

# Simi Valley Adult School *and Career Institute*

**Spring  
Semester**

# Spring Semester

**January 25 -  
June 11, 2016**



[www.simivalleyadulthoodschool.org](http://www.simivalleyadulthoodschool.org)

**805.579.6200**

1880 Blackstock Ave. Simi Valley, CA 93065



## **SVAS&CI Is the Proud Leader of Vocational Education Throughout Ventura County!**



Our Respiratory Therapy Program is one of the few programs in the state that offers both vocational education and an advanced degree at an Adult School. We have been educating and training quality Respiratory Therapists for over 30 years, and are excited to welcome our new Program Director, Allan Gonzales, and Director of Clinical Education, Patricia Muschamp.

Classes are designed to prepare students for licensure. Program graduates work in hospitals, pulmonary rehabilitation sites, long-term facilities (sub-acute), pulmonary labs, sales for respiratory products, sleep labs, pulmonary function labs, research, smoking cessation and prevention centers, home care and teaching.

Our Respiratory Therapy Program is nationally accredited by CoARC and conducted by consortium with Excelsior College in offering a 25-month certificate & A.S. degree.

Applications for the respiratory therapy program are available January 2016. Check our website for additional information.

### **Allan Gonzales**

Allan Gonzales brings years and exceptional depth of experience as an instructor, professor, and Department Chair at both private and public colleges alike. A passionate, student-centered Educator of Respiratory Therapy, he is currently finishing his Doctorate in Organizational Leadership at Northeastern University.

### **Patricia Muschamp**

Patricia Muschamp received her Respiratory Therapist training at Simi Valley Adult School and Career Institute. After 10-years of experience in patient care and clinical intern supervision within a hospital setting, she has returned to her alma mater to share her experience both as a student and established Respiratory Therapist.

## **CAREER IN A YEAR OR LESS!**

- Business Technology
- Certified Nurse Assistant
- Computer Graphics
- Cosmetology\* evening class, 18 months
- Dental Technologist
- Electrocardiography Technician
- Emergency Medical Technician (EMT)
- Esthetician
- Home Health Aide
- Medical Assistant
- Medical Insurance Billing Clerk
- Machine Technology
- Manicuring
- Notary Public/Loan Signing
- Pharmacy Technician
- Phlebotomist
- Physical Therapy Aide
- Real Estate Agent/Broker
- Surgical Technologist
- Welder



# Simi Valley Adult School and Career Institute

1880 Blackstock Avenue • Simi Valley, California 93065  
805.579.6200 • [www.simivalleyadulthoodschool.org](http://www.simivalleyadulthoodschool.org)

## *Welcome to Simi Valley Adult School and Career Institute!*

Our school was established in 1936 and has been an integral part of the community. During our long history, thousands of adult learners have created a better life for themselves and for their families through education. We have built a strong reputation where students can fulfill their desire to learn, and improve their job skills in today's demanding job market.

Our students come to school to improve their English, graduate from high school, earn a GED, prepare for U.S. citizenship, train for a new career or improve personal and academic skills. We have exciting plans for future Career Technical Education including the development of comprehensive Career Pathways. Simi Valley Adult School & Career Institute provides an opportunity—sometimes a second opportunity—for adult learners to experience success.

Our dedicated and caring staff is committed to lifelong learning and helping students achieve their goals. I am honored to be the principal and continue to be inspired by the amazing achievements of our students! As principal of the adult school, I will remain committed to finding the highest quality staff and build programs in order to help all of our students accomplish their own educational goals. Let the journey begin!

Michele Arso  
Principal

## **SPRING 2016 Semester**

**January 25, 2016 to June 11, 2016**  
**Registration Begins November 16, 2015**

Business Office Hours - Room 301  
Monday - Thursday: 8:00 am - 4:30 pm  
Friday: 8:00 am - 4:00 pm

**Extended Registration Hours**  
November 16 - 19  
Monday - Thursday: 8:00 am - 7:00 pm  
Students may register for open entry classes  
throughout the semester

**FREE Childcare**  
provided to currently enrolled students  
(Ages 3 to 11 must be potty-trained)  
Reserve your spot today!

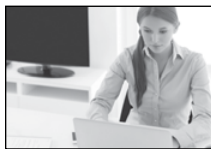
9 am - 12:30 pm and 5:30 pm - 8:30 pm M-Th only  
For more information  
contact us 805.579.6200, ext. 1614

## **Spring Semester 2016**



### **Academic Studies Center**

- High School Diploma
- GED® Prep & Testing
- ABE/Reading, Math
- Adult Basic Education
- Basic Academics
- Literacy Tutor Training
- Project H.E.L.P.
- CAHSEE Prep & Testing



### **Business & Computer Technology**

- Test Svc. 10-Key & Keyboarding
- Keyboarding/Computer Literacy
- Payroll Accounting Clerk
- Admin. Assistant
- Customer Service
- Bookkeeper
- Receptionist
- PC Computer Operator



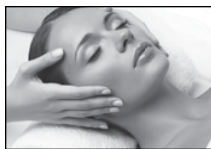
### **Computer Graphics**

- Graphic Design
- CAD Drafting & Design
- Multimedia
- Web Design & Development
- AutoCAD
- Solidworks
- Revit



### **Community Enrichment**

- Motorcycle Rider Education
- Notary
- Real Estate Agent/Broker
- Spanish
- Upholstery
- Finance



### **Cosmetology**

- Esthetician
- Cosmetology
- Manicuring



### **Dental**

- CA Radiation Safety
- Coronal Polishing
- Pit and Fissure
- Dental Technologist (Basic & Advanced)
- Dental CAD/CAM



### **English as a Second Language (ESL)**

- ESL Language Lab
- Distance Learning
- Citizenship
- First Five Early Literacy Program



### **Manufacturing**

- Basic Machine Shop
- CNC/Intro to CNC Operations & Programming
- Introduction to CAD/CAM Programming
- Welder/Master Combination Course



### **Medical Programs**

- ECG
- EMT Basic/Accelerated
- Home Health Aide
- Medical Assistant
- Nurse Assistant
- Pharmacy Technology
- Phlebotomy
- Physical Therapy Aide
- Respiratory Therapist
- Surgical Technologist



### **Parent & Child Preschool Classes**

- Birth to Walking
- Young Toddlers
- Older Toddler/Family Class
- Family Class
- 2 to 5 year old

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Note: After publishing of the schedule of classes, it may be necessary to change times and locations of classes, or cancel a class. We regret any inconvenience this may cause.

Please call 805.579.6200 if you cannot find a class,  
or if you need more information.

# Academic Studies Center

Is your goal to earn a high school diploma or a high school equivalency certificate?

Are you seeking a higher paying job and need to build your skills?

Do you want to pursue higher education, attain a career certificate or enter community college?

*The Simi Valley Adult School can provide you the support you need to meet those goals.*

## High School Diploma Classes

Our adult high school diploma program is fully accredited by the Western Association of Schools and Colleges. We offer adult students a flexible environment conducive to successful completion of their high school diploma. Credits towards our high school completion program can be transferred from other accredited high schools or colleges. Students have the opportunity to meet with a counselor to review their requirements and create a personalized learning plan. Students may enter our program at any time.

**Courses are FREE**

Dates: Jan. 25 - June 9  
M, T, W, Th 9:00 am - 7:00 pm Room 404 Staff

### Adult Education Students between 17 and 18 years of age:

Must be referred by home school administrator or counselor.

Attendance required

**Courses are FREE**

Dates: Jan. 25 - June 9  
M, T, W, Th 9:00 am - 1:00 pm Room 404 Staff

### Concurrent Students attending another high school:

We offer credit recovery for Simi Valley Unified School District students and Simi Valley residents. You must obtain a concurrent referral form signed by home high school counselor to enroll. Contact the counseling office for registration dates.

**Courses are FREE**

### California High School Exit Examination (CAHSEE):

Please see classes listed below. For Simi Valley Adult School students, we offer the exam on site. For more information regarding the details of the CAHSEE exam, please contact our counseling office at 805.579.6200, ext. 1616.

**Test is FREE**

**Test Dates:**

T March 15 English 8:00 am Room 703 Linero  
W March 16 Math 8:00 am Room 703 Linero

Simi Valley Adult School offers CAHSEE preparatory classes twice a year prior to each exam date.

## GED® Test Preparation

The Simi Valley Adult School offers a comprehensive GED® preparation program. This includes the GED® practice test, teacher directed classroom instruction in math and writing, as well as 6 months of general test preparation with the assistance of qualified instructors. You can enroll in this program anytime.

Have a computer at home? Enjoy the flexibility offered with our new blended learning program. Students will be given online access to GED® test preparation after taking the GED® practice test on campus and complete a minimum of 40 hours of attendance in our classroom.

**Course Fee: \$40 Cash Only**

**Dates: Semester Begins Jan. 25;** Open Enrollment good for a 6 (six) month period for this program.

M, T, W, Th 9:00 am - 7:00 pm Room 404 Staff

## GED® Math Prep

This class provides strategies, study tips and practical applications to help students prepare for the GED® math exam. Our class focuses on the content and format of the test, as well as the skills needed to achieve a passing score. **Topics covered:** Number Sense and Problem Solving; Decimals and Fractions; Ratio, Proportion, and Percent; Data, Statistics, and Probability; Algebra Basics, Expressions, and Polynomials, Equations, Inequalities, and Functions, and Geometry. Free to currently enrolled Simi Valley Adult School GED® Test Prep students.

