



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](http://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**

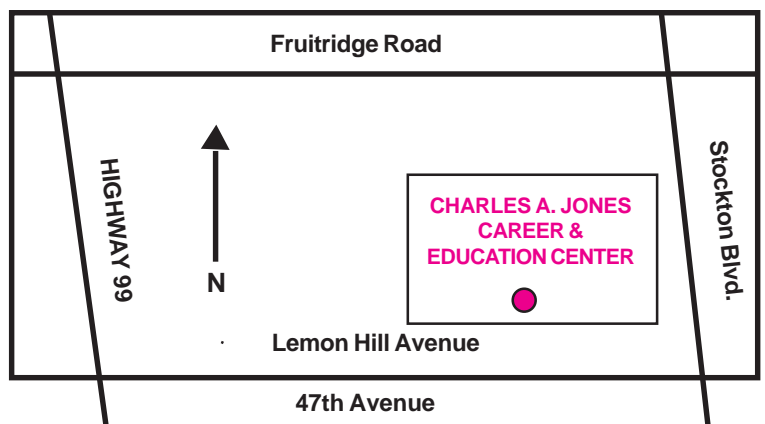
- Accounting
- Administrative Assistant
- Automotive Body Repairer
- Certified Nurse Assistant/Home Health Aide (CNA/HHA)
- Certified Massage Therapist
- Computer Accountant
- Computer Software Specialist
- Court Reporter
- Culinary Arts
- Diesel Technology Program
- Emergency Medical Technician (EMT)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

**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 03/09/10)**



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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;"><b>Module One &amp; Two</b> (12 weeks - These two modules must be taken first.)</p>	<p style="text-align: center;"><b>Module Three</b> (6 weeks)</p>	<p style="text-align: center;"><b>Module Four</b> (6 weeks)</p>	<p style="text-align: center;"><b>Module Five</b> (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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010 January 17, 2011 February 28, 2011 April 11, 2011 May 31, 2011

**Diesel Technology Technician Program** - This in-depth 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  <b>Plus books \$95</b>	8:30 a.m. - 3:00 p.m.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010 January 17, 2011 February 28, 2011 April 11, 2011 May 31, 2011

# 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.	February 16, 2010 April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010 January 17, 2011 February 28, 2011 April 11, 2011 May 31, 2011
	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:

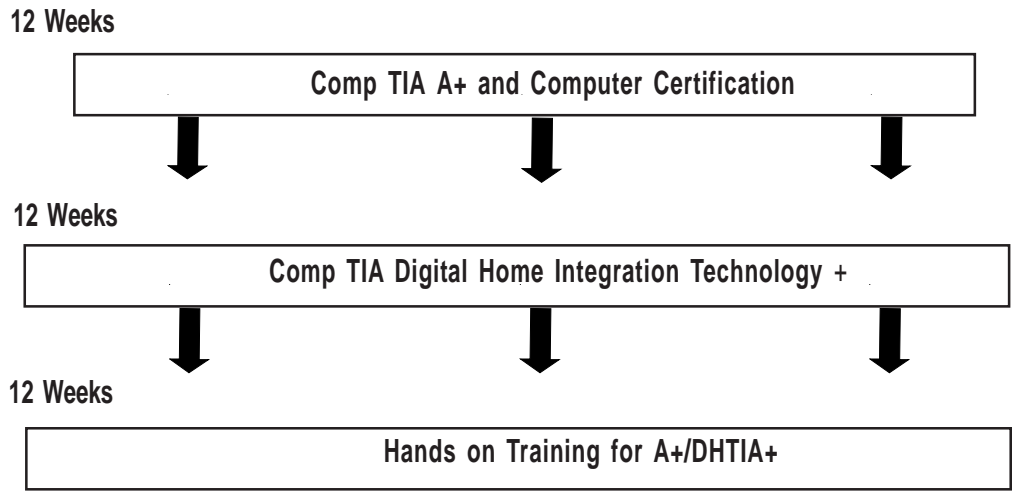
- Captioner
- Proof Reader
- Realtime Reporter
- Court Reporter
- Medical Transcriber
- Scopist

