WE PUT PEOPLE TO WORK!

Sacramento City Unified School District Adult Education
Career Technical Training

2015-2016 Program Catalog

Accredited, Short-Term, Affordable Training Programs

PROGRAMS INCLUDE:

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

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

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

Last revision: October 12, 2015. Prices are subject to change without notice.
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 ................................................................. 6
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Auto Body Repairer ........................................................................ 8
CISCO/A+ Technician ..................................................................... 10
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Court Reporting .............................................................................. 12
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Medical Assistant ........................................................................... 16
Nursing Assistant ........................................................................... 18
Optometric Assistant ....................................................................... 20
Pharmacy Technician ....................................................................... 22
Vocational Nurse ............................................................................ 24
Vocational Nurse Prerequisites ....................................................... 26
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**.

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.
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.

Gainful Employment Disclosure Information: Completers Graduation Rate - 75% / Placement Rate - 71%
Visit our website at www.caj.scusd.edu for additional information.
Proposed schedule may be modified by instructor if needed.

Required Materials – Administrative Assistant

<table>
<thead>
<tr>
<th>Required Materials</th>
<th>ISBN</th>
<th>Fee</th>
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<tbody>
<tr>
<td>10-Key Calculator</td>
<td></td>
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<tr>
<td>Book: Calculators Printing &amp; Display (Workbook), 4th ed.</td>
<td>9780538439909</td>
<td>$49</td>
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<tr>
<td>Record Keeping</td>
<td></td>
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<tr>
<td>Book: Keeping Financial Records for Business Ch. 1-9, 10th ed. (Workbook)</td>
<td>9780538441551</td>
<td>$31</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td></td>
<td></td>
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<tr>
<td>Book: Keeping Financial Records for Business Ch. 10-16, 10th ed. (Workbook)</td>
<td>9780538441568</td>
<td>$31</td>
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<tr>
<td>QuickBooks</td>
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<tr>
<td>Book: Microsoft QuickBooks Pro 2012: Comprehensive</td>
<td>9781591364399</td>
<td>$86</td>
</tr>
<tr>
<td>Business Communications</td>
<td></td>
<td></td>
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<tr>
<td>Book: Basic English Review (Workbook), 9th ed.</td>
<td>9780538730952</td>
<td>$91</td>
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<tr>
<td>Proofreading</td>
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<tr>
<td>Book: Communication Skills for the Processing of Words</td>
<td>9780538439541</td>
<td>$66</td>
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Introduction to Computers
Book: Microsoft Office 2010: Essentials
ISBN: 9781591363033 ($90)

Word Processing
Book: Microsoft Word 2010: Comprehensive
ISBN: 9781591363040 ($76)

Spreadsheets
Book: Microsoft Excel 2010: Comprehensive
ISBN: 9781591363101 ($78)

Computer Applications
Book: Microsoft PowerPoint 2010: Essentials
ISBN: 9781591363194 ($72)

Advanced Word
Book: No book required

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

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

<table>
<thead>
<tr>
<th>DATES</th>
<th>FEES</th>
<th>LENGTH</th>
<th>DAYS</th>
<th>TIMES</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td>08/03/15 – 04/01/16</td>
<td>PROGRAM FEE\textsuperscript{2}: $4,720.00</td>
<td>30</td>
<td>Monday</td>
<td>8:30 am to Friday 3:00 pm</td>
<td>204 and 213</td>
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<td>09/15/15 – 05/13/16</td>
<td>CAJ BOOKS/MATERIALS: $711.00</td>
<td>Instructional Weeks</td>
<td></td>
<td></td>
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<tr>
<td>10/27/15 – 06/27/16</td>
<td>(maximum)</td>
<td>NOT INCLUDING BREAKS AND HOLIDAYS</td>
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<td>12/16/15 – 08/23/16</td>
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<td>02/12/16 – 10/05/16</td>
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<td>04/04/16 – 11/17/16</td>
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<td>05/16/16 – 01/20/17</td>
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<tr>
<td>06/28/16 – 03/07/17</td>
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<td>TOTAL: $5,431.00</td>
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</table>

\textsuperscript{2} Prices and schedules in effect on October 12, 2015 and subject to change without notice.
Prerequisites

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

Highlights

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

900 Hours
(30 Instructional Weeks)

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

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

Gainful Employment Disclosure Information: Completers Graduation Rate - 69% / Placement Rate - 74%
Auto Body Repair Respirator, Dual Filter ISBN: 51131071933 ($23)

Consumable materials (i.e. sandpaper, body filler, etc.) necessary for auto body repair are additional.