**Course Fee: \$20 FREE to currently enrolled students**

Dates: Feb. 2 - March 10  
T, Th 11:00 am - 2:00 pm Room 210 Miller

**Course Fee: \$20 FREE to currently enrolled students**

Dates: April 12 - May 19  
T, Th 11:00 am - 2:00 pm Room 210 Miller

## Mathematics Lab

This lab provides direct instruction & individual assistance with Algebra I A, Algebra IB, CAHSEE Math Prep and GED® Math Prep. Free to currently enrolled Simi Valley Adult School students.

**Course Fee: \$20 cash only FREE to currently enrolled students**

Dates: Jan. 27 - June 1  
W 11:00 am - 2:00 pm Room 210 Miller

## GED® Essay Writing

**Don't Freeze: Write Essays With Ease!**

This one day class provides strategies, techniques, and practical applications to help students prepare for the Reasoning Through Language Arts section of the new GED® test. Our class also focuses on the fundamental skills needed to write an organized multi-paragraph essay. Students will practice analyzing arguments, and using relevant, specific evidence to plan and write an extended response to an assigned topic. Free to currently enrolled Simi Valley Adult School GED® Test Prep students.

**Course Fee: \$20 cash only FREE to currently enrolled students**

Dates: Jan. 28, March 3, April 14, May 19  
Th 10:00 am - 12:00 pm Room 702B Miller

# Academic Studies Center

## GED® Test Information

### (General Education Development)

Simi Valley Adult School is an official testing facility for GED® Testing Service. Upon passing the exam, test candidates will be issued a high school equivalency credential from the state of California.

To register to take the GED® on our campus, visit GED.com or call **1.877.EXAMGED**. Payment and test scheduling are done online; examinees only come to the adult school on their selected test date.

#### Test Requirements

- 18 years of age or older (or within 60 days of 18<sup>th</sup> birthday).
- Not a graduate of a U.S. high school.
- Candidates must be California residents with a valid driver's license, identification card, or government-issued passport.

Photo ID must be presented at time of testing. Acceptable forms of ID include a California driver's license, California ID, or passport with a current picture and proof of California residency. The identification must be current and must include name, birth date, picture, address and signature. In the event that California residency cannot be verified with just one of the above, proof of residency must be provided by bringing an additional document in the form of a bank statement, utility bill or rental agreement.

**\$140 full test (4 subject test)**

**\$35 individual subject test**

\* Not recommended to take all 4 subject tests on the same day.

## Project HELP - Tutoring Your Child

### Reading, Math, Language Arts Remediation

This course is a cooperative program between Simi Valley Unified School District elementary and middle schools and the adult school. Parents will help their children remediate at their own pace and academic level using a computerized program. Please bring a referral form from the student's teacher. Registration packets will be available in the Counseling Office, Room 402. For more information, call **805.579.6200, ext. 1610**

#### Session 1: Fall 2015 Semester

#### Session 2: Jan. 25 - March 7

M &/or W	3:30 pm - 5:00 pm	Room 212	Barowy
M &/or W	5:00 pm - 6:30 pm	Room 212	Barowy
M &/or W	6:30 pm - 8:00 pm	Room 212	Barowy

#### Session 3: April 11 - May 18

M &/or W	3:30 pm - 5:00 pm	Room 212	Barowy
M &/or W	5:00 pm - 6:30 pm	Room 212	Barowy
M &/or W	6:30 pm - 8:00 pm	Room 212	Barowy

# Adult Basic Education

## Adult Basic Education

Improve your reading, writing and math skills to prepare you for our GED® or High School Diploma programs. You can enroll in this program anytime. Basic assessment required for placement.

### Course is FREE

**Dates: Jan. 25 - June 9**

T, Th	10:30 am - 12:00 pm	Room 204	Jones
	1:30 pm - 3:00 pm	Room 404	Drew

## Basic Math/English Class



If you need to improve your math and English skills before taking a GED/ Diploma course, then this class is for you! Strengthen your reading, enhance your writing, and boost your mathematical skills during this teacher directed time. This class will

place you on the path to earning a high school diploma or equivalency certificate. Free to currently enrolled students.

### Course is FREE

**Dates: Jan. 25 - June 9**

T, Th	1:30 pm - 3:00 pm	Room 404	Drew
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## Basic Academics

This class is designed for individuals who want to learn to read or improve their reading skills, offered in partnership with READ Ventura County and the City of Simi Valley Library's reading program for adults. Students work one-on-one with volunteer tutors to meet their personal learning goals. If you or someone you know would like to be a better reader or would like to become a volunteer tutor, call the Reading Program for Adults at **805.677.7160**.

### Course is FREE

**Dates: Jan. 25 - June 9**

T, W	4:30 pm - 7:00 pm	SV Lib. Community Room	Smyres
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## Literacy Tutor Training

Learn to teach others one-on-one by participating as a tutor in the adult basic academics program offered in partnership with READ Ventura County and the City of Simi Valley Library. For more information, call the library's adult reading program office at **805.677.7160**.

### Course is FREE

**Dates: Jan. 25 - June 9**

T, W	4:30 pm - 7:00 pm	SV Lib. Community Room	Smyres
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### GED® Testing Preparation

The Simi Valley Adult School offers a comprehensive GED® preparation program. This includes the GED® practice test, teacher lead classroom instruction in math and writing as well as six months of general test preparation with the assistance of qualified instructors. You can enroll in this program anytime. See page 3 and 4 for more details.



# Business and Computer Technology

All new  
state-of-the-art  
computer training center.

Rooms: 201, 202, 203

Instructors: Belding, Cronkite, Nibley • Self-Paced • Open Entry Courses • Begin Anytime

## Design Your Own Program

- Classes designed for beginning students or office professionals
- Gain the skills needed to compete in today's job market
- Register in classroom
- Course completion certificate given for each course
- Program completion is based on 25+ hrs/week
- Introduction to PC and Windows or demonstrated skills required for any vocational program listed below
- All new students view a brief orientation prior to enrollment
- Workbooks and supplies may be required

### Payroll Accounting Clerk

Approximately 16 weeks **Certificate Program**  
Payroll Accounting Quickbooks Keyboarding 1 (40 wpm)  
Excel 1 10-Key

### Account Clerk

Approximately 24 weeks **Certificate Program**  
Keyboarding 1 \*(40 wpm) 10-Key  
Quickbooks Pro Excel 1 Accounting 1

### Administrative Clerk/Secretary

Approximately 26 weeks **Certificate Program**  
Keyboarding 1 \*(50 wpm) Word 1 PowerPoint  
Business English Review Excel 1 Access I (Optional)  
Machine Transcription Outlook

### Administrative Assistant/Secretary

Approximately 35 weeks **Certificate Program**  
Keyboarding 1 \*(60 wpm) Bus. English Review Excel 1  
Machine Transcription Outlook Access 1  
10-Key Fast Track Word 1, 2 PowerPoint

### Bookkeeper

Approximately 40 weeks **Certificate Program**  
10-Key Keyboarding 1 \*(40 wpm) Quickbooks Pro  
Excel 1, 2 Accounting 1, 2, 3

### Classroom Hours

M, T, W, Th	9:00 am - 8:30 pm	Room 201	Staff
F	9:00 am - 1:00 pm	Room 201	Staff

Course fee \$325

Register in Classroom: M - Th 10:30 am - 7:00 pm

Fees cover a 3-month period of time.

Books provided for classroom use free of charge.

Phone: 805.579.6200, ext. 1720

<http://www.simivalleyadulthoodschool.org>

### INSTRUCTOR-LED SESSIONS

#### MS Word 2013



**Hands-on, Instructor-led Series 7-week class**

Dates: Jan. 25 to March 14 (No class Feb. 15)

M 6:00 pm - 8:30 pm Belding

Course Fee: \$149 includes textbook & flash drive

Limited enrollment - Online preregistration recommended

#### QuickBooks 2014 LEVEL 1



**Hands-on Instructor-led Series 6-week class**

Dates: Feb. 17 to March 23

W 6:00 pm - 8:30 pm Nibley

Course Fee: \$149 includes textbook and 140-day

free trial of QuickBooks software.

Limited enrollment - Online preregistration recommended

#### QuickBooks 2014 LEVEL 2



**Hands-on Instructor-led Series 7-week class**

Dates: April 6 to May 25

W 6:00 pm - 8:30 pm Nibley

Course Fee: \$149 includes textbook

Limited enrollment - Online preregistration recommended

#### Microsoft PowerPoint Quick Course



**Hands-on, Instructor-led Series 4-week class**

Dates: April 4 - April 25

M 6:00 pm - 8:30 pm Iavello

Course Fee: \$99 includes textbook & flash drive

Limited enrollment - Online preregistration recommended

Speed-building course may be needed to meet minimum requirement.

Business and Computer Technology continued on page 6

### List of Classes

Access 1, 2	Introduction to PC	Medical Terminology	Resume Writing
Accounting 1, 2, 3	Keyboarding	Medical Transcription	Speed Building
Business English Review	Legal Office Procedures	Outlook	Telephone Techniques
Computer Literacy	Legal Terminology	Payroll Accounting	10-Key
Electronic Medical Records	Machine Transcription	PowerPoint	Windows 7
Excel 1, 2	Math Refresher	Publisher	Word 1, 2
Internet for Business	Medical Office Procedures	Quick Books Pro	

# Business and Computer Technology


## Customer Service Representative

Approximately 16 weeks **Certificate Program**  
 Keyboarding \*(35 wpm) Telephone Techniques  
 10-Key Fast Track

## Legal Administrative Secretary

Approximately 35 weeks **Certificate Program**  
 Keyboarding 1 \*(60 wpm) Legal Terminology PowerPoint  
 Business English Review Outlook Access 1  
 Machine Transcription Word 1, 2 Legal Office Procedures

## Medical Transcriber

Approximately 35 weeks **Certificate Program**  
 Medical Transcription  
 Keyboarding 1 \*(65 wpm)  
 Medical Terminology  
 Word 1  
 Business English Review  
 Machine Transcription

## General Office Clerk/Master Course

Approximately 32 weeks **Certificate Program**  
 Business English Review Keyboarding 1\*(45 wpm) Word 1  
 10-Key Fast Track Outlook Excel 1

\* Speed-building course may be needed to meet minimum requirement.

