



Charles A. Jones
 Career & Education Center
 5451 Lemon Hill Avenue, Sacramento, CA 95824
 Phone: (916) 433-2600 Ext. 1000
 Fax: (916) 433-2640
www.caj.edu
 Nancy Compton, Principal
 Brant Choate, Assistant Principal

SHORT TERM
AFFORDABLE
TRAINING!

Daytime & Evening Vocational Training Schedule
Adult Education
2009-2010



Programs include

- Accounting
- Administrative Assistant
- Automotive Body Repairer
- Certified Nurse Assistant/Home Health Aide (CNA/HHA)
- Computer Accountant
- Court Reporter
- Culinary Arts
- Diesel Technology Program
- Emergency Medical Dispatcher (EMD)
- Emergency Medical Technician (EMT)
- Heating and Air Conditioning (HVAC)
- Digital Home Technology Integrator/A+ (DHTI)
- Legal Administrative Assistant
- Medical Assistant Informatics Healthcare
- Medical Administrative Assistant
- Optometric Assistant/Dispensing Optician
- Orthopedic Technician
- Paralegal Program

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 8/27/09)

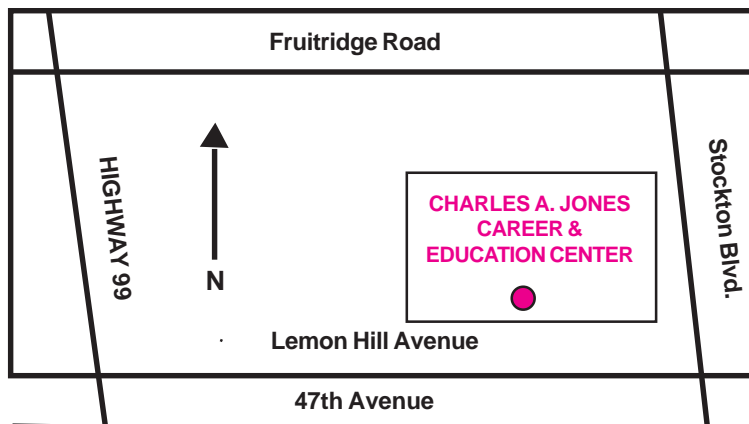


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GENERAL INFORMATION FOR REGISTRATION

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 CAJ Career and 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 CAJ Career & Education 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 Career and Education Center is to enrich the lives of adults by providing a learning environment for academic and career technical training, thereby empowering them to become employed, productive members of their communities.”

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

AUTOMOTIVE OCCUPATIONS - AUTOMOTIVE SERVICES

Automotive Body Repair - This 30-week 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. Uniform 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	\$1495	8:30 a.m. - 3:00 p.m.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010

Diesel Technology Technician 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-F	24 weeks	\$2195 Plus books \$90	8:30 a.m. - 3:00 p.m.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010

COOK-CULINARY ARTS OCCUPATIONS - FOOD SERVICES AND HOSPITALITY

Culinary Arts Diploma - The Culinary Arts Program is 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 pastry, 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.

Diploma Program

- * Introduction
- * Beginning Kitchen Skills
- * Advanced Kitchen Skills
- * Breakfast Cookery/Garde Manger
- * Baking & Pastry
- * American Regional
- * International

7 courses (1044 hours)
Focus classes = 18 wks

\$4495



Diploma

<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	\$4495	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 4:00 - 8:30 p.m.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010
	Mon.- Thu.				