Description


Hazardous Material Handling: Safe handling and disposal of hazardous materials related to auto body repair.

Automobile Damage Estimates: Accurately analyze collision repair for estimate writing.

Automobile Damage Repair: General body damage measurement, types of damage, bending and repairing buckling, dents, heat shrinking, and the repair of plastic, welding, and joining. Detecting faulty repairs and making proper correction. MIG, oxygen, acetylene, and structural panel welding.

Basic Unibody Repair: Fundamentals of unibody structural diagnosis, alignment, and repair; including removal and replacement of damaged portions of vehicles using structural welding techniques.

Automobile Refinishing: Hands-on experience with spot painting and complete refinishing of automobiles using state-of-the art materials.

Heat Shrinking, Panel Straightening, Auto Glass Installation

Recommended I-CAR Certification (Online Training)
- Advanced Material Damage Analysis
- Aluminum- Panel/Structures Damage Analysis
- Collision Repair
- Exterior Damage Repair
- Steele GMA (mig) Welding Theory
- Custom Painting
- Inspecting Repairs

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

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

<table>
<thead>
<tr>
<th>DATES</th>
<th>FEES</th>
<th>LENGTH</th>
<th>TIMES</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/03/15 – 04/01/16</td>
<td>PROGRAM FEE²: $5,420.00</td>
<td>30 Instructional Weeks</td>
<td>Mon. thru Fri.</td>
<td>204 and 308</td>
</tr>
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<td>09/15/15 – 05/13/16</td>
<td>CAJ BOOK/MATERIALS $64.00</td>
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<td>8:30 am to 3:00 pm</td>
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<td>10/27/15 – 06/27/16</td>
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<td>12/16/15 – 08/23/16</td>
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<td>02/12/16 – 10/05/16</td>
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<td>04/04/16 – 11/17/16</td>
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<td>05/16/16 – 01/20/17</td>
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<td>06/28/16 – 03/07/17</td>
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</table>

² Prices and schedules in effect on October 12, 2015 and subject to change without notice.
CISCO DS1 Technology
With Comp TIA A+/Network + Preparation
Affordable training for Computers/Network Technicians

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

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

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

1080 Hours
(36 Instructional Weeks \(^1\))
- A Specialization of Computer Maintenance Technology.
- Hands on experience with the fundamentals of wiring and safety with low voltage.
- Learn basic troubleshooting techniques and teardown procedures in an organized and manageable fashion.
- Externships will be offered to qualified students. Minimum of 160 hours.

The A+ exam covers the following areas of knowledge:
- Installation, configuration, and upgrading of hardware components
- Troubleshooting techniques
- Preventive maintenance and safe practices
- Identification of motherboard, processors, and memory
- Printer, Scanner, Fax setup
- OS fundamentals: networking, security, and interface changes in XP, Vista, and 7
- Customer Service

Gainful Employment Disclosure Information: Completers Graduation Rate - 65% / Placement Rate - 73%
Visit our website at www.caj.scusd.edu for additional information.
Proposed schedule may be modified by instructor if needed.

Required Materials - CISCO

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

Comp TIA 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 and how this affects the end user.

CISCO Discovery 1.
Introduction to cabling, hardwired networks and wireless networks. You will be introduced to all the different techniques in networking, LAN, WAN, and Wi-Fi.

During this class you will have extensive hands on involvement and experience working with computers.

Additional Requirements
Externship Requirements:
Drug Test ($45)
Fingerprinting ($69) estimated
T.B. Test
A+ Certification:
Network+ Certification:
C CENT Certification:

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

* Externships will be offered to qualified students, minimum of 160 hours.
*Some externship sites require Neg T.B. test, drug test, and fingerprints at an additional cost to the student.

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

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**DATES** | **FEES** | **LENGTH** | **DAYS** | **TIMES** | **ROOM**
---|---|---|---|---|---
09/15/15 – 06/27/16 | PROGRAM FEE\(^2\): $4,720.00 | 36 Instructional Weeks | Monday thru Friday | Weeks 1-3
12/16/15 – 10/05/16 | CAJ BOOKS/ MATERIALS: $41.00 | NOT INCLUDING BREAKS AND HOLIDAYS | Monday thru Thursday | Weeks 4-36
04/04/16 – 01/20/17 | TOTAL: $4,761.00 | | 8:30 am – 3:00 pm | 204
06/28/16 – 04/25/17 | | | 8:30 am – 4:30 pm | 313

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\(^2\) Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 11
Instructional time does not include school holidays and breaks.