## TESTING SERVICE - Room 201

This low cost service is for job seekers and employers who require confirmation of skills.

10-Key and Keyboarding testing offered weekly.

Call 805.579.6200, ext.1720 to schedule an appointment.  
**\$10 fee includes two certificates.** Other testing available.

## High School Students

### • Keyboarding • Computer Literacy 2010

These courses offer 2-1/2 or 5 credits toward elective, practical art, or computer tech requirements for high school graduation.

High school students must have a signed concurrent form from their high school.

Call 805.579.6200, ext. 1616 for more information.

## PC Computer Operator Clerk

Approximately 26 weeks **Certificate Program**  
 Word 1 Internet for Business (optional)  
 Access 1 Excel 1  
 Outlook Keyboarding 1 \*(40 wpm)  
 MS Publisher Quickcourse PowerPoint  
 (optional)

## PC Computer Operator Specialist

Approximately 35 weeks **Certificate Program**  
 Word 1, 2 Keyboarding \*(40 wpm)  
 Access 1, 2 Excel 1, 2  
 Outlook PowerPoint  
 Publisher Quickcourse (optional) Internet for Business

## Receptionist

Approximately 22 weeks **Certificate Program**  
 Word 1 Excel 1  
 Keyboarding \*(40 wpm) Telephone Techniques

## Medical Administrative Secretary

Approximately 35 weeks **Certificate Program**  
 Word 1 Business English Review  
 Medical Terminology Machine Transcription  
 Keyboarding 1 \*(50 wpm) Access 1  
 Medical Office Procedures Outlook  
 Electronic Medical Records

Abbreviated Medical Front Office-Business Module program available.  
 Details in the classroom.

## Be Job Ready

Improve your keyboarding speed and accuracy with 10-hours of practice.  
 Official typing certificate issued upon completion of course. **Fee: \$40.**

## Classroom Hours

M, T, W, Th	9:00 am - 8:30 pm	Room 201	Staff
F	9:00 am - 1:00 pm	Room 201	Staff

**Course Fee: \$325**

**Register in Classroom: M - Th 10:30 am - 7:00 pm**

Fees cover a 3-month period of time.  
 Books provided for classroom use free of charge.

Phone: 805.579.6200, ext. 1720  
 web: <http://www.simivalleyadulthoodschool.org>

**We are a Pearson VUE®  
 Authorized Test Center  
 for Information Technology (IT)**

For more information visit [home.pearsonvue.com](http://home.pearsonvue.com)



# Computer Graphics

CAD • GRAPHIC DESIGN • WEB DESIGN AND DEVELOPMENT • MULTIMEDIA

## COMPUTER TRAINING - CAREER SOLUTIONS

- Four professional certificate programs to start a new career
- Advance in your current career by updating your skills
- Convenient learning options (Distance Learning)

**CALL: 805.579.6200, ext. 1729**

### CAD Drafting and Design COURSES LISTED ON PAGE 14

#### Graphic Design

Create visual concepts using the Adobe Creative Suite and to communicate ideas that inspire, inform, or captivate consumers. Learn the skills required to develop the overall layout and production design or advertisements, brochures, magazines, and corporate reports. This program will get you started on your graphic design career today.

- Intro To MAC
- Photoshop
- Digital Imaging
- Illustrator
- InDesign
- Acrobat

#### Multimedia

##### Video and Animation Production

Career opportunities are emerging in video and animation production. Multimedia is changing the way people learn, communicate and view entertainment. This certificate program of visual communications with a concentration in video and animation production can provide skills training using the current technologies and help prepare you for numerous exciting careers using video, audio, 3D modeling, and animation.

- Photoshop
- Digital Imaging
- Illustrator
- Acrobat
- Flash
- After Effects Pro
- Premiere
- 3D Studio Max
- Video Production
- Audio
- (Modeling/Rigging/Animation)

**NEW! NEW! NEW!**

#### Animation Concepts I & II

AC I – 8 hours / \$90 M 6:00 pm to 8:00 pm, March 7 & 21, April 4 & 18  
AC II – 4 hours / \$45 M 6:00 pm to 8:00 pm, May 16 & 23

#### WEB Designer/Developer

Whether it's information, advertising or entertainment, the internet is the communication medium, and websites are the tool. Students learn how technology drives the message in an online world.

- HTML
- CSS
- JavaScript
- PHP
- MySQL
- Photoshop
- Digital Imaging
- Flash
- Dreamweaver

**\$450 CERTIFICATE PROGRAM  
SEMESTER FEE**

**Starting January 25, 2016 – Price does not include textbooks.  
REGISTER NOW!**

**DISTANCE LEARNING PROGRAM...  
just one of our creative educational options!**

## SHORT COURSES

### Introduction to Computer Technology

For beginners, no computer experience required, learn the computer concepts of today. Basic hardware, file management, operating systems and software. Start your computer application training with a solid foundation.

**4 Hours/ \$45**

**M & W 12:00 pm to 2:00 pm • Feb. 1 & 3 or  
M & W 6:00 pm to 8:00 pm • Feb. 1 & 3**

### Introduction to Photoshop

Learn to use the tools and techniques that make your images great. Through hands-on practice, learn how to easily select and manipulate image areas, create and use layers, correct pictures, and more.

**8 Hours/ \$90**

**T Feb. 16 & 23, March 1 & 8 12:00 pm to 2:00 pm  
T Feb. 16 & 23, March 1 & 8 6:00 pm to 8:00 pm**

### NEW! Digital Imaging I

Use raster image editing and/or image creation software: learn the different scanning, screen, software and printing resolutions, file formats, output devices, color systems, and image acquisitions.

**8 Hours/ \$90**

**T March 15 & 22, Apr. 5 & 12 12:00 pm to 2:00 pm or  
T March 15 & 22, Apr. 5 & 12 6:00 pm to 8:00 pm**

### Introduction to HTML

The core to all websites and web designs is HTML. Learn the basics of coding using the programming language and understand the logic in creating efficient websites. *Prerequisite to CSS.*

**8 Hours/ \$90**

**Th Feb. 18 & 25, March 3 & 10 6:00 pm to 8:00 pm**

### CSS - Cascading Style Sheets

CSS is a language for specifying how documents are presented to web users. This class takes you from "What is CSS?" to "Oh, I didn't know that." Understanding style sheets is a must for anyone designing a website. CSS allows the seamless page transitions allowing all the pages of your website to flow.

**8 Hours/ \$90**

**Th March 17 & 24, April 7 & 14 6:00 pm to 8:00 pm**

### CLASSROOM HOURS:

**Monday - Thursday 10:00 am to 8:00 pm  
Computer Graphics Room 209 Robison**

# Cosmetology

**Location:** Simi Valley Adult School of Cosmetology  
3340 E. Los Angeles Avenue, Simi Valley **805.579.6275**



## Prerequisites:

- Students must be at least 18 years of age on the first day of class.
- Students must have a valid form of identification AND a social security card or ITIN number.
- Students must be able to speak, read, and write English at the 10th grade level in accordance with state board guidelines.
- Students will take the TABE reading assessment test after orientation.

## Cosmetology



The Cosmetology program covers all operations involving hair, including permanent waving, chemical relaxing, hair cutting and blow-drying, as well as manicures, pedicures and facials. This program takes approximately one year (day students) to approx. 18 months (evening students) to complete. Approximately 1600 hours are required to be eligible for State Board licensure.

**Course Fees: Total cost of the Cosmetology program is \$7,500. (Includes estimated cost of MUD kit.)**

A signed promissory note will be required for installments.  
A discounted rate is available for full payments made in advance.

1<sup>st</sup> INSTALLMENT: \$1,500 due upon initial registration.

2<sup>nd</sup> DAY OF CLASS: \$2000 due for Kit - uniform and instructional materials included.

2<sup>nd</sup> INSTALLMENT: \$1,500 is due four (4) months after program starts.

3<sup>rd</sup> INSTALLMENT: \$1,500 is due eight (8) months after program starts.

**Registration date is Feb. 2, 2016 Starts Feb. 16 (Day/Evening)**

**Registration date is May 31, 2016 Starts June 14 (Day)**

To attend the registration, qualified applicants must report to Room 108 promptly at 8:30 am for the DAY classes, and 10:30 am for the EVENING classes.

**Dates: Day Cosmetology Class**

**M 9:00 am - 2:00 pm School of Cosmetology Staff**

**T, W, Th, F 9:00 am - 4:00 pm School of Cosmetology Staff**

**Evening Cosmetology Class**

**M, T, W, Th 5:30 pm - 9:30 pm School of Cosmetology Staff**

**Sat. 9:00 am - 4:00 pm School of Cosmetology Staff**

\* Saturdays are mandatory

## Esthetician



The Esthetician Course includes basic skin care, spa treatments, plain and electrical facials, make-up application, cosmetic preparation, depilatory and waxing procedures. This program takes approximately six months to complete for day students and eight months for

evening students. Approximately 600 hours are required to be eligible for State Board licensure. Students perform skin care on each other and the school's customers. Students must not be using Retin-A, Accutane, or have had a recent skin peel.