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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010 January 17, 2011 February 28, 2011 April 11, 2011 May 31, 2011

**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.	May 17, 2010 August 23, 2010 November 15, 2010 February 28, 2011 May 31, 2011

## 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.	February 16, 2010 May 17, 2010 August 23, 2010 November 15, 2010 February 28, 2011 May 3, 2011

## MEDICAL OCCUPATIONS - HEALTH SERVICES

### HEALTH CAREERS CERTIFICATE PROGRAMS

<b>Certified Nursing Assistant Certified Home Health Aide (6-weeks 242 hours)</b>	<b>Certified Massage Therapist 42 weeks-504 hours</b>	<b>Emergency Medical Technician (EMT) (12-week 180)</b>	<b>Emergency Medical Dispatcher (EMD) (6-weeks 108 hours)</b>
<ul style="list-style-type: none"> <li>* Communication</li> <li>* Infection Control</li> <li>* Safety</li> <li>* CPR</li> <li>* Clinical Nursing Skills</li> <li>* Instruction in classroom &amp; clinical care facility</li> </ul>	<ul style="list-style-type: none"> <li>* Therapeutic (Spa) techniques</li> <li>* Clinical Techniques</li> <li>* Anatomy</li> <li>* Physiology</li> <li>* Kinesiology</li> <li>* Sports massage</li> <li>* Reflexology</li> <li>* Zen shiatsu</li> <li>* Acupressure</li> </ul>	<ul style="list-style-type: none"> <li>* Medical emergencies</li> <li>* Handling patients in trauma</li> <li>* Patient assessment</li> <li>* Baseline vital signs</li> <li>* Care and transportation of the sick and injured</li> <li>* Pediatric emergencies</li> <li>* Pharmacology</li> <li>* Environmental emergencies</li> <li>* Substance abuse and poisoning</li> <li>* Ambulance Operations</li> </ul>	<ul style="list-style-type: none"> <li>* Multimedia education: CAD usage (computer aided dispatch), multi-line telephone systems, radio systems (fixed and portable), general office equipment, GPS.</li> <li>* Communication skills, confidence and workplace etiquette skill workshop</li> <li>* Stress management/crisis intervention skills</li> <li>* Medical terminology and application. Brief overview of ICD-9 Medical billing</li> <li>* General dispatching skills (that can be applied in a private employment setting e.g. a towing company or private ambulance service).</li> <li>* Education on giving emergency medical instruction</li> </ul>

\* Specific medical course focus

<b>Medical Assistant Informatics Healthcare (30-weeks 900 hours)</b>	<b>Orthopedic Technician (12-weeks 360 hours)</b>	<b>Optometric Assistant Optometric/Optician (24-weeks 720 hours)</b>
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)  <b>Focus classes = 30 wks</b>  <b>35 cert wpm</b>	<ul style="list-style-type: none"> <li>* Learn the clinical skills necessary to care for orthopedic patients in an acute and clinical setting.</li> <li>* Become proficient in the application of splints, casts and braces</li> <li>* Prepare patients for required aftercare</li> <li>* Learn to use proper aseptic techniques</li> <li>* Use medical terminology in written and spoken communication</li> <li>* Participate in an externship in a medical setting</li> </ul>	(No Core or Prep classes required.) Health Core & Law  (Speed Drills)  CPR Optical Law & Ethics Anatomy & Physiology (Human Eye) Optical Equipment Optical Math  <b>25 cert wpm (desirable)</b>