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

±3900 Hours
(±180 Instructional Weeks ¹)
COE Accredited
Court Reporters Board Approved

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

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

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

Affordable training in Office Occupations
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.

<table>
<thead>
<tr>
<th>Required Materials – Court Reporting</th>
</tr>
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<tbody>
<tr>
<td><strong>Theory through 60 WPM Students</strong></td>
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<tr>
<td><strong>Customer Service</strong></td>
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<tr>
<td>ISBN: 9780538740289 ($41)</td>
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<tr>
<td><strong>Book: Basic Drills</strong></td>
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<td><strong>Book: Basic English Review</strong></td>
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<td>ISBN : 9780787168307 ($91)</td>
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<td><strong>Book: Briefs and Phrases</strong></td>
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<td><strong>ITEM : 307121 ($20)</strong></td>
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<td><strong>Book: College-Level Vocabulary Building</strong></td>
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<td><strong>ITEM : 307130 ($28)</strong></td>
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<td><strong>Book: Finger Techniques</strong></td>
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<td><strong>ITEM : 307128 ($4)</strong></td>
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<tr>
<td><strong>Book: One Word, Two Word, Hyphenated?</strong></td>
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<td><strong>ITEM : 307100 ($15)</strong></td>
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<tr>
<td><strong>Book: Professional Dictionary</strong></td>
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<td><strong>ITEM : 307123 ($68)</strong></td>
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<td><strong>Book: Theory Packet w/CD</strong></td>
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<td><strong>ITEM : 307139 ($154)</strong></td>
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<tr>
<td><strong>Book: Theory Reinforcement</strong></td>
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<tr>
<td><strong>ITEM : 307125 ($35)</strong></td>
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<tr>
<td><strong>Cartridge Ribbon (every few months)</strong></td>
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<td><strong>ITEM : 307205 ($25)</strong></td>
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<td><strong>ITEM : 307200 ($1.25)</strong></td>
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<tr>
<td><strong>Steno Machine</strong></td>
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<td><strong>(Rental)</strong></td>
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**Dates and Fees**

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<tr>
<th>DATES</th>
<th>FEES (per year)</th>
<th>LENGTH</th>
<th>DAYS</th>
<th>TIMES</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td>Annual Program</td>
<td>PROGRAM FEE²: $5,380.00</td>
<td>180 Instructional Weeks (average) NOT INCLUDING BREAKS AND HOLIDAYS</td>
<td>Monday thru Friday</td>
<td>8:30 am to 3:00 pm</td>
<td>204 and 200</td>
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<tr>
<td>07/13/15 – 06/30/16</td>
<td>CAJ BOOKS/MATERIALS: (Est.) $865.00</td>
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<td>TOTAL: $6,245.00 (Per Year)</td>
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²Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 13
Instructional time does not include school holidays and breaks.

Prerequisites

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

Highlights

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

1260 Hours
(42 Instructional Weeks)

- Fundamentals of Refrigeration,
- Air Conditioning and Refrigerant Recovery
- Heating and Air Conditioning Safety, Tools, Components and Terminology
- Electricity: Ohms Law, Induction, Effects, Single, Three Phase Motors, High and Low Voltage Safety
- Green Awareness
- Air Flow and Heat Load
- Heating: Natural Gas, Liquid Petroleum Gas, Electricity, Heat Pumps and Safety
- Service and Repair of Window Units, Split Systems, Package Systems
- Critical Thinking and Proper Troubleshooting Techniques
- Code of Ethics: Personal Appearance, Customer Relations, Goal Setting,
- Job Search and Security
- Customer Service

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

1 Instructional time does not include school holidays and breaks.
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
ISBN : 9781619608313 ($154)

HVAC R: Program & ER (Employment Ready) Certifications
Exam fees CAJ ITEM: ($125) (See below)

<table>
<thead>
<tr>
<th>Certification</th>
<th>Fee</th>
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<tbody>
<tr>
<td>E.P.A. 608</td>
<td>ITEM: ($30)</td>
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<tr>
<td>E.P.A. 609</td>
<td>ITEM: ($20)</td>
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<tr>
<td>R-410</td>
<td>ITEM: ($15)</td>
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<tr>
<td>Electrical ER</td>
<td>ITEM: ($15)</td>
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</tbody>
</table>

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

Heat Pump ER (H-03)
ITEM: ($15)

Gas Heater ER (G-10)
ITEM: ($15)

