 10/27/17	MATERIALS	Weeks			
05/18/17 – 02/14/18	(Est.): \$1,194.00	NOT			
	=====	INCLUDING			
	TOTAL: \$7,784.00	BREAKS AND HOLIDAYS			

Medical Assistant

Affordable training in Health Services



Prerequisites

- ✓ Student must have a High School Diploma or Equivalent
- ✓ Have sufficient knowledge of the English language, reading, and math skills
- ✓ Attend a CAJ orientation
- ✓ Assessment test scores required
Reading: **230** Math: **230**

Immunizations Required:

- ✓ TB/PPD (prior to entering program)
- ✓ MMR
- ✓ Chickenpox (Varicella)
- ✓ Tetanus
- ✓ Hepatitis A & B series (begin at start of program)
- ✓ Meningococcal (recommended)
- ✓ Pneumococcal (recommended)

Highlights

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

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

* According to Labor Bureau statistics

990 Hours
(33 Instructional Weeks¹)

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

Medical Core Classes:

- Medical Terminology
- Anatomy Physiology
- Health Information Management
- Typing speed of at least 40 wpm

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

Focus Classes:

- Clinical Back Office/Theory and Didactic
- First Aid/CPR
- Must Pass A Drug and Criminal Background Check
- Malpractice Insurance

Customer Service:

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

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



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)	
Comprehensive Medical Assisting Book: <i>Comprehensive Medical Assisting 5th Edition with Study Guide</i> ISBN: 9781496331816 (\$123)	
Medical Assisting Exam Review 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 ISBN: 0634782061906 (\$37)	
CPR/First Aid Certification (Two 4-hour evening classes) CAJ ITEM: (\$25)	
Externship (200 Hours) No Books/Materials required	
Additional Requirements (See your personal physician for medical requirements) CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$50) Drug Test – Panel 5 (Instructor will advise when to purchase) CAJ ITEM: (\$46) Titer C Test Results (Non-CAJ) Professional Liability Insurance (Student) approx. cost. (\$42) (Non-CAJ) www.proliability.com (800) 503-9230 or www.nso.com (800) 247-1500 Fingerprinting/Background check approx. cost (\$80) (Non-CAJ) Hepatitis A & B series immunizations (Must be started prior to entering focus class) (Non-CAJ) White Tennis Shoes (NO FABRIC). (Non-CAJ) A watch with a second hand required for Focus classes. (Non-CAJ) White, Cotton, Long-sleeve, Pull-over Shirt. (Non-CAJ)	
Recommended Materials: (See your personal physician for medical requirements) Meningococcal & Pneumococcal immunizations (Highly recommended and may take up to 6 months to complete) (Non-CAJ) Book: <i>Drug Handbook 2017</i> (\$45) Book: <i>Stedman's Medical Dictionary</i> (\$49)	

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
10/06/16 – 06/29/17 01/24/17 – 10/06/17 04/27/17 – 01/23/18	PROGRAM FEE²: \$6,115.00 CAJ BOOKS/ MATERIALS: \$397.00 =====	33 Instructional Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:30 am to 3:00 pm	209 and 314-C
	TOTAL: \$6,512.00				

Nursing Assistant

Affordable training in Health Services



Prerequisites

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

Highlights

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

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

**192 Hours
(24 Instructional Days¹)**

***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)

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

***CPR/First Aid Certification** *(Non-CAJ)*

***American Red Cross Exam (\$105)** *(Non-CAJ)*

*(*Check with the VN department for current prices)*

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
07/18/16 – 08/18/16	PROGRAM FEE²:	24			
08/22/16 – 09/23/16	\$1,890.00	Instructional	Monday	Week 1	505
09/27/16 – 10/28/16	CAJ BOOKS/	Days	thru	7:00 am–3:30 pm	
11/02/16 – 12/13/16	MATERIALS:		Friday		
01/05/17 – 02/08/17	\$0.00	NOT		Weeks 2-5	
02/14/17 – 03/20/17	=====	INCLUDING		Times vary	
03/27/17 – 05/04/17	TOTAL: \$1,890.00	BREAKS AND			
05/15/17 – 06/16/17		HOLIDAYS			

