



Charles A. Jones
 Skills and Business Education Center
 5451 Lemon Hill Avenue, Sacramento, CA 95824
 (916) 433-2600 Ext. 1000

www.caj.edu

Nancy Compton, Principal
 Brant Choate, Assistant Principal

SHORT TERM
AFFORDABLE
TRAINING!

Daytime & Evening Vocational Training Schedule
Adult Education
2008-2009



Programs include

- Accounting Technician
- Adult Basic Education
- Administrative Assistant
- Automotive Body Repairer
- Certified Nurse Assistant/Home Health Aide (CNA/HHA)
- Certified Massage Therapist
- Chauffeur Training Program
- Computer Accountant
- Court Reporter
- Culinary Arts
- Customer Service Representative
- Diesel Engine Mechanics
- Emergency Medical Technician (EMT)
- General Educational Development (GED)
- Heating and Air Conditioning
- Home Technology Integrator (HTI)
- Legal Administrative Assistant
- Medical Assistant
- Medical Office Assistant
- Medical Billing & Coding Specialist
- Optometric Assistant/Dispensing Optician
- Pharmacy Technician
- Vocational Nurse
- Real Estate
- Truck Driver (Heavy Duty)
- Upholsterer/Slip Coverer Occupations

**REQUIRED WEEKLY ORIENTATION EVERY WEDNESDAY AT
 8:15-11:00 AM IN THE MULTI-PURPOSE ROOM**

**(Please bring your picture ID)
 NO CHILDREN PLEASE**

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

**Note: Seating is limited to the first 120 people.
 Doors will be locked at 8:30 a.m.**

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.

(Revised 10/16/08)

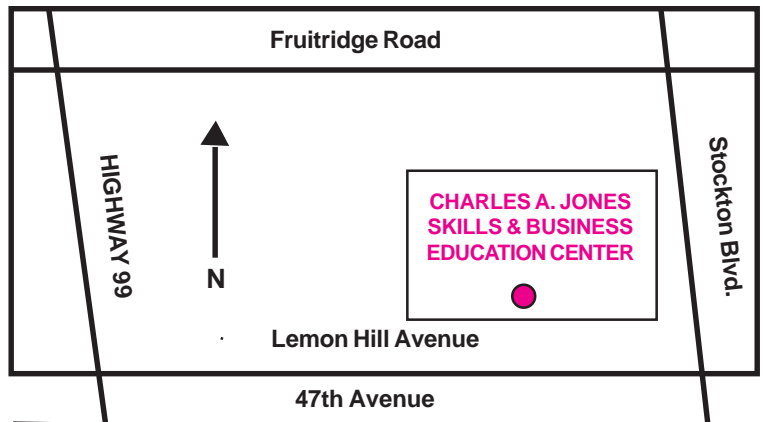


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GENERAL INFORMATION FOR REGISTRATION

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. Interested persons should call the Skills and Business Education Center at 433-2600 Ext. 1000 for more specific program information. 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. The Skills Center reserves the right to cancel classes due to low enrollment. Books and additional supplies or equipment are not included in the material fees. Material fees and book prices are subject to change. Financial Aid (Pell Grant) is available for those students who meet Federal guidelines.

Mission Statement

“The mission of the Charles A. Jones Skills and Business 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.”

Expected Schoolwide Learning Results

- ◆ Students will communicate effectively in English
- ◆ Students will demonstrate positive work habits
- ◆ Students will use job search strategies effectively
- ◆ Students will demonstrate critical-thinking skills
- ◆ Students will participate actively in the school

ACADEMIC CLASSES

ADULT BASIC EDUCATION (ABE)

Courses are designed for English-speaking adults who wish to improve their basic skills in the areas of mathematics, reading, writing, and computer literacy. Completion of these classes helps students develop their academic skills for a successful transition into the GED program, career training, or attending community college.

<u>Class</u>	<u>Day</u>	<u>Time</u>	<u>Place</u>	<u>Fees</u>	<u>Start Dates</u>
INTER. Math & Reading	M-F	8:30 a.m. - 11:30 a.m.	Skills Center	Free	Every Monday @ 8:15 a.m.
INTER. Math & Reading	M-F	12:00 p.m. - 3:00 p.m.			
INTER. Math & Reading	TW/Th	5:30 p.m. - 8:30 p.m.		Free	Every Monday @ 8:15 a.m.

ENGLISH AS A SECOND LANGUAGE - BEGINNING (ESL)

English as a Second Language (ESL) courses are for students whose first language is other than English. An assessment test will be administered at registration to determine placement. Students develop the language skills necessary to allow them to function more effectively in their jobs, families, and community. **Pre-Registration Required**

<u>Room</u>	<u>Day</u>	<u>Time</u>	<u>Place</u>	<u>Fees</u>	<u>Mondays Registration</u>
502	M-F	8:30 - 11:30 a.m. 12:00 - 3:00 p.m.	Skills Center	Free	October 20, 2008 November 3 & 17, 2008 December 1 & 15, 2008

For registration please show up 1:00 p.m. on the above dates.