HVAC-R: Proper Tool Usage, Troubleshooting, and Repair
Toolkit (Optional)
1 – SMAN 460 Digital Manifold Set
1 – 60 inch Black Manifold Hose 3/8 x 3/8
3 – 60 inch Red, Blue, & Yellow Manifold Hose 1/4 x 1/4
1 – SC260 Digital Clamp Meter
CAJ ITEM: ($900)

Additional Requirements
CAJ Uniform Shirt (Size 2XL and larger are additional charge)
CAJ ITEM: ($25)

Additional Certifications Available (Additional fees apply)

<table>
<thead>
<tr>
<th>Certification</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Air Conditioning ER (E-02)</td>
<td>ITEM: ($15)</td>
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<tr>
<td>Light Commercial A/C ER (C-04)</td>
<td>ITEM: ($15)</td>
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<td>Green Awareness Refrigeration ER</td>
<td>ITEM: ($15)</td>
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<tr>
<td>Light Commercial Refrigeration ER (C-05)</td>
<td>ITEM: ($15)</td>
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Workbooks and study guides must be NEW without markings of any kind.

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<tr>
<th>DATES</th>
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<th>LENGTH</th>
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<th>TIMES</th>
<th>ROOM</th>
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<tbody>
<tr>
<td>09/15/15 – 08/23/16</td>
<td>PROGRAM FEE²: $7,090.00</td>
<td>42</td>
<td>Instructional Weeks</td>
<td>Monday to Friday</td>
<td>204 and 316</td>
</tr>
<tr>
<td>12/16/15 – 11/17/16</td>
<td>CAJ BOOKS/ MATERIALS: $1,145.00</td>
<td>NOT INCLUDING BREAKS AND HOLIDAYS</td>
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<td>04/04/16 – 03/07/17</td>
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<td>06/28/16 – 06/07/17</td>
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<td>TOTAL: $8,235.00</td>
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</tbody>
</table>
Medicare Assistant
Affordable training in Health Services

Prerequisites

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

Immunizations Required:

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

Highlights

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

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

* According to Labor Bureau statistics

Gainful Employment Disclosure Information: Completers Graduation Rate - 90% / Placement Rate - 83%
### Required Materials – Medical Assistant

**Customer Service**  
*Book: 21st Century Business Series*  
*ISBN: 9780538740289 ($41)*

**Medical Terminology I & II**  
**Anatomy and Physiology I & II**  
**Health Care Information Management** (Including Electronic Medical Records-EMR; Front Office; Microsoft® Computer Applications)  
*Book: KINN'S The Medical Assistant 12E An Applied Learning Approach*  
*ISBN: 9780323280341 ($140)*

**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: ($45)*  
**Titer C Test Results** *(Non-CAJ)*  
**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)*

**Recommended** *(See your personal physician for medical requirements)*  
**Meningococcal & Pneumococcal immunizations** *(Highly recommended and may take up to 6 months to complete)* *(Non-CAJ)*

*Book: Drug Handbook*  
*Book: Stedman’s Medical Dictionary*

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

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<thead>
<tr>
<th>DATES</th>
<th>FEES</th>
<th>LENGTH</th>
<th>DAYS</th>
<th>TIMES</th>
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<td><strong>PROGRAM FEE</strong>: $6,115.00</td>
<td>33 Instructional Weeks</td>
<td>Monday thru Friday</td>
<td>8:30 am to 3:00 pm</td>
<td>204 and 314-C</td>
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<td>12/16/15 – 09/14/16</td>
<td>CAJ BOOKS/ MATERIALS: $338.00</td>
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<td>04/04/16 – 12/15/16</td>
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<td>06/28/16 – 03/28/17</td>
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2 Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 17
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.

192 Hours
(24 Instructional Days)

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

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, Fingerprint/Background check | (Covered in tuition) |

Additional Requirements (See your personal physician for medical requirements)

- CPR/First Aid Certification (separate money order) (Non-CAJ)
- American Red Cross Exam (separate money order) (Non-CAJ)
  (*Check with the VN department for current prices)

Professional Liability Insurance (Student) approx. ($22) (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.

<table>
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<tr>
<th>DATES</th>
<th>FEES</th>
<th>LENGTH</th>
<th>DAYS</th>
<th>TIMES</th>
<th>ROOM</th>
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</thead>
<tbody>
<tr>
<td>07/20/15 – 08/20/15</td>
<td>PROGRAM FEE²: $1,890.00</td>
<td>24 Instructional Days</td>
<td>Monday thru Friday</td>
<td>Week 1 7:00 am–3:30 pm</td>
<td>505</td>
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<td>08/27/15 – 09/30/15</td>
<td>CAJ BOOKS/MATERIALS: $0.00</td>
<td>NOT INCLUDING BREAKS AND HOLIDAYS</td>
<td>Weeks 2-5 Times vary</td>
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<td>10/05/15 – 11/05/15</td>
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<td>11/09/15 – 12/18/15</td>
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<td>Future dates to be announced.</td>
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</table>

² Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 19
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 Weeks ¹)

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

Customer Service

Graduates receive a Certificate of Completion as Optometric Assistant.