Optometric Assistant / Dispensing Optician

Affordable training in Health Services



Prerequisites

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

Highlights

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

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

810 Hours
(27 Instructional Weeks¹)

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

Customer Service

The Assistant: A Profile

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

Areas of Study:

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

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



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)
Lab Optician: Makes glasses in a lab: cuts, edges, tints, and coats lenses.	No book required
Dispensing Optician: Takes doctor's prescriptions: helps patient select frames and lenses; dispenses contact lenses.	Book: Systems for Ophthalmic Dispensing, 3rd ed. ISBN: 9780750674805 (\$161)
Optometric Assistant: Works with optometrist: does pretesting and general office duties.	Book: The Ophthalmic Assistant, 9th ed. ISBN: 9781455710690 (\$116)
Additional Requirements (See your personal physician for medical requirements): CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$38) Negative TB test - Must be completed prior to registration (Non-CAJ) Or Chest X-ray (If necessary) - Must be completed prior to registration (Non-CAJ)	
Recommended:	Book: Stedman's Medical Dictionary, 7th ed.

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/03/16 – 03/08/17	PROGRAM FEE²:	27			
09/15/16 – 04/26/17	\$4,640.00	Instructional	Monday	8:30 am	209
10/27/16 – 06/08/17		Weeks	thru	to	and
12/16/16 – 08/03/17	CAJ BOOKS/		Friday	3:00 pm	203
02/15/17 – 09/15/17	MATERIALS:				
03/30/17 – 10/27/17	\$356.00	NOT			
05/18/17 – 12/18/17	=====	INCLUDING			
06/30/17 – 02/14/18	TOTAL: \$4,996.00	BREAKS AND			
		HOLIDAYS			

Pharmacy Technician

Affordable training in Health Services



Prerequisites

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

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 Weeks¹)

***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 Lab 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)	
Pharmacy Practice I & II Book: Pharmacy Practice for Technicians, 5th ed. ISBN: 9780763852269 (\$93) Pharmacy Math I & II Book: Pharmacy Calculations for Technicians, 5th ed. ISBN: 9780763852214 (\$72) Pharmacology Book: Pharmacology for Technicians ISBN: 9780763852344(\$124)	Medical Insurance Book: Medical Insurance for Pharmacy Technicians ISBN: 9780073374161 (\$108) Pharmacy Labs Book: Pharmacy Labs for Pharmacy Technicians, 2nd ed. ISBN: 9780763852399 (\$81) Book: Sterile Compounding Products ISBN: 9780763840839 (\$82)
CPR/First Aid Certification (Two 4-hour evening classes) CAJ ITEM: (\$25)	
Externship Preparation <i>No book required</i>	
Community and Institutional Externships <i>No book required</i>	
Additional Requirements (See your personal physician for medical requirements): Background Check (Non-CAJ): \$48) CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: (\$38) Drug Test – Panel 10 (Instructor will advise when to purchase) CAJ ITEM: (\$56) Professional Liability Insurance (Student) (Non-CAJ) www.proliability.com (800) 503-9230 The following is due prior to block 6 completion: (Non-CAJ) <ul style="list-style-type: none"> • Live Scan fingerprint processing fee (DOJ & FBI) • State Board of Pharmacy License Application (BOP) • Passport Picture • BLS for Healthcare Providers CPR Textbook • BLS for Professional Organization 	

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
08/24/16 – 06/08/17	PROGRAM FEE²:	36			
11/18/16 – 09/15/17	\$7,090.00	Instructional	Monday	8:30 am	209
03/09/17 – 12/18/17	CAJ BOOKS/	Weeks	thru	to	and
06/09/17 – 04/05/18	MATERIALS:		Friday	3:00 pm	500
	\$720.00	NOT			400
	=====	INCLUDING			
	TOTAL: \$7,810.00	BREAKS AND			
		HOLIDAYS			

Vocational Nurse

Affordable training in Health Services



Prerequisites

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

- ✓ High school transcript or equivalent
- ✓ CPR/First Aid Certification
- ✓ Attend CAJ orientation
- ✓ Assessment test scores required:
Reading: **230** Math: **230**
- ✓ Nursing 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

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

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

1652 Hours
(37 Instructional Weeks ¹)

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

Vocational Nurse Training: 1408 hours
(35.5 instructional weeks ¹)