**Course Fees: Total cost of Esthetician program is \$5,500. (Includes estimated MUD kit cost.)**

A signed promissory note will be required for installments.  
A discounted rate is available for full payments made in advance.

1<sup>st</sup> INSTALLMENT: \$1,500 due upon initial registration.

2<sup>nd</sup> DAY OF CLASS: \$1,575 due for Kit - uniform and instructional materials included.

2<sup>nd</sup> INSTALLMENT: \$1,500 is due three (3) months after program starts.

For registration information and to arrange a tour, call **805.579.6275**.

Online Registration available.

**Dates: Starts Jan. 19, 2016 (Evening)**

**Starts May 17, 2016 (Day)**



**Day Esthetician Class**

**M, T, W, Th, F 9:00 am - 2:00 pm School of Cosmetology Staff**

**Evening Esthetician Class**

**M, T, W, Th 5:30 pm - 9:30 pm School of Cosmetology Staff**

**Sat. 9:00 am - 4:00 pm School of Cosmetology Staff**

\* Saturdays are mandatory.

## Manicuring



The Manicuring Course includes all phases of manicuring, salon and work ethics and safety issues. Students will develop practical skills and receive specialized training classes for complete nail services. This 400

hour program prepares students for an entry level position and to pass the CA State Barbering & Cosmetology Bureau Licensing examination.

**Course Fees: Total cost of Manicuring program is \$3,000.**

A signed promissory note will be required for installments.  
A discounted rate is available for full payments made in advance.

1<sup>st</sup> INSTALLMENT: \$1,000 due upon initial registration

2<sup>nd</sup> DAY OF CLASS: \$1,000 due for Kit - uniform and instructional materials included.

2<sup>nd</sup> INSTALLMENT: \$1,000 is due two (2) months after start of program.

For registration information and to arrange a tour, call **805.579.6275**.

Online Registration available.

**Starts Feb. 16, 2016 (day/evening) June 14, 2016 (day/evening)**

**Dates:**

**M, T, W, Th 9:00 am - 1:00 pm School of Cosmetology Staff**

**Sat. 9:00 am - 4:00 pm School of Cosmetology Staff**

\* Saturdays are mandatory





# Beauty At Affordable Prices

Simi Valley Adult School of Cosmetology

3340 Los Angeles Avenue • Simi Valley, CA 93065 • 805.579.6275

Look dazzling with a new hairstyle, luxurious Redken perm, vibrant Redken color or highlights, all at affordable prices. Relaxing facials, manicures and pedicures are excellent ways to de-stress. Wondering what to buy for the hard to please? Gift certificates are available. Weekday senior discount \$1 off each service Tuesday through Friday.

## Styling Services

(All services include a required shampoo.)

Men's Haircut .....	8.00
Haircut only (short) .....	10.00
Haircut only (long) .....	13.00 up
Haircut & Blowdry (short)* .....	15.00
Haircut & Blowdry (long)* .....	18.00 up
Wet Hair Set with comb out (short).....	10.00
Shampoo - Blowdry - Updo .....	20.00 up
Shampoo & French braids .....	15.00 up
Press and/or Curl.....	25.00 up
Scalp & Hair Treatment (per application).....	10.00 up
with Blow Dry .....	15.00
Hi-Frequency Scalp Treatment.....	15.00
Redken CAT Protein Treatment ...	15.00 up
Special Condition Treatment (short).....	12.00 up
Special Conditioning Treatment Long.....	17.00 up

\*All flat iron extra cost

## Permanent Waves

(Includes cut & style; long hair extra)

Redken Perm .....	30.00 up
Classic Perms .....	25.00 up
Perm Pre Wrap.....	8.00
Spiral Curl .....	50.00 up
Extra Solution .....	10.00
Virgin Chemical Relaxer .....	25.00 up
Touch-up Chemical Relaxer .....	20.00 up

## Coloring Services

(Includes styling)

Virgin Bleach (per app.).....	30.00 up
Virgin Bleach (with toner) .....	35.00 up
Bleach Touch-up .....	15.00 up
Bleach Touch-up & Toner .....	25.00 up
Full Weave .....	45.00 up
Crown Weave .....	30.00 up
Additional Bleach/Toner/Two-Tone/ Low-Light .....	10.00 up
1 Foil .....	4.00
Blow dry w/color servicel.....	5.00
West Hairset w/color servicel.....	5.00



## Redken

(Color Gels/Shades EQ)

Virgin Color (short hair) .....	30.00
Virgin Color (long hair) .....	40.00 up
Color Touch-up short .....	17.00
Color Touch-up long.....	20.00
Extra Regrowth .....	10.00 up
Tint Back .....	35.00 up
Tint Removal .....	30.00 up
Corrective Color .....	40.00 up
Additional Color Application .....	10.00 up
Shades EQ.....	20.00 up
Instructor-Client consultation required:	
Balayage.....	50.00 up
Ombre.....	50.00 up
Pravana Vivids.....	25.00 up

## Skin Care Services

Have Beautiful Skin with a Relaxing Facial

Basic Facial .....	15.00
Facial w/scrub or mask .....	20.00
Custom Facial .....	25.00
Paraffin Facial .....	25.00
Kerafole Mask .....	25.00
Exfoliant/Series of two extra strength enzyme therapy .....	50.00
Exfoliant and Custom Facial .....	45.00
Microdermabrasion .....	30.00
Special Additives.....	5.00

## Specialty Services

Air Brush Make-up .....	16.00 up
Make-up Application .....	10.00
Eye brow wax or tweezer.....	6.00
Lash Application/Strip .....	12.00
Individual Lashes .....	15.00
Wax (per facial area) .....	6.00
Under Arm Wax .....	10.00
Brow Tint .....	10.00
Lash Tint .....	10.00
Forearm Wax.....	15.00
Full Arm Way .....	15.00

## Manicuring and Pedicuring Services

Manicure .....	8.00
Manicure (oil) .....	10.00
Pedicure .....	13.00
Nail Repair (per nail) .....	2.00
Acrylics (full set) .....	18.00
Pink and whites .....	20.00
Fills .....	13.00
Nail Designs, per nail .....	1.00
French Tip Polish .....	5.00

## Cosmetology School

### Service Hours

Tues. - Sat.: 10:00 am - 2:45 pm

(No Chemical Services after 1:30 pm)

Tues., Wed., Thurs.: 6:00 pm - 8:00 pm

(No Chemical Services after 7:00 pm)

Appointments Preferred

All Work Done By Supervised Students

Cash Only

Closed on Sundays and Mondays

Week day Facials until 12:45 pm,  
Saturdays until 1:30 pm

All prices and school service hours are subject to change without notice. A pre-disposition (PD) test for \$2.00 is required 24 hours prior to any color services. If you request a particular student, there will be a \$2 charge.

This program is part of the Simi Valley Unified School District

# Dental Programs

## Coronal Polishing

Approved for 16 Continuing Education Units. The Dental Board of California mandates the requirements for this course. Students are required to provide three patients on the second day of class for their clinical experiences.



Students will be told on the first day of class when to bring their patients. Students are expected to wear OSHA approved garments, mask, gloves, and safety glasses for both days of the class.

*Prerequisites: 18 years or older; speak, read, write English and be a dental assistant.*



**Course Fee: \$445** payable in cash, credit card, or doctor's check only.

### Dates: Session 1:

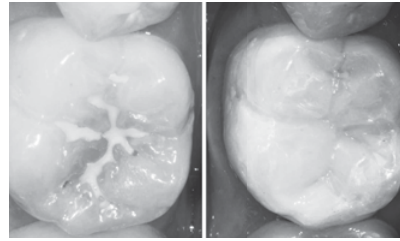
M, W	Jan. 25, Jan. 27	5:00 pm - 9:00 pm	Jacquez R.D.A./EF
Sat.	Jan. 30	8:00 am - 5:00 pm	Jacquez R.D.A./EF

### Session 2:

M, W	March 7, March 9	5:00 pm - 9:00 pm	Jacquez R.D.A./EF
Sat.	March 12	8:00 am - 5:00 pm	Jacquez R.D.A./EF

CLASS LOCATION: 1725-B Deodora Street

## Pit and Fissure Sealants



Approved for 16 Continuing Education Units. The Dental Board of California mandates the requirements for this course.



### *Prerequisites:*

**STUDENTS MUST HAVE A CORONAL POLISHING CERTIFICATE.** Students are required to provide four patients and expected to wear OSHA approved garments, mask, gloves, and safety glasses for both days of the class. Students must provide two extracted teeth mounted on a patty of stone.

**Course Fee: \$445**

### Dates: Session 1

M, W	April 11, 13	5:00 pm - 9:00 pm	Jacquez R.D.A./EF
Sat.	April 16	8:00 am - 5:00 pm	

### Dates: Session 2

M, W	May 9, 11	5:00 pm - 9:00 pm	Jacquez R.D.A./EF
Sat.	May 14	8:00 am - 5:00 pm	Jacquez R.D.A./EF

CLASS LOCATION: 1725-B Deodora Street

## California Radiation Safety Course



Approved for 40 Continuing Education Units. The Dental Board of California mandates the requirements for this course. Students are required to provide four dental x-ray patients. Students will be told on the first day of class when to bring their patients. Students are expected to come to class dressed in professional attire (scrub uniforms).