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

¹ Instructional time does not include school holidays and breaks.
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:** 21st 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

<table>
<thead>
<tr>
<th>DATES</th>
<th>FEES</th>
<th>LENGTH</th>
<th>DAYS</th>
<th>TIMES</th>
<th>ROOM</th>
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</table>
| 08/03/15 – 02/11/16 | **PROGRAM FEE:** $4,640.00 | Instructional 27 Weeks | Monday thru Friday | 8:30 am to 3:00 pm | 204  
| 09/15/15 – 04/01/16 | **CAJ BOOKS/ MATERIALS:** $356.00 | NOT INCLUDING BREAKS AND HOLIDAYS | | | 203  
| 10/27/15 – 05/13/16 | **TOTAL:** $4,996.00 | | | | |
| 12/16/15 – 06/27/16 | | | | | |
| 02/12/16 – 08/23/16 | | | | | |
| 04/04/16 – 10/05/16 | | | | | |
| 05/16/16 – 11/17/16 | | | | | |
| 06/28/16 – 01/20/17 | | | | | |

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2 Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 21
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 35 wpm

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

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

Highlights

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

1080 Hours
(36 Instructional Weeks ¹)

- Pharmacy Practice I & II for Technicians
- Pharmacy Math I & II for Technicians
- Pharmacology for Technicians
- Medical Insurance for Pharmacy Technicians
- Pharmacy Lab for Technicians
- Customer Service
- 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.

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

¹Instructional time does not include school holidays and breaks.
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: 9780763858234 ($124)

Medical Insurance
Book: Medical Insurance for Pharmacy Technicians
ISBN: 9780073374161 ($74)

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 No book required

Community and Institutional Externships No book required

Additional Requirements (See your personal physician for medical requirements):
CAJ Uniform (Size 2XL and larger are additional charge) CAJ ITEM: ($38)
Drug Test – Panel 5 (Instructor will advise when to purchase) CAJ ITEM: ($45)
Professional Liability Insurance (Student) (Non-CAJ) www.proliability.com (800) 503-9230

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

<table>
<thead>
<tr>
<th>DATES</th>
<th>FEES</th>
<th>LENGTH</th>
<th>DAYS</th>
<th>TIMES</th>
<th>ROOM</th>
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</table>
| 08/03/15 – 05/13/16 | PROGRAM FEE²: $7,090.00 | 36 Instructional Weeks | Monday thru Friday | 8:30 am to 3:00 pm | 204  
| 10/27/15 – 08/23/16 | CAJ BOOKS/ MATERIALS: $675.00 | NOT INCLUDING BREAKS AND HOLIDAYS |  |  | 400  
| 02/12/16 – 11/17/16 | | |  |  | 501  
| 05/16/16 – 03/06/17 | TOTAL: $7,765.00 | | | | |

² Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 23
Prerequisites

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

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

Highlights

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

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

1652 Hours
(35.4 Instructional Weeks ¹)

Vocational Nurse Training: 1408 hours
(35.2 instructional weeks ²)

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
- Customer Service

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

Gainful Employment Disclosure Information: Completers Graduation Rate - 89% / Placement Rate - 85%
Visit our website at www.caj.scusd.edu for additional information.
Proposed schedule may be modified by instructor if needed.