Prerequisites: 234 hours (Hours may vary due to credit given for qualifying prerequisites previously completed)

Certified Nursing Assistant: 10 hours credit

- Nursing Practice and Process
- Standards of Care, Ethical and Legal Issues
- Health Promotion and Preventive Care
- Genetics
- Respiratory Health
- Cardiovascular Health
- Neurologic and Sensory Health
- Gastrointestinal and Nutritional Health
- Renal, Genitourinary, and Reproductive Health
- Metabolic and Endocrine Health
- Immunology
- Musculoskeletal Health
- Emergency Nursing
- Maternity and Neonatal Nursing
- Pediatric Nursing
- Psychiatric Nursing

State of California
BVNPT
Department of Consumer Affairs

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



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	<p>Book: <i>Fundamental Nursing Skills & Concept 10th ed. (Bundle)</i> ISBN: P1469801361 (\$127)</p> <p>Book: <i>Stedman's Medical Dictionary, 7th ed.</i> ISBN: 9781608316922 (\$49)</p> <p>Book: <i>LPN Facts Incredibly Quick</i> ISBN: 9781605474717 (\$34)</p> <p>Book: <i>Nursing Drug Handbook 2017</i> ISBN: 9781496322555 (\$45)</p>
Level 2	<p>Book: <i>Manual of Nursing Practice 9th ed.</i> ISBN: 9780781798334 (\$112)</p> <p>Book: <i>LPN Expert Guides: Advanced Skills</i> ISBN: 9781582558318 (\$42)</p> <p>Book: <i>Diseases and Disorders 5th ed.</i> ISBN: 9780803638556 (\$62)</p> <p>Book: <i>Introductory Medical-Surgical Nursing, 11th ed.</i> ISBN: P1469847655 (\$114) (TxBk w/CD) ISBN: 9781451187229 (\$32) (WkBk)</p>
Level 3	<p>Book: <i>Introductory Maternity & Pediatric Nursing 3rd ed.</i> ISBN: 978-1-4511-4702-5 (\$113)</p> <p>Book: <i>Frye's 3300 Nursing Bullets: NCLEX-PN 4th ed.</i> ISBN: 9781582554631 (\$36)</p> <p>Book: <i>Review for NCLEX-PN 10th ed.</i> ISBN: 9781469845340 (\$48)</p>
Additional Requirements <i>(See your personal physician for medical requirements)</i>	<p>Book: (If not purchased for PSYC prerequisite): <i>Introductory to Mental Health Nursing-3rd ed.</i> ISBN: 9781451147148 (\$50)</p> <p>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)</p> <p>Recommended: Book: <i>Dorthea Orem: Self Care Deficit Theory</i> ISBN: 9780803942998 (\$36)</p> <p>Drug Test – Panel 10 (\$56) (Non-CAJ)</p> <p>Professional Liability Insurance (Student) (\$23) (Non-CAJ) www.nso.com (800) 247-1500</p> <p>Physical</p> <p>Tdap</p> <p>Negative TB test (2-Step) (Must be completed prior to start of program) Or Chest X-ray (If necessary) (Both Non-CAJ)</p> <p>Hepatitis A: Highly recommended</p> <p>Hepatitis B series: (Due prior to entering your focus class. Takes up to 6 months to complete) (Non-CAJ)</p>

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

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
09/19/16 – 06/28/17 03/13/17 – 12/15/17	PROGRAM FEE²: \$19,500.00 CAJ BOOKS/MATERIALS: \$1,000.00 =====	37 Instructional Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:00 am to 4:30 pm	503 and 504
*Future dates to be announced. Check our on-line catalog for updates.	TOTAL: \$20,500.00				

Vocational Nurse Prerequisites

Affordable training in Health Services



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 CAJ's training program and are non-transferrable to colleges or universities.