<u>Room</u>	<u>Day</u>	<u>Time</u>	<u>Place</u>	<u>Fees</u>	<u>Mondays Registration</u>
502	T, W, Th	5:30 - 8:30 p.m.	Skills Center	Free	October 20, 2008 November 3 & 17, 2008 December 1 & 15, 2008

For registration please show up 5:15 p.m. on the above dates.

ACADEMIC CLASSES

ENGLISH AS A SECOND LANGUAGE - INTERMEDIATE

This course is designed for intermediate and advanced (VESL) students. Student learn about finding and keeping the perfect job as well as developing specific vocational skills. Its purpose is to prepare students for entry into career training programs, community colleges, or the work place.

<u>Class</u>	<u>Day</u>	<u>Time</u>	<u>Place</u>	<u>Fees</u>	<u>Class Begins</u>
Intermediate	M-F	8:30 - 11:30 a.m. 12:00 - 3:00 p.m.	Skills Center	Free	October 20, 2008 November 3 & 17, 2008 December 1 & 15, 2008

<u>Class</u>	<u>Day</u>	<u>Time</u>	<u>Place</u>	<u>Fees</u>	<u>Class Begins</u>
Intermediate	T,W,Th	5:30 - 8:30 p.m.	Skills Center	Free	October 20, 2008 November 3 & 17, 2008 December 1 & 15, 2008

GENERAL EDUCATIONAL DEVELOPMENT - TEST PREPARATION

Pre-GED: This course provides the foundation skills for adult learners who wish to upgrade their reading and math levels.

<u>Class</u>	<u>Day</u>	<u>Time</u>	<u>Place</u>	<u>Fees</u>	<u>Start Dates</u>
All subjects	M-F	8:30 - 11:30 a.m.	Skills Center	Free	Every Monday @ 8:15 a.m.
	M-F	12:00 - 3:00 p.m.	Skills Center	Free	Every Monday @ 8:15 a.m.
	T, W, Th	5:30 - 8:30 p.m.	Skills Center	Free	Every Monday @ 8:15 a.m.

GED: The GED program prepares students to successfully pass the GED battery of tests. State approved GED practice tests are administered to serve as a predictor of performance on the GED test. The class reviews basic competencies in English, Writing, Reading, Science, Social Science, and Mathematics.

<u>Class</u>	<u>Day</u>	<u>Time</u>	<u>Place</u>	<u>Fees</u>	<u>Start Dates</u>
All subjects	M-F	8:30 - 11:30 a.m. 12:00 -3:00 p.m.	Skills Center	Free	Every Monday @ 8:15 a.m.

All subjects	T, W, Th	5:30 p.m. - 8:30 p.m.	Skills Center	Free	Every Monday @ 8:15 a.m.
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AUTOMOTIVE OCCUPATIONS - AUTOMOTIVE SERVICES

Automotive Body Repair - This course 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. Uniforms cost is included in material fees. Job placement assistance is available to all graduates of this program.

<p style="text-align: center;">Module One & Two (12 weeks - These two modules must be taken first.)</p>	<p style="text-align: center;">Module Three (6 weeks)</p>	<p style="text-align: center;">Module Four (6 weeks)</p>	<p style="text-align: center;">Module Five (6 weeks)</p>
Safety Welding Compressed Air Equipment Refinishing Panel Replacement	Body Filling Panel Replacement	Unibody Alignment Panel Alignment	Heat Shrinking Panel Straightening Auto Glass Installation

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
308	Mon.-Fri.	30 weeks	\$295	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2009

Auto Body Repair - Beginning - This course introduces students to shop safety practice, personal protection and use of tools. Emphasis is on typical body and paint shop operations, as well as modern auto body construction and repair techniques.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
308 2008	T/Th	8 weeks	\$55	5:30 p.m. - 8:30 p.m.	October 7 - November 25,

Diesel Technology Program - This indepth class covers the theory and principles of diesel vehicle and engine technology. Students will be instructed in safety, basic and precision tool identification and practical use, diesel engine and fuel injection repair and maintenance. Other subjects covered in this course include drive train, brake system, and electrical system theory, repair, maintenance, and troubleshooting practices. Job placement assistance is available to all graduates of this program.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fees</u>	<u>Time</u>	<u>Class Begins</u>
304	M/W	32 weeks	\$289 +books	5:30 - 8:30 p.m.	November 17, 2008 January 26, 2009

New students are added every 8 weeks if there is space available

VEHICLE OPERATIONS - LOGISTICS, TRANSPORTATION AND DISTRIBUTION SERVICES

Truck Driver: Heavy Duty - Prerequisite: Must have a valid class "C" license and pass drug screening prior to start of class. Student must also pass a physical exam. This 18-week course leads to a DMV permit and California Class "A" license with all lawful endorsements and includes intensive classroom work followed by "hands-on" instruction. Students will perform work as student-intern drivers, delivering loads under real working conditions. Job placement assistance is available to all graduates of this program. Other costs to students include DMV printout \$5.00, Pre-screen drug test - \$40.00, books - \$90.00.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fees</u>	<u>Time</u>	<u>Class Begins</u>
302	Mon.-Fri.	18 weeks	\$595	7:30 a.m. - 4:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2009