<table>
<thead>
<tr>
<th>Required Materials – Vocational Nurse</th>
</tr>
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<tr>
<td><strong>Customer Service</strong></td>
</tr>
<tr>
<td>Book: 21st Century Business Series</td>
</tr>
<tr>
<td>ISBN: 9780538740289 ($41)</td>
</tr>
<tr>
<td><strong>Level 1</strong></td>
</tr>
<tr>
<td>Book: Fundamental Nursing Skills &amp; Concept 10th ed. (Bundle)</td>
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<td>ISBN: P1469801361 ($127)</td>
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<tr>
<td>Book: Stedman’s Medical Dictionary, 7th ed.</td>
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<td>ISBN: 978160831922 ($49)</td>
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<td>Book: LPN Facts Incredibly Quick</td>
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<td>ISBN: 9781605471717 ($34)</td>
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<td>Book: Nursing Drug Handbook 2010</td>
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<td>ISBN: 9781605473536 ($53)</td>
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<td><strong>Level 2</strong></td>
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<td>ISBN: 9780781793334 ($112)</td>
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<td>Book: LPN Expert Guides: Advanced Skills</td>
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<td>ISBN: 9781582557669 ($42)</td>
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<td>ISBN: 9781582554457 ($50)</td>
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<td>Book: Introductory Medical-Surgical Nursing, 11th ed. (Bundle)</td>
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<td>ISBN: P1469876555 ($114)</td>
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<td>ISBN: 9780781762373 ($50)</td>
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<td>Book: Introductory Pediatric Nursing 7th ed.</td>
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<td>ISBN: 9780781777063 ($66)</td>
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<td><strong>Level 3</strong></td>
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<td>ISBN: 9781582554631 ($36)</td>
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<tr>
<td>Book: Review for NCLEX-PN Bullets 8th ed.</td>
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<tr>
<td>ISBN: 9780781798815 ($45)</td>
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<td><strong>Additional Requirements</strong></td>
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<td><em>(See your personal physician for medical requirements)</em></td>
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<td>Book: (IF not purchased for PSYC prereq):</td>
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<tr>
<td>Introductory to Mental Health Nursing-3rd ed.</td>
</tr>
<tr>
<td>ISBN: 978145147148 ($50)</td>
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<tr>
<td>CAJ Uniform - 1 ea.: scrub top ($25), scrub pant ($25), lab coat ($38), t-shirt ($12) (Size 2XL and larger are additional charge)</td>
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<tr>
<td>CAJ ITEM: ($100)</td>
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<td>Recommended:</td>
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<tr>
<td>Book: Dorthea Orem: Self Care Deficit Theory</td>
</tr>
<tr>
<td>ISBN: 9780803942998 ($36)</td>
</tr>
<tr>
<td>Drug Test – Panel 10 ($45) (Non-CAJ)</td>
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<td>Professional Liability Insurance (Student) (Non-CAJ)</td>
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<td><a href="http://www.nso.com">www.nso.com</a> (800) 247-1500</td>
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<tr>
<td>Physical Tdap</td>
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<td>Negative TB test (2-Step) (Must be completed prior to start of program) Or Chest X-ray (If necessary) (Both Non-CAJ)</td>
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<tr>
<td>Hepatitis A &amp; B series (Due prior to entering your focus class. Takes up to 6 months to complete) (Non-CAJ)</td>
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**VN PROGRAM START AND END DATES ARE APPROXIMATE AND SUBJECT TO CHANGE**

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<th>TIMES</th>
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<td>$19,500.00</td>
<td>35.4</td>
<td></td>
<td>Monday 8:00 am to Friday 4:30 pm</td>
<td>204 and 503</td>
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<td>Future dates to be announced. Check our on-line catalog for updates.</td>
<td>CAJ BOOKS/MATERIALS: $1037.00</td>
<td>Instructional Weeks</td>
<td>NOT INCLUDING BREAKS AND HOLIDAYS</td>
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</table>
**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!

<table>
<thead>
<tr>
<th>Prerequisite Class</th>
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</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology**</td>
</tr>
<tr>
<td>Human Growth &amp; Development**</td>
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<tr>
<td>Math for Medications**</td>
</tr>
<tr>
<td>Medical Terminology**</td>
</tr>
<tr>
<td>Nutrition**</td>
</tr>
<tr>
<td>Pharmacology, Introduction to**</td>
</tr>
<tr>
<td>Psychology, Introduction to**</td>
</tr>
</tbody>
</table>

**240 Hours**

(6 Instructional Weeks \(^1\))

**THESE CLASSES ARE NON-TRANSFERRABLE**

**BONUS:**

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

Gainful Employment Disclosure Information: N/A

\(^1\) Instructional time does not include school holidays and breaks.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Individual Cost</th>
<th>Book</th>
<th>ISBN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>36</td>
<td>$300.00</td>
<td>Memmler’s Human Body in Health &amp; Disease, 13th ed.</td>
<td>978451192803</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Text</td>
<td>9781451193480</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>36</td>
<td>$300.00</td>
<td>Growth and Develop./Across the Life Span 2nd ed.</td>
<td>9781455745456</td>
</tr>
<tr>
<td>Math for Meds</td>
<td>20</td>
<td>$250.00</td>
<td>Math for Meds: Dosages &amp; Solutions, 10th ed.</td>
<td>9781428310957</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>20</td>
<td>$250.00</td>
<td>Medical Terminology: Language of Health Care, 2nd ed.(Revised)</td>
<td>9781451176766</td>
</tr>
<tr>
<td>Nutrition</td>
<td>36</td>
<td>$300.00</td>
<td>Nutrition Essentials, 7th ed.</td>
<td>9781451186123</td>
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<tr>
<td>Pharmacology</td>
<td>54</td>
<td>$400.00</td>
<td>Introductory Clinical Pharmacology, 10th ed.</td>
<td>P1469852675</td>
</tr>
<tr>
<td>Psychology</td>
<td>36</td>
<td>$300.00</td>
<td>Introductory to Mental Health Nursing-3rd ed.</td>
<td>9781451147148</td>
</tr>
</tbody>
</table>