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:

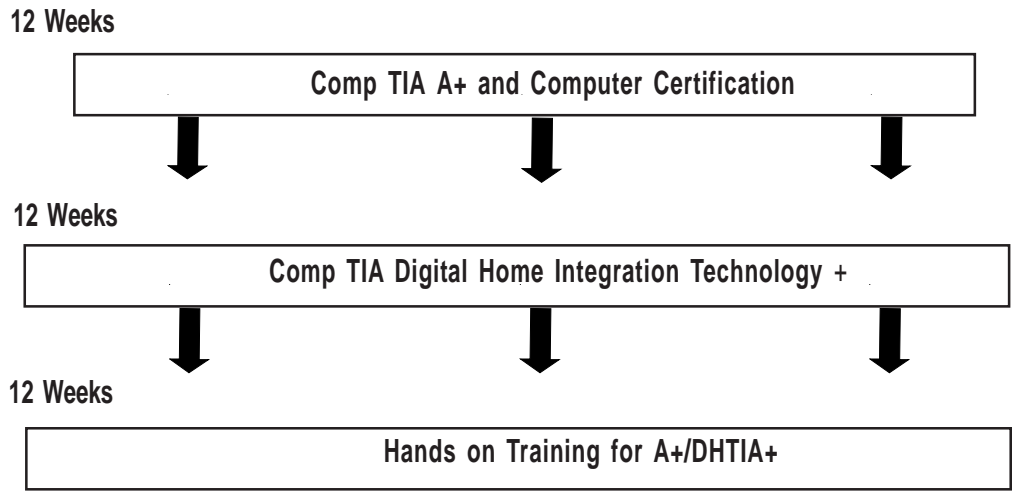
- Captioner
- Proof Reader
- Realtime Reporter
- Court Reporter
- Medical Transcriber
- Scopist

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	\$3300 annually	8:30 a.m. - 3:00 p.m.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010

Contact Bonnie Comstock for appointment instead of Orientation (916) 433-2600 Extension 1216

ELECTRONICS OCCUPATIONS - DIGITAL HOME INTEGRATION TECHNOLOGY



Digital Home Technology Integration/A+ (DHTI) - This 36-week 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.	36 weeks	\$ 1350	8:30 a.m. - 3:00 p.m.	November 2, 2009 February 16, 2010 May 17, 2010 August 23, 2010 November 15, 2010

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	\$1250	8:30 a.m. - 3:00 p.m.	November 2, 2009 February 16, 2010 May 17, 2010 August 23, 2010 November 15, 2010

MEDICAL OCCUPATIONS - HEALTH SERVICES

HEALTH CAREERS CERTIFICATE PROGRAMS

Certified Nursing Assistant Certified Home Health Aide (6-weeks 240 hours)	Emergency Medical Technician (EMT) (12-week 180)	Emergency Medical Dispatcher (EMD) (6-weeks 96 hours)
<ul style="list-style-type: none"> * Communication * Infection Control * Safety * CPR * Clinical Nursing Skills * Instruction in classroom & clinical care facility 	<ul style="list-style-type: none"> * 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 	<ul style="list-style-type: none"> * Multimedia education: CAD usage (computer aided dispatch), multi-line telephone systems, radio systems (fixed and portable), general office equipment, GPS. * Communication skills, confidence and workplace etiquette skill workshop * Stress management/crisis intervention skills * Medical terminology and application. Brief overview of ICD-9 Medical billing * General dispatching skills (that can be applied in a private employment setting e.g. a towing company or private ambulance service). * Education on giving emergency medical instruction

* Specific medical course focus

Medical Assistant Informatics Healthcare (30-weeks 900 hours)	Orthopedic Technician (12-weeks 360 hours)	Optometric Assistant Optometric/Optician (24-weeks 720 hours)
Computer Applications/EMR & Business Communications Anatomy and Physiology I & II, Medical Terminology I & II & Medical Math Customer Service Clinical/Phlebotomy/CPR/First Aid Externship (200 hours) Focus classes = 30 wks 35 cert wpm	<ul style="list-style-type: none"> * Learn the clinical skills necessary to care for orthopedic patients in an acute and clinical setting. * Become proficient in the application of splints, casts and braces * Prepare patients for required aftercare * Learn to use proper aseptic techniques * Use medical terminology in written and spoken communication * Participate in an externship in a medical setting 	(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)