Chauffeur Training Program - Prerequisite: Must be twenty five years of age or older. Must have a valid class "C" license and pass drug screening prior to start of class. Student must also pass a physical exam, be fluent in English, speak using proper grammar, clean cut appearance, no tattoos that are visible, no piercings, except for conventional earrings, acceptable hair style and ability learn to drive large vehicles.. This 2-week course is designed to prepare students for employment in a rewarding career with high employment potential. **Topics covered will include:** Professional appearance, safety, defensive driving , planning, mapping, arrival times, preparing the vehicle, schedules, company policies, proper protocol, collecting, tips on making every trip count, customer service, handling problems, cleaning the vehicle, accident procedures, employment skills, and employer expectations. Job placement assistance is available to all graduates of this program. Other costs to students include DMV printout \$5.00, Pre-screen drug test - \$40.00.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fees</u>	<u>Time</u>	<u>Class Begins</u>
302	Mon.-Thu. Saturday	2 weeks	\$119	5:00 p.m. - 9:00 p.m. 9:00 a.m. - 5:00 p.m.	October 13, 2008 October 27, 2008



COOK-CULINARY ARTS OCCUPATIONS - FOOD SERVICES AND HOSPITALITY

Certificate and Diploma Programs - These courses in food services are designed to provide students with a variety of contemporary skills utilized within a professional kitchen. Students participate in a diverse curriculum that includes purchasing and receiving, menu and recipe development, American and International Cuisine, culinary skills development, kitchen sanitation and safety, nutrition and supervision, baking and pastery, and leadership. Except for shoes, student uniforms are included in the cost of materials fees. A professional cutlery kit is available for an additional fee. Job placement assistance is available to all graduates of this program.

Certificate Program

- * Introduction
- * Sanitation & Safety
- * Cost Controls
- * Product ID Purchasing & Receiving
- * Beginning Kitchen Skills
- * Advanced Kitchen Skills
- * Breakfast Cookery/Garde manger

7 courses

\$395

Diploma Program

- * Introduction
- * Beginning Kitchen Skills
- * Advanced Kitchen Skills
- * Breakfast Cookery/Garde Manger
- * Kitchen Management
- * American Regional
- * International

7 courses

Focus classes = 18 wks

\$549

Certificate Program

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
101	Mon.-Fri.	24 weeks	\$395	1st 18 wks 8:30 a.m. - 2:30 p.m. Last 6 wks 6:30 - 1:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2008



Diploma Program

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
101	Mon.-Fri.	42 weeks	\$549	1st 18 wks 8:00 a.m. - 2:30 p.m. Next 6 wks 6:30 a.m. - 1:00 p.m. Last 18 wks 2:30 - 8:30 p.m.	October 20, 2008 December 8, 2008 February 2, 2008



COURT REPORTING OCCUPATIONS - BUSINESS FINANCIAL MANAGEMENT

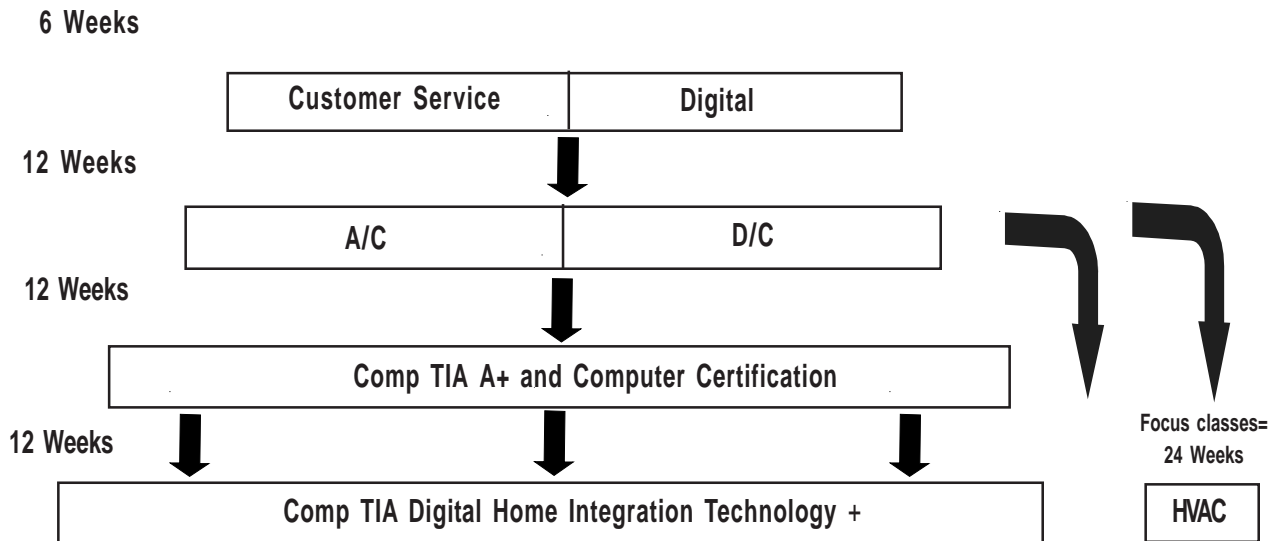
Court Reporter - Prerequisite: At least 40 wpm typing and the ability to demonstrate English and vocabulary proficiency skills. This is a comprehensive competency-based program. Students learn a variety of skills adaptable to several occupational areas. Instructional modules include stenography, transcription, legal and medical office, keyboarding, medical and legal terminology, CAT scoping, editing and many others. Job placement assistance is available to all graduates of this program. Programs in which certificates of competency are presented upon completion are:

- Captioner
- Proof Reader
- Realtime Reporter
- Court Reporter
- Medical Transcriber
- Scopist

Court Reporter (A) Court Reporter (B)

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
200	Mon.- Fri.	36-180 weeks	\$600 annually	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2009

ELECTRONICS OCCUPATIONS - DIGITAL HOME INTEGRATION TECHNOLOGY



A + and Digital Home Integration Technology (HTI) - This course provides information and practical hands-on experience for two different industry certifications. Home Technology integrates home office, home networking, home theater, whole house audio, internet, phone services, and security functions. Job placement assistance is available to all graduates of this program.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
313	Mon.-Fri.	42 weeks	\$ 375	8:30 a.m. - 3:00 p.m.	October 20, 2008 February 2, 2009

HEATING AND AIR CONDITIONING OCCUPATIONS - RESIDENTIAL AND COMMERCIAL ENERGY AND UTILITIES

This course provides students with the knowledge and skills necessary to service, troubleshoot and repair central heating and air-conditioning and refrigeration systems. Students learn the basics of DC/AC and Digital controllers as utilized in HVAC systems. Students enrolling in this class have the opportunity to perform repairs on HVAC equipment, evacuate and service auto air conditioning systems, troubleshoot and repair basic electrical systems. Job placement assistance is available to all graduates of this program.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
315	Mon.-Fri.	42 weeks	\$359	8:30 a.m. - 3:00 p.m.	October 20, 2008 February 2, 2009

MEDICAL OCCUPATIONS - HEALTH SERVICES

HEALTH CAREERS CERTIFICATE PROGRAMS

Medical Assistant (1440 hours)	Optometric Assistant Optometric/Optician (720 hours)	Certified Massage Therapist 42 Weeks - 504 hours	Pharmacy Technician Pharmacy Studies (1440 hours)
Medical Terminology I Business Communications Keyboarding Medical Terminology II Anatomy & Physiology Health Core Intro. to Computers Patient to Payment Customer Service Medi Soft Clinical Phlebotomy (12 wks) Externship (6 wks) Focus classes = 30 wks 35 cert wpm	(No Core or Prep classes required.) Health Core & Law (Speed Drills) CPR Optical Law & Ethics Anatomy & Physiology (Human Eye) Optical Equipment Optical Math 25 cert wpm (desirable)	* Therapeutic (Spa) techniques * Clinical Techniques * Anatomy * Physiology * Kinesiology * Sports massage * Reflexology * Zen shiatsu * Acupressure	Rx Medical Terminology I & II Business Communications Speed Drills Intro. to Computers I & ii Anatomy & Physiology Customer Service *Pharmacy Math 1 & II Pharmacy Computer Tech. Pharmacy Practice for Pharm. Tech. I & II Institutional Rx Lab for Pharmacy Technician I & II Pharmacology for Pharmacy Technician Externship (6 weeks) Focus classes = 30 wks 35 cert wpm

* Specific medical course focus

Certified Nursing Assistant Certified Home Health Aide (6 weeks 242 hours)	Emergency Medical Technician (EMT) (12 weeks 144 hours)	Billing & Coding Specialist (63 weeks 378 hours)
* Communication * Infection Control * Safety * CPR * Clinical Nursing Skills * Instruction in classroom & clinical care facility	* Medical emergencies * Handling patients in trauma * Patient assessment * Baseline vital signs * Care and transportation of the sick and injured * Pediatric emergencies * Pharmacology * Environmental emergencies * Substance abuse and poisoning * Ambulance Operations	* Medical Terminology * Anatomy & Physiology * Medical Coding * Medical Billing <p style="text-align: right;">Evenings only</p>