## MEDICAL OCCUPATIONS - HEALTH SERVICES

Medical Office Administrative Assistant 12-Weeks 360 Hours	Pharmacy Technician Pharmacy Studies (42-weeks 1320 hours)	Vocational Nurse (VN) (34-weeks 1532 hours)
<ul style="list-style-type: none"> <li>• Computer Applications</li> <li>• Electronic Medical Records</li> <li>• Business Communications</li> <li>• Anatomy &amp; Physiology</li> <li>• Medical Terminology</li> <li>• Math for Meds</li> </ul>	<p>Rx Medical Terminology I &amp; II</p> <p>*Pharmacy Math 1 &amp; II Pharmacy Computer Tech. Pharmacy Practice for Pharm. Tech. I &amp; II Institutional Rx Lab for Pharmacy Technician I &amp; II Pharmacology for Pharmacy Technician Externship (6 weeks)</p> <p><b>Focus classes = 36 wks</b></p> <p><b>35 cert wpm</b></p>	<ul style="list-style-type: none"> <li>• Nursing practice and process</li> <li>• Standards of Care, Ethical and Legal Issues</li> <li>• Health Promotion and Preventive Care Genetics</li> <li>• Genetics</li> <li>• Respiratory Health</li> <li>• Cardiovascular Health</li> <li>• Neurologic and Sensory Health</li> <li>• Gastrointestinal and Nutritional Health</li> <li>• Renal, Genitourinary, and Reproductive Health</li> <li>• Metabolic and Endocrine Health</li> <li>• Mematologic Health</li> <li>• Immunology</li> <li>• Musculoskeletal Health</li> <li>• Emergency Nursing</li> <li>• Maternity and Neonatal Nursing</li> <li>• Pediatric Nursing</li> <li>• Psychiatric Nursing</li> </ul>

**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	<b>Week 1 &amp; 2</b> 7:00 a.m. to 3:30 P.M.	March 1, 2010 April 5, 2010 May 3, 2010
			<b>*Plus \$135 for books &amp; supplies</b>	<b>Week 3-6</b> 6:00 a.m. to 2:30 p.m. All Friday 7:00 a.m. to 2:30 p.m.	May 31, 2010 July 12, 2010 August 9, 2010 September 7, 2010 October 4, 2010 November 1, 2010 December 6, 2010

**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.	April 5, 2010
	CNA	TBD	9-24 hrs	\$17-43	(depending on required hours)	May 17, 2010 July 12, 2010 August 23, 2010 October 4, 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, three day a week, (5.5 hours class time + sit along + 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 & Fri.	6 weeks	\$710 <b>+ \$20 books &amp; supplies</b>	9:00 a.m. - 3:00 p.m.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010

## MEDICAL OCCUPATIONS - HEALTH SERVICES

**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>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
205	Mon.-Thu.	42 wks	\$1675 + books \$211	5:30 p.m. - 8:30 p.m.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010

**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.	April 7, 2010 July 14, 2010 October 6, 2010

**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	\$295	7:00 a.m. to 3:30 p.m.	March 1, 2010 April 5, 2010 May 3, 2010 May 31, 2010 July 12, 2010 August 9, 2010 October 4, 2010 November 1, 2010 December 6, 2010

**Medical Office Administrative Assistant:** This 12-week program includes skills in general office procedures and practices used in the medical field, computer applications, electronic medical records, business communications, anatomy & physiology, medical terminology, and math for meds. Students will take the same pre-requisites as those in the Medical Assistant Informatics Healthcare, but will graduate from the program prior to the 12-week clinical focus. 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. 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	24 weeks	\$1675	8:30 a.m. - 3:00 p.m.	April 5, 2010 July 12, 2010 October 3, 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, medical terminology, information and communication systems used in the medical field and the myriad skills required to be successful in a medical office setting, 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 C or 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 Administrative	Mon.-Fri.	30 weeks	\$3900	8:30 a.m. - 3:00 p.m.	April 5, 2010 July 12, 2010 October 4, 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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 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 600-hour program. (360 hours in classroom; 240 hours in externship), each successful graduate will be certified as having met all the training requirements 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.-Thu.	18 weeks	TBA	8:30 a.m. - 3:00 p.m.	August 23, 2010 January 17, 2011 May 31, 2011

**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.	July 12, 2010 November 15, 2010 April 5, 2011 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, Pharmacology, Medical Terminology and Math for Meds. Preference will be given to those students who completed the Certified Nurse Assistant program 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	8:00 a.m. - 4:00 p.m.	April, 2010 June, 2010