*Prerequisites: Each patient must not have had a full set of x-rays (eighteen films set) within the past five years, have a minimum of 24 teeth and be 18 years of age or older.*



**Course Fee: \$575** payable in cash, credit card, or doctor's check only, includes x-ray films and supplies.

### Dates: Class #1:

M	Feb. 1, 8, 22	5:00 pm - 9:00 pm	Jacquez R.D.A./EF
W	Feb. 3, 10, 17	5:00 am - 9:00 pm	Jacquez R.D.A./EF
Sat.	Feb. 20, 27	8:00 am - 5:00 pm	Jacquez R.D.A./EF

CLASS LOCATION: 1725-B Deodora Street



**Computer symbol indicates class with online registration.**

**Note: All fees are subject to change without notice. An additional materials fee may be required for some classes.**



# Dental Programs

## Dental Technologist



The dental technology program offers three courses with a certificate of completion for each 6 month course. By completing all three courses over 18 months, students qualify to take the RG test and become a recognized graduate through the National Board of Certification.

### Students must complete:

**Course 1:** Introduction to Dental Technology to become eligible to enroll into **Course 2:** Fixed Prosthodontic Appliances **and/or Course 3:** Removable Prosthodontic Appliances.

### Course 1: "Introduction to Dental Technology."

Learn Tooth Morphology, Tooth Anatomy, Complete Denture Theory, Infection Control, Full Crown Theory, Oral Anatomy, and Dental Materials I.

**Externship Included**

### Course 2: "Removable Prosthodontic Appliances."

Learn complete Dentures Theory, complete Dentures Lab, Dental Materials II, Orthodontic Technology Theory, and Partial Denture Technology Theory.

### Course 3: "Fixed Prosthodontic Appliances."

Learn Dental Materials III, Ceramics Theory, Ceramics Lab, Crown and Bridge Theory, Crown and Bridge Lab.

*Prerequisites: 18 years or older; call instructor for details at 805.579.6273*

\*All students are required to attend listed class times and dates to earn appropriate hours for the program.

**Course Fee: \$665** per course, two course minimum which is to include Course 1.

**Dates:** Enrollment for each 6 month course is open throughout the month of January 2016.

M, T, W, Th	3:00 pm - 9:00 pm	Ramadan, C.D.T.
F	7:30 am - 12:00 pm	Ramadan, C.D.T.

**CLASS LOCATION:** 1725-A Deodora Street



**Computer symbol indicates class with online registration.**

**Note: All fees are subject to change without notice.  
An additional materials fee may be required for some classes.**

## Advanced Dental Technology

Advanced classes designed to provide continuing education hours for graduate dental technologists. Classes feature guest speakers from the dental community discussing the latest technologies, trends, products and services available. Classes are the first Saturday of every month. Upon successful completion, student will earn a certificate of completion, which can be applied for continuing education credit.

*Prerequisites: Students must be a dental technology graduate, laboratory owner, or certified dental technician (CDT)*

**Course Fee: \$35** One time fee

**Dates:** Feb. 6, March 5, May 7, June 4

**Sat. 8:00 am - 3:30 pm Room 504 Ramadan, C.D.T.**

## Dental CAD/CAM

This course introduces future CAD/CAM Technicians to digital scanning and Computer Aided Design of dental restorations which concentrates on single crowns and bridge restorations in a single quadrant. Upon successful completion, student will earn a certificate of completion as Digital Dental Designer.

*Prerequisites - n/a*

**Course Fee: \$225**

**Dates:** Jan. 30, Feb. 20, 27; March 12, 19; April 9, 16, 23, 30; May 14, 21; June 4, 11

**Sat. 8:00 am - 4:00 pm Room 504 Ramadan C.D.T.**



# English as a Second Language (ESL)

## English as a Second Language

**Instructors:** Ackerman, Assad, Diez, Drew, Jones, Katz, Pugh, Utash

**Registration: Room 305**

Instructional courses are available to help students advance through progressive levels of English language mastery. Each class provides students with opportunities to develop skills in listening, speaking, reading and writing as they relate to civic life, health and safety, employment, U.S. culture and government, and life skills. Courses provide English as a Second Language students with opportunities to learn English, become active in civic activities and become knowledgeable and productive parents, employees and voters. Start Anytime! Learn how to speak, read, write and understand English.

- **Pre-lit:** Emphasis is on developing students' ability to listen and understand English.
- **Beginning Low:** Emphasis is on developing students' ability to listen and understand English. Reading and writing are introduced.
- **Beginning High:** Emphasis is on fluency and communication. The instructor begins to assist students in correcting their own grammatical errors.
- **Intermediate Low:** The emphasis in this course is on fluency and communication. Students learn methods to check themselves when they use basic grammatical structures.
- **Intermediate High:** The emphasis in this course is on fluency and communication. The instructor teaches students the skills of self-

monitoring in the context of situations which require the use of English for communication.

- **Advanced Low:** The emphasis in this course is on fluency and communication. Students demonstrate the skills they have learned in self-monitoring when they use basic grammatical structures in English.
- **Advanced High:** The emphasis in this course is on fluency and communication. Students demonstrate the skills they have learned in self-monitoring in formal and informal situations which require communication.
- **FREE Childcare:** Our childcare is available for currently enrolled students who attend morning and/or evening classes. Ages 3-11 (child must be potty-trained.) Contact our ESL office for more details at **805.579.6200, ext.1735**

## English as a Second Language



The English as a Second Language program offers weekly use of Burlington English software in all regular ESL day and evening classes. Students receive individual pronunciation lessons to help improve their

understandability in English. Burlington English is also available in the Language Lab. Registration is open every day for ESL classes. For more information please call **805.579.6200, ext. 1735**. All ESL classes meet 4 times per week, Monday through Thursday.

**Course is FREE**

**ESL Registration:** Jan. 19 – 21 and Jan. 25 in Room 305

Daytime Registration: **8:30 am - 10:30 am**

Evening Registration: **5:30 pm - 7:30 pm**

### ESL: Daytime Classes

**Dates:** Jan. 26 – June 9

**M, T, W, Th** 9:00 am - 12:30 pm

### ESL: Evening Classes

**Dates:** Jan. 26 – June 9

**M, T, W, Th** 5:30 pm - 8:30 pm

## ESL Language Lab

Students are given opportunities to enhance their language learning experience by using interactive computer programs and the internet. This lab is appropriate for all levels of language skills.

**Required:** Must be enrolled in ESL or ABE.

**Course is FREE**

**Dates:** Jan. 26 – June 9

**M** 12:30 pm - 1:30 pm **Room 102** **Jones**

**T, Th** 12:30 pm - 1:30 pm **Room 204** **Jones**

**W** 4:00 pm - 5:30 pm **Room 102** **Pugh**

**F** 9:00 am - 12:00 pm **Room 102** **Jones, Pugh**

## Conversation Café

This course provides the ESL student with an enjoyable setting for conversations. This is a multi-level class for intermediate low through advance students, which allows the opportunity to practice speaking on a wide variety of topics including family, work, civics, and leisure. **Required:** Must be enrolled in ESL or ABE.

**Course is FREE**

**Dates:** Jan. 27 – June 8

**M, W** 1:00 pm - 2:00 pm **Room 205** **Ackerman**



## English as a Second Language (ESL)

### ESL/Distance Learning Alternative

Can't come to a regularly scheduled class? Want to continue studying English at home in addition to your other classes? Have a computer at home? Join distance learning, students are provided with course materials and online access to be completed at home. Students meet regularly with the teacher to monitor progress and receive support.

**Course Fee: Contact ESL Instructor for more information**

**Dates:** Jan. 27 – June 3

<b>W</b>	<b>4:00 pm - 5:30 pm</b>	<b>Room 102</b>	<b>Pugh</b>
<b>F</b>	<b>12:00 pm - 2:00 pm</b>	<b>Room 102</b>	<b>Jones, Pugh</b>

### English as a Second Language (ESL) Citizenship

Prepare for the U.S. Citizenship exam. Study Civics, U.S. History, Government, and English vocabulary for the NEW N-400 Naturalization Application. Students will practice for the oral interview, learn key vocabulary words and tips on how to interact with an immigration officer, practice dictation exercises, and learn how to access and use numerous online resources. Practice tests, similar to the immigration exam, will be provided.

**Course is FREE**

**Registration:** Jan. 19 – 21 and 25 in Room 305

Please bring I.D. and Permanent Resident I.D. card.

**Dates:** Feb. 2 – May 24

<b>T</b>	<b>6:00 pm - 9:00 pm</b>	<b>Room 211</b>	<b>Jones</b>
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#### Prerequisites:

1. Must be able to speak, read and write basic English.
2. Must have Permanent Residency Card (green card) and social security number.

#### You must also be ONE of the following:

1. A lawful permanent resident for at least 5 years (4 years, 10 months).
2. A lawful permanent resident for at least 3 years (2 years, 10 months).

AND

- you have been married to and living with the same U.S. citizen for the last 3 years,
- your spouse has been a U.S. citizen for the last 3 years.

**First Five Ventura County  
Resource Center**

**Early Literacy Program  
Multi-level ESL Class**

**Justin Early Learners Academy**  
2245 Justin Avenue • Simi Valley

Child Care Provided  
Call **579.6200, ext. 1735**  
for further information

## Finance

### Basic Investing - Stock Market Boot Camp



Six hours over 3 Tuesdays. Learn about investment types, levels and risks, financial statements, understand key terminology, create investment objective and corresponding portfolio.