MEDICAL OCCUPATIONS - HEALTH SERVICES

Medical Assistant - Prerequisite: Students must have High School Diploma or equivalency before enrolling. Student will be required to submit a copy of High School Diploma or equivalent or GED certificate to enroll. This course provides students with clinical skills necessary to perform medical duties. Students learn clinical procedures including phlebotomy, injections and EKG. Upon completion of the course the student will be able to take the California Certified Medical Assistant Exam. Cost of uniforms/insurance and drug screening is included in the material fees. Training requires mastery of skills, 90% attendance and an overall C or better average. Students so recommended may spend six weeks of practical application in assigned supervised health care settings. Job placement assistance is available to all graduates of this program.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon.-Fri.	48 weeks	\$595	8:30 a.m. - 3:00 p.m.	October 20, 2008 February 2, 2009

Optometric Assistant/Dispensing Optician - Prerequisite: Students must have High School Diploma or equivalency before enrolling. Student will be required to submit a copy of High School Diploma or equivalent or GED certificate to enroll. This course covers anatomy and physiology of the human eye, pharmacology, vision aids, common in-office surgeries, common conditions and diseases of the eye. Students learn methods for fitting hard and soft contact lenses, use of the keratometer, optical math (including slab-off, powers in various meridians, and vertex math) and use of optical and ophthalmic equipment to make complete pairs of glasses. Job placement assistance is available to all graduates of this program. Cost of uniforms is included in the material fees.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon.-Fri.	24 weeks	\$395	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2009

Certified Massage Therapist - This 42-week course is designed to give students essential palpatory and academic skills in the science and application of therapeutic massage. Upon completion, students will be prepared for a wide array of employment potential, receive a Certificate of a Completion, and be prepared to pass the National certification exam. Job placement assistance is available to all graduates of this program.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon.-Thu.	42 wks	\$525	5:30 p.m. - 8:30 p.m.	October 20, 2008 December 8, 2008 February 2, 2009

Pharmacy Technician - Prerequisite: Students must have High School Diploma or equivalency before enrolling. Student will be required to submit a copy of High School Diploma or equivalent or GED certificate to enroll. This course is designed to provide the student with career opportunities in outpatient, inpatient or retail settings. Lab classes are designed to enable students to compound extemporaneous preparations both efficiently and accurately. Students receive hands-on experience using computer for ambulatory services. On completion of the course, students are assisted with their applications to the pharmacy board and national certification examination. Job placement assistance is available to all graduates of this program. Cost of uniforms, insurance, and drug screening are included in the material fees.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon.-Fri.	48 weeks	\$625	8:30 a.m. - 3:00 p.m.	October 20, 2008 February 2, 2009

Vocational Nurse - Prerequisites: - Prerequisites include high school diploma or equivalent (GED), CNA certification, Anatomy & Physiology, Nutrition, Psychology, Human Growth & Development, and Pharmacology. Medical Terminology and Math for Meds strongly recommended. Certified Nurse Assistant program must be completed at Charles A. Jones Skills Center.

This 34-week program is designed for highly motivated students to prepare them for the rigors of becoming an integral part of the Health Care Team for the 21st century. Program includes classroom instruction, lab instruction, and clinical rotations in health care facilities. While the curriculum will cover Medical Surgical Nursing, Pediatric Nursing, and Obstetrical Nursing, the emphasis will be on Geriatric Nursing in Long Term Care Facilities.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon.-Fri.	34 weeks	\$15,000 + \$500 lab fee	8:00 a.m. - 4:00 p.m.	* September, 2008 (*specific date TBD)

MEDICAL OCCUPATIONS - HEALTH SERVICES

Pharmacy Technician: Certification Exam (PTCE) Preparation Class - Prerequisite: Must be in the focus class of Pharmacy Technician or have completed Pharmacy Technician Program. This two-week class will prepare the student to take the Pharmacy Technician Certification Exam.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
SC	T/Th	2 weeks	\$20	4:00 - 7:00 p.m.	November 4 to November 13, 2008 January 27 to February 5, 2009 May 12 to May 21, 2009

*** No enrollment after the first class meeting ***

Math for Medications - Are you currently enrolled in a Medical Occupations Program or planning to enroll in one soon? Do you need to brush up on your math skills? If so, then this is the class for you! Topics covered in the class will apply math to solving medication problems.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
501	T/Th	6 weeks	\$20 + Book \$72	4:00 - 6:00 p.m.	December 2, 2008 to January 22, 2009 February 10 to March 19, 2009 March 24 to May 7, 2009

Emergency Medical Technician (EMT) - Prerequisite: Students must have a High School Diploma or equivalency before enrolling and must demonstrate a minimum of 9th grade proficiency in reading and math. Students must also obtain a pre-enrollment TB test and be physically capable of lifting heavy equipment. This 12-week course includes skills in medical emergencies, patient trauma, patient assessment, care and transportation of the sick and injured, pediatric emergencies, ambulance operations and more. Students learn skills to prepare them to obtain Emergency Medical Technician certification and prepare them for career opportunities. Job placement assistance is available to all graduates of this program.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
312	W/F	12 weeks	\$665	9:00 a.m. - 3:30 p.m.	September 17, 2008 December 17, 2008