**Plus books \$718**

## 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.	May 10 to May 19, 2010
	M/W	2 weeks	\$20	3:00 - 6:00 p.m.	July 19 to July 28, 2010

**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.	March 23, 2010 to May 6, 2010 May 25, 2010 to July 15, 2010

**Medical Terminology:** Common medical terminology is a critical part of the language used by health care practitioners. It is essentially a vocabulary that requires a uniform pronunciations, definition, and spelling of terms used by professionals. Individuals with medical terminology training are capable of analyzing and interpreting medical reports related to specific body systems. Program objectives are: Identify medical terms and words by their component parts, define the body structure and its systems, cavities, planes, and positions, explain the importance of medical terminology in healthcare professions & define and build the medical terms associated with the body systems.

<u>Room</u>	<u>Day</u>	<u>Length</u>	<u>Mat. Fee</u>	<u>Time</u>	<u>Class Begins</u>
CEC	M/W	9 weeks	\$229	5:30 - 8:30 p.m.	April 5 to May 26, 2010

## MEDICAL OCCUPATIONS - HEALTH SERVICES

**Anatomy & Physiology** - This 108-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 \$82	5:30 p.m. - 8:30 p.m.	July 20, 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>
505	Sat.	5 weeks	\$249 Book \$118	8:00 a.m. - 2:30 p.m.	April 16, 2010

**Introduction to Psychology** - This 36-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	12 weeks	\$219 Book \$118	5:30 p.m. - 8:30 p.m.	May 27, 2010

**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>
401	M/W	9 weeks	\$249 Book \$103	5:30 p.m. - 8:30 p.m.	March 22, 2010 June 2, 2010

**Please visit our website for Vocational Nursing program & prerequisites: [www.cajvn.org](http://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 C-Net Guide \$50	4:30 p.m.	March 25, 2010

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

# 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
Business Communications ICOT Microsoft Word Microsoft Excel Recordkeeping Bookkeeping Computer Applications Customer Service QuickBooks	Customer Service Ten Key ICOT Business Communications Microsoft Word Microsot Excel Proofreading Transcription Business Publications Computer Applications	Business Communications ICOT Microsoft Word Microsot Excel Ten Key Accounting Fundamentals Accounting Advanced Computer Automated Accounting Quickbooks Computer Applications

Computer Software Specialist 30 Weeks/900 Hours \$1675	Legal Administrative Assistant 30 Weeks/900 Hours \$1675
Ten-Key Introduction to Computers (ICOT) Business Communications Customer Service Word for 2007 Excel for 2007 Access for Office 2007 Business Publications Web Page Development and Design Computer Applications	Customer Service Ten Key ICOT Microsoft Word Microsoft Excel Proofreading Transcription Business Publications Legal Office Practices

**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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010

# OFFICE OCCUPATIONS

## ACCOUNTING SERVICES / BUSINESS FINANCIAL MANAGEMENT

**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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010 January 17, 2011

**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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010 January 17, 2011

**Computer Software Specialist: Pre-requisite: Pre-requisite: Assessment test score level 10 reading & 10 math.** The Computer Software Specialist Certificate focuses on the software applications used by today's office professionals. Employers increasingly have a need for employees who know the latest office technologies and can apply this knowledge to producing highly effective printed materials. This certificate also prepares students to become qualified as a Microsoft Office Specialist (MOS).

General and specialized computer courses, with an emphasis in spreadsheet and database applications, are complemented by general education courses. Students will participate in a comprehensive program that includes both classroom and lab instruction.

<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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 2010 November 15, 2010 January 17, 2011 February 28, 2011 April 11, 2011

**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.	April 5, 2010 May 17, 2010 July 12, 2010 August 23, 2010 October 4, 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](mailto: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](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 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 1, 2010 June 3, 2010 September 16, 2010 November 4, 2010

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

# CAJ Career & Education Center Holidays

## Day & Evening Class Breaks

- \* Spring Holidays..... Monday, March 29 - Friday, April 2, 2010
- \* Memorial Day Holiday ..... Monday, May 31, 2010
- \* Summer Break..... Monday, June 28 to July 5, 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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