Highlights

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

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

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

240 Hours
(6 Instructional Weeks¹)

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

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

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: 978451192803 (\$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: Language of Health Care, 2 nd ed.(Revised) ISBN: 9781451176766 (\$88)	
Nutrition - 36 hours (NUT) Individual Cost: \$300.00 Book: Nutrition Essentials, 7 th ed. ISBN: 9781451186123 (\$70)	
Pharmacology - 54 hours (PHAR) Individual Cost: \$400.00 Book: Introductory Clinical Pharmacology, 10 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

1/3	1/4	1/5	1/6	1/9	1/10	1/11	1/12	1/13	1/17	1/18	1/19	1/20	1/23	1/24
MT	MT	MT & MM	MM	MM	NUT	NUT	NUT	NUT	NUT & HGD	HGD	HGD	HGD	HGD	PSYC

1/25	1/26	1/27	1/30	1/31	2/1	2/2	2/3	2/6	2/7	2/8	2/9	2/10	2/14	2/15
PSYC	PSYC	PSYC	PSYC & AP	AP	AP	AP	AP	PHAR	PHAR	PHAR	PHAR	PHAR	PHAR	PHAR

DATES	FEES	LENGTH	DAYS	TIMES	ROOM
01/03/17 – 02/15/17 *Future dates to be announced. Check our on-line catalog for updates.	ALL 7 CLASSES FEE²: \$1,950.00 CAJ BOOKS/ MATERIALS: \$574.00 ===== TOTAL: \$2,524.00	6 Instructional Weeks NOT INCLUDING BREAKS AND HOLIDAYS	Monday thru Friday	8:00am-4:30pm	505

MEDICAL PROGRAMS DISQUALIFYING PENAL CODES

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

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

Section

187 Murder
192(a) Manslaughter, Voluntary
203 Mayhem
205 Aggravated Mayhem
206 Torture
207 Kidnapping
209 Kidnapping for ransom, reward, or extortion or robbery
210 Extortion by posing as kidnapper
210.5 False imprisonment
211 Robbery (Includes degrees in 212.5 (a) and (b))
220 Assault with intent to commit mayhem, rape, sodomy, oral copulation
222 Administering stupefying drugs to assist in commission of a felony
243.4 Sexual battery (Includes degrees (a) - (d))
245 Assault with deadly weapon, all inclusive
261 Rape (Includes degrees (a)-(c))
262 Rape of spouse (Includes degrees (a)-(e))
264.1 Rape or penetration of genital or anal openings by foreign object
265 Abduction for marriage or defilement
266 Inveiglement or enticement of female under 18
266a Taking person without will or by misrepresentation for prostitution
266b Taking person by force
266c Sexual act by fear
266d Receiving money to place person in cohabitation
266e Placing a person for prostitution against will
266f Selling a person
266g Prostitution of wife by force
266h Pimping
266i Pandering
266j Placing child under 16 for lewd act
266k Felony enhancement for pimping/pandering
267 Abduction of person under 18 for purposes of prostitution
273a Willful harm or injury to a child; (Includes degrees (a)-(c))
273d Corporal punishment/injury to a child (Includes degrees (a)-(c))
273.5 Willful infliction of corporal injury (Includes (a)-(h))

Section

285 Incest
286(c) Sodomy with person under 14 years against will
(d) Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
(f) Sodomy with unconscious victim
(g) Sodomy with victim with mental disorder or developmental or physical disability
288 Lewd or lascivious acts with child under age of 14
288a(c) Oral copulation with person under 14 years against will
(d) Voluntarily acting in concert with or aiding and abetting
(f) Oral copulation with unconscious victim
(g) Oral copulation with victim with mental disorder or developmental or physical disability
288.5 Continuous sexual abuse of a child (Includes degree (a))
289 Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5 Rape and sodomy (Includes degrees (a) and (b))
368 Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))
451 Arson (Includes degrees (a)-(e))
459 Burglary (Includes degrees in 460 (a) and (b))
470 Forgery (Includes (a)-(e))
475 Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) - (c))
484 Theft
484b Intent to commit theft by fraud
484d-j Theft of access card, forgery of access card, unlawful use of access card
487 Grand theft (Includes degrees (a)-(d))
488 Petty theft
496 Receiving stolen property (Includes (a)-(c))
503 Embezzlement
518 Extortion
666 Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

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

ADULT EDUCATION CLASSES/ CONTINUING EDUCATION

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

PROGRAM START - END DATES	PROGRAM FEES	LENGTH	DAYS	TIMES
Hours are during the 1 st week of each Nursing Assistant program start.	\$5.00 / Per Hour NOT INCLUDING REQUIRED BOOKS AND MATERIALS	Must be in full 8-hour, consecutive days ONLY.	Monday thru Friday	7:00 am to 3:30 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