Certified Nursing Assistant/Certified Home Health Aide - Prerequisite: Students must have a High School diploma or equivalent (GED) strongly suggested; demonstration of a minimum of 9th grade proficiency in reading/math; obtain a pre-employment physical examination. This six-week course is designed to give students a practical knowledge of a nursing assistant/home health aide role so they can secure employment in care homes, home health settings, medical offices, hospitals and outpatient facilities. Emphasis will be on communication, infection control, safety, CPR and clinical nursing skills. Students will spend time in the classroom and a clinical care facility. Job placement assistance is available to all graduates of this program.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon.-Fri.	6 weeks	*\$595	Week 1 & 2 7:00 a.m. to 3:30 P.M. Week 3-6 6:00 a.m. to 2:30 p.m. All Friday 7:00 a.m. to 2:30 p.m.	October 20, 2008 December 8, 2008 February 2, 2008

Home Health Aide - Prerequisite: Must have current CNA Certificate. Students must demonstrate a minimum of 9th grade proficiency in reading, math and language and must pass a criminal background check. Upon successful completion of the program, student will be issued a California Home Health Aide Card. Students successfully completing the program may be eligible to receive 40 hours of Continuing Education Units (CEU's)

<u>Location</u>	<u>Program</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	HHA	M-F	2 week	\$159	7:00 a.m. - 3:30 p.m.	October 20, 2008 December 8, 2008 February 2, 2008

MEDICAL OCCUPATIONS - HEALTH SERVICES

Continuing Education Hours for Certified Nursing Assistant/Home Health Aide - Prerequisite: Must have current CNA Certificate. These continuing education hours are for current CNA/HHA who need continuing education hours to maintain their license.

<u>Location</u>	<u>Program</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	CNA/HHA	TBD	48 hrs	\$76	7:00 a.m. - 3:30 p.m.	October, 20 2008
	CNA	TBD	9-24 hrs	\$17-43	(depending on required hours)	December 8, 2008

MEDICAL BILLING & CODING SPECIALIST - HEALTH SERVICES

Students taking these courses will learn the skills necessary to gain entry level employment as a Billing and Coding Specialist. Additionally, students will be prepared for the Certified Billing and Coding Specialist exam.

Medical Terminology

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
200F	T/Th MW	18 weeks (Approximate)	\$99	5:30 p.m. - 8:30 p.m.	Dec. 1, 2008 to Apr. 22, 2009

Anatomy & Physiology (Prerequisite: Medical Terminology)

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
204	TW	18 weeks (Approximate)	\$119 Books not included	5:00 p.m. - 9:00 p.m.	Dec 2, 2008 to Apr. 23, 2009

Medical Coding (Prerequisite: Medical Terminology/Anatomy & Physiology)

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
204	MW	18 weeks (Approximate)	\$99	5:30 p.m. - 8:30 p.m.	Dec. 1, 2008 to Apr. 22, 2009

Medical Billing (Prerequisite: Medical Terminology/Anatomy & Physiology/Medical Coding)

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
204	T/Th	9 weeks (Approximate)	\$99	5:30 p.m. - 8:30 p.m.	Dec. 2, 2008 to Feb. 13, 2009 Feb. 17 to Apr. 23, 2009

NOTE: Enroll in all 4 Medical Billing & Coding Specialist classes for only \$336 (savings of \$80)

MEDICAL OCCUPATIONS - HEALTH SERVICES

Anatomy & Physiology - This 144-hour course is designed to give students in depth understanding of the structure and function of each of the systems of the body. Emphasis will be on the structure-function correlations of body organs and systems and the maintenance of homeostasis.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
204	T/W	18 weeks	\$259 Includes the books	5:00 p.m. - 9:00 p.m.	Dec. 2, 2008 to Apr. 23, 2009

Introduction to Psychology - This 72-hour course is designed to give students instruction in the five major theoretical perspectives of psychology. These approaches reflect different questions that psychologists ask about human behavior, different assumptions about how the mind works, and different ways of explaining why people do what they do.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
506	Thursdays	9 weeks	\$225 Includes the books	5:30 p.m. - 8:30 p.m.	October 9, 2008

Please visit our website for Vocational Nursing program & prerequisites: www.cajvn.org.

Nutrition - This 42-hour course will teach students the nutritional value of foods and appropriate portions for age, gender, size and activity level. Emphasis will be on consideration for proper hydration, exercise and balancing food selection throughout the life cycle.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
503	Tuesdays	12 weeks	\$224 Includes the books	5:30 p.m. - 8:30 p.m.	October 7, 2008

Please visit our website for Vocational Nursing program & prerequisites: www.cajvn.org.