**Course Fee: \$35**

Two sessions offered.

**Dates:** **Session 1:** Feb. 2, 9, 16

**Session 2:** May 10, 17, 24

<b>T</b>	<b>6:30 pm - 8:30 pm</b>	<b>Room 702B</b>	<b>Breveman</b>
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### QuickBooks 2014 LEVEL 1



**Hands-on Instructor-led Series 6-week class**

**Dates:** Feb. 17 to March 23

<b>W</b>	<b>6:00 pm - 8:30 pm</b>	<b>Room 201</b>	<b>Nibley</b>
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**Course Fee: \$149** includes textbook and 140-day free trial of QuickBooks software.

Limited enrollment - Online preregistration recommended

### QuickBooks 2014 LEVEL 2



**Hands-on Instructor-led Series 7-week class**

**Dates:** April 6 to May 25

<b>W</b>	<b>6:00 pm - 8:30 pm</b>	<b>Room 201</b>	<b>Nibley</b>
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**Course Fee: \$149** includes textbook

Limited enrollment - Online preregistration recommended

### Business Certificate Programs

Payroll Accounting Clerk

Account Clerk

Bookkeeper

See page 5 for class schedules.

**FREE Childcare**

provided to currently enrolled students  
(Ages 3 to 11 must be potty-trained)

Reserve your spot today!

9 am - 12:30 pm and 5:30 pm - 8:30 pm M-Th only

For more information  
contact us 805.579.6200, ext. 1614

## Foreign Language

### Spanish 1A

Semester Class, Beginning class for students with no previous Spanish instruction to learn basic conversational Spanish.

Course Fee: \$99

Dates: Jan. 27 – June 8

W 6:00 pm - 9:00 pm

Room 408

Gunn



### Spanish 1B

Semester Class For students with some previous Spanish instruction to review basic phrases and learn more conversational Spanish in social, recreational and business situations.

Course Fee: \$99

Dates: Jan. 26 – June 7

T 6:00 pm - 9:00 pm

Room 408

Gunn



### Spanish II

Semester Class. Includes basic interpreter skills. Build on previously learned language skills and vocabulary; enhance Spanish communication and comprehension.

Course Fee: \$99

Dates: Jan. 28 – June 10

Th 6:00 pm - 9:00 pm

Room 408

Gunn



### Spanish III

Semester Class. Advanced class; building on previously learned language and conversational skills; increase Spanish communication and comprehension.

Course Fee: \$99

Dates: Jan. 28 – June 10

Th 6:00 pm - 9:00 pm

Room 408

Gunn



Note: All fees are subject to change without notice.  
An additional materials fee may be required for some classes.

## CAD Tech Certificate Programs

### CAD Drafting and Design

Start new with a rewarding high-tech career or combine your expertise in architecture, engineering, or drafting. Virtually every product we use today and every building we look at, depends on Computer-Aided Design (CAD) software in its creation and production.

CAD Drafting Principles • AutoCAD 2D • AutoCAD 3D

### Revit Architecture

Learn the leading software for architectural structural design and analysis. Learn to design a building and structure and its components in 3D.

### Solidworks

Learn to use this comprehensive 3D design and modeling software to transform new ideas into great products with parametric models.

### CERTIFICATE PROGRAM \$450

covers a SEMESTER

Starting January 25, 2016

### AutoCAD — Lectures Only

Do you have the most widely used CAD tool in the industry—AutoCAD, at home or at your office? Learn the power of this leading CAD software by signing up for this comprehensive lecture series and get all the knowledge you need to take this powerful tool to great heights.

24 Hours/\$225

W 6:00 pm to 8:00 pm • Feb. 10 through June 8, 2016

CALL 805.579.6200, ext. 1729

For other Computer Graphics courses  
see page 7



## Visit the Student Store!

Room 601

### The Student Store carries:

- Books, uniforms and supplies for various classes
- School supplies, ID badges, copying and laminating
- 130 + food and beverage products to choose from
- Freshly brewed coffee, cappuccino and hot chocolate
- 5 vending machines available
- **Evening Registration:**  
Monday - Thursday: 4:30 pm - 7:45 pm

### Student Store Hours:

Monday - Thursday  
8:00 am - 8:00 pm  
Friday - 8:30 am - 2:00 pm

## Health and Safety

### Motorcycle Rider Education

One day and one weekend course: **Thursday (classroom), Saturday and Sunday (range)**. Provides motorcyclist training as approved by the CHP for beginning and returning riders to get their motorcycle license. Visit [www.mre-corp.com](http://www.mre-corp.com) or call 805.389.5303 for further information.

**Course Fee: Call 805.389.5303**

**Dates: Jan. 7 - May 29**

Th 5:30 pm - 9:00 pm Room 407 Becker

### Classroom Dates (all Thursday nights)

Jan. ....	7, 14, 21, 28
Feb. ....	4, 11, 18, 25
March.....	3, 10, 17, 24
Apr. ....	7, 14, 21, 28
May. ....	5, 12, 19, 26

### Range Dates (Parking Lot all Saturdays and Sundays)

Jan. ....	9/10, 16/17, 23/24, 30,31
Feb. ....	6/7, 13/14, 20/21, 27/28
March .....	5/6, 12/13, 19/20
Apr. ....	2/3, 9/10, 16/17, 23/24,30
May .....	1, 7/8, 14/15, 21/22, 28/29



**Note: All fees are subject to change without notice.  
An additional materials fee may be required for some classes.**



**Like us on  
Facebook**



# Machinist Training

Instructor: Lindskog • Room 606

## Basic Machine Shop



Start anytime. Students may select morning, afternoon and/or evening sessions. Fees, days and times listed below. Hands on, no previous experience required. Students must be able to speak, read and write English at a 9th grade level. For more information please call **805.579.6200, ext. 1766.**

**Course Fee: \$475** covers three-month period of time; books and supplies extra.

Students receive Basic Machine Shop certificate upon successful completion of the course.

<b>M - Th</b>	<b>8:00 am - 9:00 pm</b>	<b>Room 606</b>	<b>Lindskog</b>
<b>Sat.</b>	<b>9:00 am - 2:00 pm</b>		

## Introduction to CNC Operations Machinist/ CNC Operations & Programming

Start anytime. Students may select morning, afternoon and/or evening sessions. Fees, days and times listed below. For more information please call **805.579.6200, ext. 1766.**

*Prerequisites: Basic machine shop course and instructor's approval.*

**Course Fee: \$475** covers three-month period of time; books and supplies extra.

Students receive CNC Operations and Programming certificate upon successful completion of the course.

<b>M - Th</b>	<b>8:00 am - 9:00 pm</b>	<b>Room 606</b>	<b>Lindskog</b>
<b>Sat.</b>	<b>9:00 am - 2:00 pm</b>		

### Classroom Hours

**M, T, W, Th: 8:00 am - 9:00 pm**

**Sat.: 9:00 am - 2:00 pm**

Fees cover a 3-month period of time.

**Course Fee: \$475**

Books and supplies are extra  
**805.579.6200, ext. 1766**

## Introduction to CAD/CAM Programming

MasterCAM or Gibbs CAM, CAD/CAM

Fees, days and times listed below. For more information please call **805.579.6200, ext. 1766.**

*Prerequisites: CNC Operations and Programming course and instructor's approval.*

**Course Fee: \$475** covers three-month period of time; books & supplies extra. Students receive MasterCAM or Gibbs CAM certificate upon successful completion of the course.

<b>M - Th</b>	<b>8:00 am - 9:00 pm</b>	<b>Room 606</b>	<b>Lindskog</b>
<b>Sat.</b>	<b>9:00 am - 2:00 pm</b>		

## Advanced CNC Programming Concepts

Structured lecture/lab format.

For more information please call **805.579.6200, ext. 1766.**

*Prerequisites: CNC Operations and Programming course and instructor's approval.*

**Course Fee: \$275**

Covers three-month period of time; books and supplies extra.

**Dates: Jan. 29 – March 18**

**Fri. 9:00 am – 2:00 pm**

### CERTIFICATES OFFERED IN THE FOLLOWING:

Basic Machine Shop

Advanced Machine Shop

CNC Operations & Programming

Introduction to MasterCAM

Introduction to Gibbs CAM

Gibbs CAM 3D

**Note: All fees are subject to change without notice.  
An additional materials fee may be required for some classes.**

# Medical Programs

## EMT Basic

Upon successful completion of coursework and final examinations, students will receive an EMT-1 Course Completion Certificate from SVAS and will be eligible to take the computerized National Registry Exam to be a California EMT-1. **Live Scan** (fingerprinting) and current immunizations are required prior to clinical experience.

### Prerequisites:

Must be 18 years old or older with valid CPR card: "CPR for the Health Care Provider" card from the American Heart Association, or "CPR for the Professional Rescuer" card from the American Red Cross.

A CPR class will be offered for "Basic" students for those who need to obtain one.

**Course Fee: \$850.00.** with approximate cost of \$185.00 for books and uniforms.



### Dates:

T, Th	Jan. 26 - June 11	6:00 pm - 9:30 pm	Rm 409/410 Johnson, Villa
Sat.	April 9, 30; May 21	8:00 am - 4:30 pm	TBD

### Ride Along & Clinicals

May 11 - May 26

TBD



## EMT Accelerated

Upon successful completion of coursework and final examinations, students will receive an EMT-1 Course Completion Certificate from SVAS and will be eligible to take the computerized National Registry Exam to be a California EMT-1. Live Scan (fingerprinting) and current immunizations are required prior to clinical experience.