Citizenship Class

PROGRAM START - END DATES	REGISTRATION FEE	DAYS	TIMES
09/06/16 – 01/27/17** 01/30/17 – 06/15/17***	\$0 Per Semester	Tuesday only	3:00 pm to 6:00 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

English as a Second Language (ESL)

PROGRAM START - END DATES	REGISTRATION FEE	DAYS	TIMES
06/16/16 – 09/02/16* 09/06/16 – 01/27/17** 01/30/17 – 06/15/17***	\$0 Per Semester	Monday - Friday	8:30 am - 11:30 am OR 12:00 pm – 3:00 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

Adult Basic Education (ABE)/ High School Equivalency (HSE) Class is 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
07/18/16 – 09/02/16 09/06/16 – 01/27/17** 01/30/17 – 06/15/17***	\$0 Per Semester	Monday - Friday	8:30 am - 11:30 am OR 12:00 pm – 3:00 pm

DOES NOT QUALIFY FOR FEDERAL FINANCIAL AID

No Class:

*July 1st - July 17th Summer Break

**November 19th – 27th Thanksgiving Break / December 17th – January 2nd Winter Break

***April 8th – 16th 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 01, 2016 – July 15, 2016 Summer Break
 September 05, 2016 Labor Day
 November 11, 2016 Veterans Day
 November 21- 25, 2016 Thanksgiving
 December 19, 2016 – January 2, 2017 Winter Break
 January 16, 2017 Martin Luther King Jr. Day
 February 13, 2017 Lincoln Day
 February 20, 2017 President's Day
 April 10 – 14, 2017 Spring Break
 May 29, 2017 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	California State University San Francisco	M.A. Adult Education	
CTE INSTRUCTORS:			
Johnson, Valyncia	California Commission on Teacher Credentialing	Credential	Administrative Assistant
Bradshaw, Patricia	California State University Sacramento	B.S.	Medical Assistant
Bruce, Elaine	California Commission on Teacher Credentialing	Credential	Nursing Assistant
Chufar-Comstock, Bonnie	West Valley Community College	A.A.	Court Reporting
Curry, Christina	California Commission on Teacher Credentialing	Credential	Vocational Nursing, Nursing Assistant
Doll, Lorraine	California Commission on Teacher Credentialing	Certified Shorthand Reporter	Court Reporting
Faughn, Tami	California State University Sacramento	Credential	Court Reporting
Fong, Lana	California State University Sacramento	Health Science and Medical Technology	Pharmacy Technician
Gagney, David	California Commission on Teacher Credentialing	Credential	HVAC
Huynh, Sandra	California State University Sacramento	B.V.E.	Pharmacy Technician
Kelada, Elhamy	Queensborough Community College (QCC) and City College of New York (CCNY)	A.A.	Cisco/Computer Repair
Middleton, Juliana	California Commission on Teacher Credentialing	Credential	Optometric Assistant
Mulloy, Kathleen	California Commission on Teacher Credentialing	Credential	Nursing Assistant/ Vocational Nursing
Newman, Jean	University of Phoenix	M.A.	Administrative Assistant

Name	Conferring Institution	Most Advanced Degree	Courses Taught
Part-Time CTE INSTRUCTORS - VN			
Shaw, Jo Ann	California Commission on Teacher Credentialing	Credential	Vocational Nursing/Nursing Assistant
Gallardo, Elisa	California Commission on Teacher Credentialing	Credential	Vocational Nursing/Nursing Assistant
ABE/GED/ESL			
Atwood, Marianne	Santa Clara University	B.S.	ESL
Ciani, Nick	California Commission on Teacher Credentialing	Designated Subjects Adult Education Teaching Credential: Full Time	ABE
Eid, Diane	University of California, Davis	Bachelor of Sciences, Credential, and Career Development and Adults with Learning Disabilities	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	Master Degree in Bilingual/Multicultural Education, Adult Education Teaching Credential, TESOL Certificate, Supervisory Credential, CLAD Credential	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.)

**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!**



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