Introduction to Pharmacology - This 54-hour class is designed to give students a concise overview of pharmacology, emphasizing today's most common drug therapies.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
503	Saturdays	9 weeks	\$204	8:30 p.m. - 3:00 p.m.	September 6, 2008 to November 1, 2008

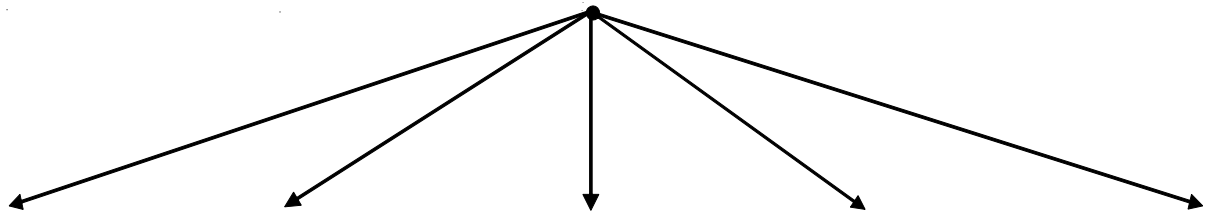
Please visit our website for Vocational Nursing program & prerequisites: www.cajvn.org.

OFFICE OCCUPATIONS

ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

Customer Service Representative
18 Weeks/540 Hours
\$165 if you choose to receive only the
Customer Service Representative Certificate
Customer Service Microsoft Word
10-Key Calculator Business Communications
Introduction to Computer/Speed Drills

OR CHOOSE ONE OF THE ADVANCED CERTIFICATES AT THE PRICE INDICATED!
 (price includes Customer Service Representative classes)



Legal Administrative Assistant 36 Weeks/1080 Hours \$249	Medical Office Assistant 42 Weeks/1260 Hours \$249	Administrative Assistant 36 Weeks/1080 Hours \$229	Accounting Technician 30 Weeks/900 Hours \$229	Computer Accountant 36 Weeks/1080 Hours \$229
Cust. Service Rep. Classes	Cust. Service Rep. Classes	Cust. Service Rep. Classes	Cust. Service Rep. Classes	Cust. Service Rep. Classes
Microsoft Excel	Microsoft Excel	Microsoft Excel	Microsoft Excel	Microsoft Excel
Proofreading	Proofreading	Proofreading	Computer Applications	Computer Applications
Advanced Proofreading/Machine Transcription	Medical Terminology I & II	Record Keeping	Record Keeping	Accounting Fundamentals
Business Publications	Advanced Proofreading/Machine Transcription	Advanced Proofreading/Machine Transcription	Bookkeeping	Accounting Advanced
Computer Applications	Anatomy & Physiology	Computer Applications	Elective	QuickBooks
Legal Office Practice	Med. Assist. Front Office	Business Publications		Computerized Accounting
Legal Research	Elective	Elective		Elective
Elective				

Customer Service Representative: This 18-week course provides students with knowledge of general office procedures and practices used in the customer service field, as well as other clerical office skills. Students will learn skills needed for entry-level customer service positions.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon-Fri	18 weeks	\$165	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2008

OFFICE OCCUPATIONS

ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

Accounting Technician: Pre-requisite: Completion of Customer Service Representative Program. This 30-week course includes skills in general clerical, record keeping procedures, advanced computer programs and bookkeeping skills. Students learn skills needed for accounts payable/receivable positions.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon-Fri	30 weeks	\$229	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2008

Administrative Assistant: Pre-requisite: Completion of Customer Service Representative Program. This 36-week course includes instruction in general office procedures and clerical skills. Students learn skills needed for entry-level administrative assistant positions.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon-Fri	36 weeks	\$229	8:30 a.m. - 3:00 p.m.	October 2, 2008 December 8, 2008 December 8, 2008

Computer Accountant: Pre-requisite: Completion of Customer Service Representative Program. This 36-week course includes skills in general clerical, fundamental and advanced accounting procedures, advanced computer programs and computerized accounting skills. Students learn skills needed for bookkeeping and accounting positions.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon-Fri	36 weeks	\$229	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2008

Legal Administrative Assistant: Pre-requisite: Completion of Customer Service Representative Program. This 36-week course includes general office procedures and practices used in the legal field as well as other clerical office skills. Students learn vocational competence in the entry-level legal office assistant type positions.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon-Fri	36 weeks	\$249	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2008

Medical Office Assistant: Pre-requisite: Completion of Customer Service Representative Program. This 42-week course includes skills in general office procedures and practices used in the medical field as well as other clerical skills. Students learn skills to prepare for entry-level medical office assistant type positions.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon-Fri	42 weeks	\$249	8:30 a.m. - 3:00 p.m.	October 20, 2008 December 8, 2008 February 2, 2009

OFFICE OCCUPATIONS ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

Introduction to Computers - Students in this course are provided introductory instructions in Microsoft Office Software. This includes the opportunity to practice Word Processing, Spreadsheets and Database Management.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
209	M/W	8 weeks	\$55	5:30 - 8:30 p.m.	Oct. 27, 08 to Jan. 8, 09