MEDICAL OCCUPATIONS - HEALTH SERVICES

Medical Administrative Assistant 24-Weeks 720 Hours	Pharmacy Technician Pharmacy Studies (42-weeks 1260 hours)	Vocational Nurse (VN) (34-weeks 1532 hours)
Microsoft Excel Proofreading Medical Terminology I & II Advanced Proofreading/Machine Transcription Anatomy & Physiology Med. Assist. Front Office Elective	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	<ul style="list-style-type: none"> • Nursing practice and process • Standards of Care, Ethical and Legal Issues • Health Promotion and Preventive Care Genetics • Genetics • Respiratory Health • Cardiovascular Health • Neurologic and Sensory Health • Gastrointestinal and Nutritional Health • Renal, Genitourinary, and Reproductive Health • Metabolic and Endocrine Health • Mematologic Health • Immunology • Musculoskeletal Health • Emergency Nursing • Maternity and Neonatal Nursing • Pediatric Nursing • Psychiatric Nursing

Certified Nursing Assistant/Certified Home Health Aide - Prerequisite: High School diploma or equivalent (GED) strongly suggested; demonstration of a minimum of 10th 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>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
505	Mon.-Fri.	6 weeks	*\$1295	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.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010
*Plus \$135 for books & supplies					

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.	September 21, 2009
	CNA	TBD	9-24 hrs	\$17-43	(depending on required hours)	November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010

Emergency Medical Dispatcher (EMD) - 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. This is a 6-week, 96 hour, two day a week, (8 hours class time + sit alongs + 8 hours CPR) program. This course will provide a combination of lecture, class work, computer simulation and on the job training. Job placement assistance may be 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>
300	Mon/Wed Tue/Thu	6 weeks	\$595 + \$150books & supplies	8:00 a.m. - 5:00 p.m.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010

MEDICAL OCCUPATIONS - HEALTH SERVICES

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	\$1795	9:00 a.m. - 3:30 p.m.	December 9, 2009

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>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
505	Mon.-Fri.	2 weeks	\$189	7:00 a.m. to 3:30 p.m.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010 April 15, 2010 May 17, 2010

Medical Administrative Assistant: This 24-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	24 weeks	\$1375	8:30 a.m. - 3:00 p.m.	September 21, 2009 November 2, 2009 January 4, 2010 February 16, 2010

Medical Assistant Informatics Healthcare: - 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 cutting-edge program will address the intersection of health care, information science, and the new requirements for electronic medical records. The focus of this hands-on program is to learn medical clinical guidelines and procedures, formal medical terminologies, information and communication systems used in the medical field and the myriad skills required to be successful in a medical office settings, including phlebotomy, injections, and EKG. Cost of uniforms/insurance and drug screening is included in the material fees. Training requires mastery of skills, 90% attendance, and an overall Cor better average. Students who are 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>Class</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Clinical	Mon.-Fri.	30 weeks	\$3900	8:30 a.m. - 3:00 p.m.	September 21, 2009 April 5, 2010
Administrative					November 2, 2009 May 17, 2010

MEDICAL OCCUPATIONS - HEALTH SERVICES

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	\$1595	8:30 a.m. - 3:00 p.m.	November 2, 2009 January 4, 2010 April 5, 2010 May 17, 2010 July 12, 2010

Orthopedic 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 program, which combines theory and practical instruction, is designed to provide the clinical skills necessary to care for orthopedic patients in an acute and clinical setting. Students will become proficient in identification of the anatomical components of the musculoskeletal system; the application of splints, casts, and braces; documentation of care provided; and the preparation of patients for procedures and required aftercare. Upon successful completion of this 360-hour program. (120 hours course (120 hours in classroom; 240 hours in externship), each successful graduate will be certified as having met all the training requirements meeting the recommendations of the National Association of Orthopedic Technologists.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
Skills Center	Mon.-Fri.	12 weeks	\$2420 Including books	8:30 a.m. - 3:00 p.m.	November 2, 2009 January 4, 2010 April 5, 2010 May 17, 2010 July 12, 2010

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. Upon 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.	42 weeks	\$2350	8:30 a.m. - 3:00 p.m.	February 16, 2010 July 12, 2010 November 15, 2010 April 18, 2011 September 5, 2009 January 24, 2012 May 23, 2012

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 Career & Education Center.