### Prerequisites:

Must be 18 years old or older with valid CPR card: "CPR for the Health Care Provider" card from the American Heart Association, or "CPR for the Professional Rescuer" card from the American Red Cross. Students in the Accelerated class must have a CPR card prior to the first class session.

**Course Fee: \$850.00** with approximate cost of \$185.00 for books and uniforms.



**Dates:** Feb. 22 - March 19

**M - Sat.** 8:00 am - 6:00 pm **Room 409/410** **Johnson, Villa**

### Ride Along & Clinicals

March 7 - March 19

TBD

## EMT Refresher

This three day class meets the 24 hour classroom refresher requirement and the skills refresher requirement for the State of California and its Counties as well as portions of the National Registry's reregistration requirements for Emergency Medical Technician Basics.

There may be additional requirements to be eligible for recertification or to reregister if your certification has lapsed depending on the County and State of your certification.

**Note:** Skills completion certificates are only valid for 12 months or as allowed by the ruling regulatory agency or authority. All students must bring a copy of their current or most recent EMT certification card and a current Healthcare providers level CPR card to the class for the instructor.

### Prerequisites:

Must be 18 years old or older with valid CPR card: "CPR for the Health Care Provider" card from the American Heart Association, or "CPR for the Professional Rescuer" card from the American Red Cross.

**Course Fee: \$325.00**

Additional fees for recertification and re registration may apply.

**Dates:** April 14, 15, 16

**Th, F, Sat.** 8:00 am - 6:00 pm **Room 409/410** **Johnson, Villa**

## EMT Skills Only

Students interested in skills testing only may enroll for EMT Skills Only which will take place on the last day of the refresher. Skills practice will be at the discretion of the instructor. If offered, it may be the same day prior to testing. Please check with the school for availability.

### Prerequisites:

Students must bring a copy of their current or most recent EMT certification card and a current Healthcare providers level CPR card to register in the Business Office and to the class for the instructor.

**Course Fee: \$75**

**Dates:** May 14

**Sat.** 8:00 am - 6:00 pm **Room 409/410** **Johnson, Villa**

**Computer symbol indicates class with online registration.**



**Note: All fees are subject to change without notice.  
An additional materials fee may be required for some classes.**

# Medical Programs

A background check may be required for any externships and licensing, certification, or registration with the appropriate governing board.

## Cardio Pulmonary Resuscitation

### CPR Basic Life Support for Healthcare Providers



**One day Saturday class.** This CPR with Automated External Defibrillator (AED) training course is for those who are healthcare providers or who intend to enter the healthcare profession.

This class is a prerequisite to a number of medical programs at the school. Course content includes Adult, Child and Infant CPR as well as AED use. This course is not a substitute for AED training that you would receive at a place where you volunteer or work; however, it is a good introduction.

*Prerequisite: Read, speak and write English.*



**Course Fees:** All AHA courses are subject to cancellation one week prior to the class if minimum enrollment is not met. **Fees:** BLS for Health care Provider: **\$60, cash or credit card.** (Book approximately **\$17**, must be purchased before class.)

**Dates:** Jan. 30, March 5, May 21

**Sat. 9:00 am - 5:00 pm Room 409/410 Anderson**

## Electrocardiography Technician



A course for those desiring to enter the medical field or for medical personnel to increase their skills. ECG technicians are employed in doctors' offices, clinics, and hospitals.

They provide critical information to physicians about patient's heart health by preparing patients for procedures, operating machines, recording, measuring heart rates, rhythms, including arrhythmia (irregular heart-beat). Vital signs, medical terms, anatomy, physiology included. Students who successfully complete course are eligible to take the ECG Technician National Certification Exam given at the adult school.

*Prerequisites:*

18 years or older; speak, read, write English. Medical Terminology recommended.

**Course Fee: \$690;** Approximately \$86 for the book

**Dates:** Jan. 27 – June 8

**Wed. 5:00 pm – 9:00 pm Room 502 Abbott**



**Computer symbol indicates class with online registration.**

## Medical Assistant/Front and Back Office



Course prepares students to work in medical offices and clinics and emphasizes clinical skills including vital signs, diagnostic testing (venipuncture, urinalysis, ECG, injections, etc.), therapeutic interventions, elementary instruction in medical insurance billing

and coding, as well as medical office administration and management. HIPPA, CUA, OSHA, Dept. of Health and Human Services statutes are taught. Course emphasizes medical terminology. A 160 hour externship is available for those who qualify. Students who successfully complete the course are eligible to take the optional NCCT/Medical Assistant National Certification Exam given at the adult school.

*Prerequisites: 18 years or older and must speak, read and write English at the 12th grade level (the TABE reading comprehension exam will be given at the first class meeting). A U.S. high school diploma or equivalency is required for optional National Certification. A physical exam that includes extensive lab work (proof of Hepatitis B, Tdap immunizations, and proof of negative TB Test) is required, at the student's expense, and is due by the third week of class.*

**Course Fee: \$1,325**



A signed promissory note will be required for installments.  
A discounted rate is available for full payments made in advance.

**1<sup>st</sup> INSTALLMENT: \$875 due at time of registration.**

**2<sup>nd</sup> INSTALLMENT: \$450 due 2 months later.**

Approximate **additional cost of \$375** for books, uniform, lab coat, personal medical supplies (stethoscope and blood pressure cuff suggested but not required), and classroom CPR certification.

**Dates:** Jan. 26 – June 11

**T, Th 6:00 pm - 9 :00 pm Room 502 Blakemore, MA**

**Sat. 8:30 am - 4:00 pm**

**W May 4, 11, 18, 25 and June 1, 2016**

**6:00 pm - 9 :00 pm Room 501 Blakemore, MA**

**NOTE:** After publishing of the schedule of classes, it may be necessary to change times and location of classes, or to cancel a class. We regret any inconvenience this may cause.

Please call **805.579.6200, ext. 1700** if you cannot find a class, or if you need more information.



# Medical Programs

## Medical Insurance Billing/Insurance Clerk



Covers patient advocacy, ethics, current medicolegal issues (such as HIPPA and the Affordable Care Act), analysis of various types of documentation and the medical record, diagnostic (ICD-10-CM) and procedure (CPT/HCPCS) coding,

basic commercial and government health-plan benefit structures and coverage requirements, types of managed care systems, completion of CMS-1500 claim form, ledger transactions, insurance communications, tracking reimbursement, appeals process. Includes an introduction to computerized medical billing/accounting with MediSoft. This is an accelerated Medical Insurance Billing course which requires weekly homework and regular attendance. Enrollment in Medical Terminology is strongly advised.

*Prerequisites: 18 years or older; speak, read, write English at the 11th grade US high school level.*



**Course Fee: \$285** Approximate additional cost of **\$130** for book.

**Dates:** Jan. 30 – June 11

**Sat.** 1:00 pm - 4:00 pm **Room 503 Fitzsimmons, CPC, RHIT**

## Medical Terminology



Learn the language of medicine applicable to all health care occupations, including basic medical word roots, combining forms, prefixes, suffixes, abbreviations, pronunciation.

Course includes non-technical explanations and provides students with a working knowledge of terms used in anatomy, physiology, pathology, clinical procedures, laboratory tests.

*Prerequisites: 18 years or older; speak, read, write English at the 11th grade US high school level.*



**Course Fee: \$285** Approximate additional cost of **\$140** for book.

**Dates:** Jan 25 – June 6

**M** 6:00 pm - 9:00 pm **Room 502 Mankey**

## Home Health Aide



Provides 26 Continuing Education Units for Certified Nurse Assistants. The required information necessary to meet the Department of Health Services mandated content for the Certified

Home Health Aide is provided in this course. Upon successful course completion, a list of all candidates eligible for HHA certification is submitted to the Department of Health Services-Home Health Aide Certification Section.

*Prerequisites: Must hold a current Nurse Assistant certification.*

**Course Fee: \$525**, approximate additional cost of **\$120** for books and uniform.



**Externship Included**

**Dates:** Summer 2016

**Classroom:** Summer 2016

**M, F** 8:30 am - 3:00 pm **Room 107 Soria, RNCDE, HPCN**

## Competency Testing for Medical Personnel

Become Certified/Registered by the National Center for Competency Testing (NCCT). Certification exams are given at Simi Valley Career Institute to eligible applicants in the areas of:

- ECG Technician
- Insurance and Coding Specialist
- Medical Office Assistant
- Medical Assisting
- Phlebotomist Technician
- Plus other NCCT certifications

## Testing Requirements

Applicants must be a high school graduate, or equivalent, and be a graduate of approved course of study in the area of desired certification. Online testing is offered each month. For information, call **805.579.6200, ext. 1624**.

**Application for testing must be submitted to NCCT at least two weeks prior to test date.**



## Test Dates/Fees

Application available online at [www.ncctinc.com](http://www.ncctinc.com). Test fees paid directly to NCCT; current full time students or recent graduates (within last six-months), **\$90**; all others, **\$135**; SVAS sitting fee **\$35**. Students must be in class at 9 am sharp for testing instructions. No admission after 9:00 am. Test follows. All examinations are approved for reimbursement by the Veteran's Administration.

**Test Dates:** Feb. 20, March 19, April 16, May 21, June 18

**Sat.** 9:00 am - 12:00 pm **Room 102 Robert**

## Course Fees

Course fees are due at the time of registration. ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Fees for open-entry classes are valid for three-months with the three-month time period beginning the day fees are paid to Simi Valley Adult School.