Microsoft Applications - In this course students may concentrate on any of the Microsoft Office 2003 Programs including Word, Excel, Access and Power Point. Students progress at their own pace with guided instruction. Each program includes eight weeks of instruction for \$55.00.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
213	T/Th	8 weeks	\$55 Word	5:30 - 8:30 p.m.	Oct. 28, 08 to Jan. 8, 2009

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
213	T/Th	8 weeks	\$55 Excel	5:30 - 8:30 p.m.	Oct. 28, 08 to Jan. 8, 2009

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
213	T/Th	8 weeks	\$55 PowerPoint	5:30 - 8:30 p.m.	Oct. 28, 08 to Jan. 8, 09

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
213	T/Th	8 weeks	\$55 Access	5:30 - 8:30 p.m.	Oct. 28, 08 to Jan. 8, 2009

Real Estate Principles - In this 48-hour course, students will learn the basics of Real Estate, including the specifics of California real estate, related terminology, estate ownership, acquisitions and transfers, forms of ownership, encumbrances, liens, listing service, transfer disclosure statements, agent responsibilities, contracts, escrows and title insurance, real estate finance, interest and types of loans, default and foreclosure of trust deeds, related financial institutions, appraisals, governmental regulations, taxation, licensing, education and associations.

NOTE: This course could lead to the following related Real Estate job opportunities (may require further training): Real Estate salesperson, Escrow Coordinator, New Agent Training, Escrow Officer, Customer Service Representative, Title Searcher, Loan Processor, Property Inspector, Appraiser, Property Management, and much more!

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
200	Tuesdays	8 weeks	\$120	5:30 p.m. - 8:30 p.m.	January 6, 2009 to April 28, 2009

OFFICE OCCUPATIONS ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

Real Estate Practice - This 45-hour course will teach students the nuts and bolts of becoming a Real Estate Agent. Instruction includes prospecting, advertising and promotion, listing agreement, purchase contract, comparative market analysis, escrow, property management and more.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
200	Wednesday	15 weeks	\$120	5:30 - 8:30 p.m.	January 7, 2009 to April 22, 2009

Legal Aspects of Real Estate - In this 48-hour course, students will learn the basic concepts related to California Real Estate Law pertaining to the ownership and transfer of real property, including the nature and functions of Real Estate Law; nature of real property; co-ownership of real property; agency law, duties, and liability; contract law; alternatives to litigation; title and alienation; escrow and closing; real estate financing; land use controls; civil rights and fair housing; and landlord/tenant law.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
121	Thursdays	8 weeks	\$120	5:30 - 8:30 p.m.	January 8, 2009 to April 30, 2009

Workplace Skills and Computer Literacy/Computer Operator/Software Applications - This four-week course is designed to provide students with an introduction to the basic fundamentals of computer use, career exploration, and financial planning as applied to job seeking and/or career training. Two weeks are spent in the classroom and two weeks are spent in the computer lab. Topics include, but are not limited to: Windows, Word Processing, Spreadsheets, Database, Internet, Taxes, Vocational Assessments, Job Search Strategies, and Labor Market Information.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
115	Mon. - Fri.	4 weeks	Free	8:30 a.m. - 3:00 p.m	Monday, October 6, 2008 Monday, November 3, 2008 Monday, December 8, 2008

UPHOLSTERER/SLIP COVERER OCCUPATIONS - INTERIOR DESIGN, FURNISHINGS AND MAINTENANCE

In this hands-on course, students learn about the use of hand tools, webbing and spring seats, cutting and sewing techniques and general furniture repair. Students may choose to concentrate on either home furniture or automotive upholstery.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
316	M/W Furniture	16 weeks	\$110	5:30 p.m. - 8:30 p.m.	October 20, 2008 to March 5, 2009
316	T/Th Furniture/Automotive	16 weeks	\$110	5:30 p.m. - 8:30 p.m.	October 21, 2008 to March 6, 2009

CAREER TECHNICAL TRAINING PROGRAM APPRENTICESHIP TRAINING

An apprenticeship is a workforce training concept designed to prepare adults for occupations in the skilled trades and crafts. An apprentice is a person who, through training, develops marketable job skills in a structured training program.

For more information on our apprenticeship programs, please call the instructor listed for each specific program listed below.

Barbering	Michael J. Burt	(916) 685-2117
Firefighter	Taral Brideau	(916) 648-1717
Tile Setter	Keith Adam	(916) 483-5860
	Dave Riley	(510) 553-0991
Roofers	Victor Garrido	(916) 647-2173

Skills Center Holidays

Day & Evening Class Breaks

- * Veterans Day Holiday..... Tuesday, November 11, 2008
- * Thanksgiving Holidays..... Wednesday, November 26 - Friday, November 28, 2008
- * Winter Holidays..... Monday, December 22, 2008 - Friday, January 2, 2009
- * Martin Luther King Day..... Monday, January 19, 2009



The Charles A. Jones Skills and Business Education Center has two graduations a year in June and November. Enroll now and you will soon be crossing the stage to celebrate your success!

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