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

### Schedule

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/5</td>
<td>MT</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/6</td>
<td>MT</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/7</td>
<td>MM</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/8</td>
<td>MM</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/9</td>
<td>NUT</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/10</td>
<td>NUT</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/11</td>
<td>NUT</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/12</td>
<td>NUT</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/13</td>
<td>NUT</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/14</td>
<td>NUT</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/15</td>
<td>NUT</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/16</td>
<td>NUT</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/17</td>
<td>HGD</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/18</td>
<td>HGD</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/19</td>
<td>HGD</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/20</td>
<td>HGD</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/21</td>
<td>HGD</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
<tr>
<td>10/22</td>
<td>HGD</td>
<td>12:30 pm - 4:30 pm</td>
<td></td>
</tr>
<tr>
<td>10/23</td>
<td>PSYC</td>
<td>8:00 am - 12:00 pm</td>
<td>505</td>
</tr>
</tbody>
</table>

Future dates to be announced. Check our on-line catalog for updates.

### Dates, Fees, Length, Days, Times, Room

<table>
<thead>
<tr>
<th>Dates</th>
<th>Fees Description</th>
<th>Length</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/05/15 – 11/16/15</td>
<td></td>
<td>6</td>
<td>Monday thru Friday</td>
<td>Morning session: 8:00am-12:00pm</td>
<td>505</td>
</tr>
<tr>
<td></td>
<td>FEE2: $1,950.00</td>
<td></td>
<td></td>
<td>Afternoon session: 12:30pm-4:30pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>CAJ BOOKS/MATERIALS: $542.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL: $2,492.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2 Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 27
Commercial Electrician
Affordable training in the Construction Field

Prerequisites

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

Highlights

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

26 Instructional Weeks

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

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

DATES
08/10/15 – 02/19/16
10/19/15 – 04/28/16
Future dates to be announced.

FEES
PROGRAM FEE: $16,500.00
BOOKS/MATERIALS: 0.00 (Included)
TOTAL: $16,500.00

LENGTH
26 Weeks
NOT INCLUDING BREAKS AND HOLIDAYS

DAYS
Monday thru Friday

TIMES
7:00am to 3:30pm

ROOM
9856 Business Park Dr., Sacramento, CA 95827
916-332-3332

Gainful Employment Disclosure Information: N/A
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.

<table>
<thead>
<tr>
<th>Section</th>
<th>Medical Program</th>
<th>Penal Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>187</td>
<td>Murder</td>
<td>192(a)</td>
</tr>
<tr>
<td>203</td>
<td>Aggravated Mayhem</td>
<td>206</td>
</tr>
<tr>
<td>207</td>
<td>Kidnapping</td>
<td>209</td>
</tr>
<tr>
<td>210</td>
<td>Extortion by posing as kidnapper</td>
<td>210.5</td>
</tr>
<tr>
<td>211</td>
<td>Robbery (Includes degrees in 212.5 (a) and (b)</td>
<td>220</td>
</tr>
<tr>
<td>222</td>
<td>Administering stupefying drugs to assist in commission of a felony</td>
<td>243.4</td>
</tr>
<tr>
<td>245</td>
<td>Assault with deadly weapon, all inclusive</td>
<td>261</td>
</tr>
<tr>
<td>262</td>
<td>Rape of spouse (Includes degrees (a)-(e)</td>
<td>264.1</td>
</tr>
<tr>
<td>265</td>
<td>Abduction for marriage or defilement</td>
<td>266</td>
</tr>
<tr>
<td>266a</td>
<td>Taking person without will or by misrepresentation for prostitution</td>
<td>266b</td>
</tr>
<tr>
<td>266c</td>
<td>Sexual act by fear</td>
<td>266d</td>
</tr>
<tr>
<td>266e</td>
<td>Placing a person for prostitution against will</td>
<td>266f</td>
</tr>
<tr>
<td>266g</td>
<td>Prostitution of wife by force</td>
<td>266h</td>
</tr>
<tr>
<td>266i</td>
<td>Pandering</td>
<td>266j</td>
</tr>
<tr>
<td>266k</td>
<td>Felony enhancement for pimping/pandering</td>
<td>267</td>
</tr>
<tr>
<td>273a</td>
<td>Willful harm or injury to a child; (Includes degrees (a)-(c)</td>
<td>273d</td>
</tr>
<tr>
<td>273.5</td>
<td>Willful infliction of corporal injury (Includes (a)-(h)</td>
<td></td>
</tr>
</tbody>
</table>