This 34-week (1532 hours) 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	\$15000 + \$500 lab fee Plus books \$718	8:00 a.m. - 4:00 p.m.	October, 2009

MEDICAL OCCUPATIONS - HEALTH SERVICES

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	\$45 + Book \$82	4:00 - 6:00 p.m.	September 29 to November 5, 2009 December 1, 2009 to January 21, 2010

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.	September 14 to September 23, 2009
	M/W	2 weeks	\$20	3:00 - 6:00 p.m.	November 9 to November 18, 2009

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

MEDICAL OCCUPATIONS - HEALTH SERVICES

Anatomy & Physiology - This 126-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/Th	18 weeks	\$255 plus Book \$70	5:30 p.m. - 9:00 p.m.	Sep. 22, 2009 to Feb. 18, 2010

Human Growth and Development - This 36-hour course is designed to teach students the biological and environmental factors influencing the physical, intellectual, social, emotional, and language development from birth until death.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
503	Saturdays	9 weeks (6 wks. 3 hrs) (3 wks. 6 hrs)	\$249 Book \$118	8:30 a.m. - 11:30 a.m. (8:30 a.m. - 3:00 p.m.)	TBD

Introduction to Psychology - This 27-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	\$219 Book \$118	5:30 p.m. - 8:30 p.m.	August 20, 2009

Nutrition - This 36-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	\$235 Book \$69	5:30 p.m. - 8:30 p.m.	August 25, 2009

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>
504	MW	9 weeks	\$249 Book \$134	5:30 p.m. - 8:30 p.m.	October 5, 2009

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

C-Net Test - This is Vocational Nursing Program entrance exam.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
503	Monday	4 hours	\$45	4:30 p.m.	TBD

\$45 material fee includes: (\$25 Money Order Only made out to C-Net & \$20 cash for CAJ Career & Education Center)

NOTE: 3 six hour classes will be required. Dates to be given by the Instructor on the 1st day of your class.

OFFICE OCCUPATIONS ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

CHOOSE ONE OF THE ADVANCED CERTIFICATES AT THE PRICE INDICATED!

Accounting 30 Weeks/900 Hours \$1675	Administrative Assistant 30 Weeks/900 Hours \$1675	Computer Accountant 30 Weeks/900 Hours \$1675	Legal Administrative Assistant 30 Weeks/900 Hours \$1675
Business Communications	Customer Service	Business Communications	Customer Service
ICOT	Ten Key	ICOT	Ten Key
Microsoft Word	ICOT	Microsoft Word	ICOT
Microsoft Excel	Business Communications	Microsot Excel	Microsoft Word
Recordkeeping	Microsoft Word	Ten Key	Microsoft Excel
Bookkeeping	Microsot Excel	Accounting Fundamentals	Proofreading
Computer Applications	Proofreading	Accounting Advanced	Transcription
Customer Service	Transcription	Computer Automated Accounting	Business Publications
QuickBooks	Business Publications	Quickbooks	Legal Office Practices
	Computer Applications	Computer Applications	

Accounting Technician: Pre-requisite: Assessment test score level 10 reading & 10 math. 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	\$1675	8:30 a.m. - 3:00 p.m.	August 31, 2009 September 21,2010 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010

Administrative Assistant: Pre-requisite: Assessment test score level 10 reading & 10 math. This 30-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	30 weeks	\$1675	8:30 a.m. - 3:00 p.m.	August 31, 2009 September 21,2010 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010