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.

www.caj.scusd.edu  Prices and schedules in effect on October 12, 2015 and subject to change without notice. FY16/Pg. 29
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.

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

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

<table>
<thead>
<tr>
<th>PROGRAM START - END DATES</th>
<th>REGISTRATION FEE</th>
<th>DAYS</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/15 – 01/29/16 02/01/16 – 06/15/16</td>
<td>$50.00 Per Semester</td>
<td>Monday - Friday</td>
<td>8:30 am - 11:30 am OR 12:00 pm – 3:00 pm</td>
</tr>
</tbody>
</table>

Citizenship Class the registration fee is NON-REFUNDABLE.

<table>
<thead>
<tr>
<th>PROGRAM START - END DATES</th>
<th>REGISTRATION FEE</th>
<th>DAYS</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/15 – 01/29/16 02/01/16 – 06/15/16</td>
<td>$50.00 Per Semester</td>
<td>Tuesday only</td>
<td>3:00 pm to 6:00 pm</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PROGRAM START - END DATES</th>
<th>REGISTRATION FEE</th>
<th>DAYS</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/15 – 01/29/16 02/01/16 – 06/15/16</td>
<td>$50.00 Per Semester</td>
<td>Monday - Friday</td>
<td>8:30 am - 11:30 am OR 12:00 pm – 3:00 pm</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PROGRAM START - END DATES</th>
<th>REGISTRATION FEE</th>
<th>DAYS</th>
<th>TIMES</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/08/15 – 01/29/16 02/01/16 – 06/15/16</td>
<td>$50.00 Per Semester</td>
<td>Monday - Friday</td>
<td>8:30 am - 11:30 am OR 12:00 pm – 3:00 pm</td>
</tr>
</tbody>
</table>

1 Instructional time does not include school holidays and breaks.
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 AT LEAST 1 BUSINESS DAY IN ADVANCE AND SHOW A GOVERNMENT ISSUED PHOTO ID

HiSET® TESTING SCHEDULE

<table>
<thead>
<tr>
<th>DAYS</th>
<th>TEST</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mondays</td>
<td>Math</td>
<td>8:45 am</td>
</tr>
<tr>
<td>Mondays</td>
<td>Science</td>
<td>10:45 am</td>
</tr>
<tr>
<td>Fridays</td>
<td>Reading</td>
<td>8:45 am</td>
</tr>
<tr>
<td>Fridays</td>
<td>Writing</td>
<td>10:15 am</td>
</tr>
<tr>
<td>Fridays</td>
<td>Social Studies</td>
<td>1:15 pm</td>
</tr>
</tbody>
</table>

No testing on these dates:

June 15, 2015 – July 10, 2015 Summer Break
September 07, 2015 Labor Day
November 23 – 27, 2015 Thanksgiving
December 21, 2015 – January 1, 2016 Winter Break
January 18, 2016 Martin Luther King Jr. Day
February 8, 2016 Lincoln Day
February 15, 2016 President’s Day
March 21 – 25, 2016 Spring Break
May 30, 2016 Memorial Day

Registration and Scheduling

- To register for the HiSET® exam test takers must first create a user account on hiset.ets.org to establish an “ETS number”. Once ETS number is established, a confirmation email will be sent to testers. Testers must 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.
WE PUT PEOPLE TO WORK!

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

Board of Education
Darrel Woo, President (Trustee Area 6)
Christina Pritchett, Vice President (Trustee Area 3)
Jay Hansen, Second Vice President (Trustee Area 1)
Ellen Cochrane, (Trustee Area 2)
Gustavo Arroyo, (Trustee Area 4)
Diana Riana Rodriguez, (Trustee Area 5)
Jessie Ryan, (Trustee Area 7)
Elizabeth Barry, Student Member

Executive Members
José Banda, Superintendent
Olivine Roberts, Ed.D., Chief Academic Officer
Susan Lytle Gilmore, Ph.D., Director, Adult Education