OFFICE OCCUPATIONS ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

Computer Accountant: Pre-requisite: Pre-requisite: Assessment test score level 10 reading & 10 math. This 30-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	30 weeks	\$1675	8:30 a.m. - 3:00 p.m.	August 31, 2009 September 21,2010 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010

Legal Administrative Assistant: Pre-requisite: Pre-requisite: Assessment test score level 10 reading & 10 math. This 30-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	30 weeks	\$1675	8:30 a.m. - 3:00 p.m.	August 31, 2009 September 21,2010 November 2, 2009 January 4, 2010 February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010

OFFICE OCCUPATIONS ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

Paralegal, Legal Assistant and Lawyer's Assistant Program. **Prerequisite:** Students must have a High School diploma or equivalent (GED). This 12 month (non-credit) Paralegal Certificate of Completion. The five part, program provides a comprehensive overview of all the paralegal roles and responsibilities. This professional program is recommended for those in the legal profession seeking advancement or for someone interested in a career change. This is an online tutoring program designed to let you work at a pace comfortable for your busy lifestyle. It begins with a free one-hour orientation seminar held online. The certificate series includes a total of five classes each lasting seven weeks. Classes are designed to meet the needs of both novices and those currently working in the legal field and looking to upgrade their skills.

To enroll: Please e-mail Mr. Perovanovich at zorran1990@juno.com He will personally contact you to provide necessary entrance counseling. You can also visit Mr. Perovanovich on his website at http://paralegalstudies.com/free_orientation.htm

All Courses

Paralegal Research (7 weeks) \$195

This course presents an overview of entry-level paralegal research and writing tools. All students will access law resources online and at the local library once a week for specific assignments. In addition, each student will write and office legal memo using legal techniques and current rules of law applying the same to support a conclusion based upon the IRAC reasoning technique. All work must be submitted online.

Paralegal Jurisprudence (7 weeks) \$195

This course presents an overview of the paralegal profession including many of the more popular entry-level areas of legal specialization (family, corporate, probate, real estate and many others). All students will be required to select and pursue at least one speciality area and write a twelve-part report for substantive career development. Each student will also be required to take weekly quizzes and a final exam online.

Paralegal Litigation (7 weeks) \$195

This course presents an overview of litigation and trial support used by entry level practicing paralegals in daily procedural work. All students will be required to visit a local court system and investigate the procedures of pre-trial, trial, post-trial and appeals. In addition, each student will be asked to make a presentation of the court visit and complete a selected deposition abstract online.

Paralegal Management (7 weeks) \$195

This course presents an overview of the paralegal office manager at work. All students will be required to network/mentor with an entry level practicing paralegal in the field and acquired information on the organization of law firms, corporations and/or government legal departments in order to complete a presentation for class. All quizzes and the final exam will be taken online.

Paralegal Career (7 weeks) \$195

This course presents an overview of paralegal job search/portfolio methods and will help you identify special legal skills that are part of your unique niche in the paralegal market. All students will be required to compose a 15-section paralegal career portfolio and explore three job leads in a local law practice in order to complete a class presentation. Each student will also post an eResume online at the end of class.

<u>Location</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Class Begins</u>
Online	Work at your pace	7 weeks each class	\$195 each class	April 2, 2009 June 4, 2009 September 17, 2009 November 5, 2009

Total cost to complete the five-course certificate series is \$975 includes all study materials

CAJ Career & Education Center Holidays

Day & Evening Class Breaks

- * Labor Day Holiday..... Monday, September 7, 2009
- * Veterans Day Holiday..... Wednesday, November 11, 2009
- * Thanksgiving Holidays..... Wednesday, November 25 - Friday, November 27, 2009
- * Winter Holidays..... Monday, December 21, 2009 - Friday, January 1, 2010
- * Martin Luther King Day..... Monday, January 18, 2010

The CAJ Career & 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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