# Medical Programs

## Nurse Assistant (CNA)



Classroom instruction and clinical training include resident care skills, vital signs, nutrition, emergency procedures and rehabilitation. Eligible students take the state competency exam for certification.

**Course Fee: \$950** with additional approximate cost of \$350 for book, supplies, uniforms and classroom CPR.

*Prerequisites: 18 years or older; speak, read, write English at 9th grade level. A physical exam is required, at the student's expense, after registration into the program. Potential students must sign a disclaimer regarding a conviction clearance. The Test of Adult Basic Education (TABE) will be given during the first class. A Live Scan background check will be required for any clinical externships and licensing, or registration with the appropriate governing board.*

### Classroom: Day Program - Feb. 1, 2016 – June 4, 2016

Orientation & Reading Comprehension Test: Feb. 1, 2016,  
9:00 am – 1:00 pm, Room 107

**M, F** 8:00 am - 2:00 pm **Rm 107** **Soria, RNCDE,**  
**Clinical: M & F** 6:30 am - 3:00 pm **HPCN**

### Classroom: Evening Program - Jan. 26, 2016 – June 11, 2016

Orientation & Reading Comprehension Test: Jan. 26th,  
5:00 pm – 9:00 pm, Rm 107

**T & Th** 5:00 pm - 9:00 pm **Room 107** **McIlravy, LVN**  
**Sat.** 8:00 am - 3:30 pm  
**Clinical: T, Th** 5:00 pm - 8:00 pm  
**Sat.** 6:30 am - 3:00 pm

## Pharmacy Technician

Class meets State Board requirements for Registered Pharmacy Technician Licensure. Study basic principles of pharmacology, pharmaceutical calculations, medical terminology, functions and duties of a pharmacy technician in both a retail and hospital pharmacy. Course includes hands-on training and experience in making I.V. solutions, piggybacks and aseptic techniques. A computer lab is utilized by students to input outpatient/inpatient data. Preparation for national certification exam is included.

*Prerequisites: 18 years or older; U.S. high school diploma or equivalent (English version) Students must show proof of high school diploma or equivalent by the end of the class, pre-algebra math skills; speak, read, write English, 9th grade reading level recommended.*

**Course Fee: \$1,325** with approximate additional cost of \$200 for books and state registration fee.

A signed promissory note will be required for installments.  
A discounted rate is available for full payments made in advance.

**1<sup>st</sup> INSTALLMENT: \$875** due at registration.  
**2<sup>nd</sup> INSTALLMENT: \$450** due 3 months later.

### Dates: Jan. 25 - June 9

**M, T, W, Th** 5:30 pm - 8:30 pm **Room 503** **Diment**  
**Alternate Sat.** 9:00 am - 12:30 pm **Room 503** **Diment**

## Phlebotomy Program

Students must successfully complete the on-campus Basic Phlebotomy to be permitted to attend the Advanced Phlebotomy portion of the program, then proceed to a 1- 2 week unpaid externship. Students successfully completing the Phlebotomy Program (basic, advanced, and externship), receive completion certificates. To complete the certification process, students take a national exam and apply for State Licensing. Students should be aware that blood withdrawal techniques are practiced on classmates throughout this course. Students must provide the following documentation to the State of California to be licensed: Proof of high school graduation (from a U.S. high school) through transcripts or GED® (English version) and a background check.

**Externship  
Included**

### CLINICAL EXTERNSHIP:

Additional Consecutive 1-2 week Externship Required—(externship may not directly follow classroom end dates due to clinical site availability). A physical exam is required, at the student's expense, after registration into the program.

*Prerequisites: 18 years or older; speak, read, write English at 12th grade US high school level. The Test of Adult Basic Education (TABE) will be given during the first week of class. Additionally, a background check may be required for any externships and licensing, certification, or registration with the appropriate governing board.*

**Course Fee: \$1,000** with approximate additional cost of \$119 for books, scrubs and ID badge

### Dates:

#### Session 1: Jan. 25 – March 23, 2016

**M, W** 6:00 pm - 9:00 pm **Room 106** **Sporny, EMT, CPT/  
Schaffner, M.D.**  
**Sat. Feb. 6, 20; March 5** 8:30 am - 4:00 pm **Room 106**

#### Session 2: April 4 – June 8, 2016

**M, W** 6:00 pm - 9:00 pm **Room 106** **Sporny, EMT, CPT/  
Schaffner, M.D.**  
**Sat. April 16; May 14** 8:30 am - 4:00 pm

## Physical Therapy Aide



Program provides the instruction and skills necessary for students to become physical therapy aides. Coursework includes fundamental principles of anatomy, physiology, psychology, medical terminology, therapeutic exercise, and modalities with a heavy emphasis on the musculoskeletal system. Additional topics include basic massage and front office skills.

Students may be required to spend some class time observing in various physical therapy or chiropractic settings as an introduction to the field.

*Prerequisites: 18 years or older; speak, read, write English; good physical condition.*

**Course Fee \$575** Approximate additional cost of \$140 for books and supplies

### Dates: Jan. 25 – June 8

**M, W** 6:00 pm - 9:00 pm **Room 410** **Tinto-Singer, Ph.D**

# Medical Programs

Externship  
Included

## Surgical Technologist



Twelve-month nationally accredited program that prepares students to function within the sterile environment of the operating room assisting surgeons during surgical procedures. The surgical technology field requires physical stamina, manual

dexterity, the ability to maintain good working relationships with patience and tact, and the ability to work well in high-stress situations.

Externship  
Included

Intensive study program includes anatomy, physiology, medical terminology, microbiology, pharmacology, principles of asepsis and universal precaution techniques, surgical procedures, patient care and clinical experience in area hospitals. Employment opportunities include acute care hospitals, outpatient surgery centers and physician's offices.

**Applications are available starting May 23, 2016 at [www.simivalleyadulthoodschool.org](http://www.simivalleyadulthoodschool.org).**

**Application deadline: July 15, 2016 at 3:30 pm.**

**A non-refundable application fee of \$100 must be paid** in cash, money order, or cashier's check—no personal checks or credit/debit cards will be accepted. For more information please check our website or call the Counseling Office at **805.579.6200, ext. 1615.**

### Prerequisites:

18 years or older; U.S. high school diploma, GED® (English version) or U.S. college degree. A physical exam that includes extensive lab work is required, at the student's expense, after acceptance into the program. Proof of Hepatitis B immunization. A current background check (90 days or newer) will be required before starting clinical at the student's expense. The Test of Adult Basic Education (TABE) will be given prior to acceptance into program. Additionally, a background check will be required for any externships and licensing, certification, or registration with the appropriate governing board.

**Course Fee: \$7,800**

**\$2,500 at time of registration;** \*dates to be determined for remaining installments of **\$1,950, \$1,950 and \$1,400.**

A signed promissory note will be required for installments.  
A discounted rate is available for full payments made in advance.

Approximate additional cost of **\$800** for books, uniform, background check, and classroom CPR.

**Dates: Sept. 2016 - Sept. 2017**

### Class

**M, T, W, Th, F 8:00 am - 3:30 pm Room 501 Camarena, CST**

### Clinical

**M, T, W, Th, F 6:30 am - 3:00 pm Clinical Sites Camarena, CST**

Clinical session hours may vary.

\* Additional classroom/clinical hours may be required

## Respiratory Therapy

Two-year Nationally accredited by CoARC and conducted by consortium with Excelsior College, associate degree RT Program begins June 2016. This Respiratory Therapy program prepares the graduate to apply for licensure by the Respiratory Care Board of California (RCB) as a Respiratory Care Practitioner (RCP) and to apply for national high-level competency examinations, including the Registered Respiratory Therapist (RRT) exam.

The Respiratory Therapy Program of Simi Valley Adult School & Career Institute /Excelsior College Consortium, with CoARC number 200586, is accredited by the Commission on Accreditation for Respiratory Care ([www.coarc.com](http://www.coarc.com)).

**Applications are available online starting January 11, 2016 at [www.simivalleyadulthoodschool.org](http://www.simivalleyadulthoodschool.org). Application deadline: May 6, 2016.** For accepted applicants, MANDATORY NEW STUDENT ORIENTATION on Friday, May 27, 2016 from 8:00 am to 1:00 pm.

**A non-refundable application fee of \$100 must be paid** in cash, money order, or cashier's check—no personal checks or credit/debit cards will be accepted. Additional hours may be required beyond the 25-month time frame to fulfill program requirements. For more information please check our website or call the Counseling Office at **805.579.6200, ext. 1615.**

**Excelsior College Fee:** The total approximate cost is \$3,000 for enrollment, tuition, and graduation costs that occur during the program. More information will be available during the application process. Excelsior offers a payment plan.

A signed promissory note will be required for installments.  
A discounted rate is available for full payments made in advance.

*Prerequisites: Students must be able to speak, read, and write English, be 18 years or older; & have earned a U.S. high school diploma or equivalent (English version). The Test of Adult Basic Education (TABE) will be given prior to acceptance into the program. Additionally, a background check will be required for any externships and licensing, certification, or registration with the appropriate governing board.*

**Full Time: Aug. 2016 - June 2017**

**FIRST YEAR:** Approx. tuition cost is \$2000, w/an add'l cost of \$900 for books

### RT Open Laboratory

**M 12:00 pm - 2:30 pm Room 104 A. Gonzales, M.Ed., RRT-NPS**  
**F 8:00 am - 12:30 pm Room 104 A. Gonzales, M.Ed., RRT-NPS**

### RT 111 - Principles of Respiratory Therapy (Lec)

**T, Th 8:00 am - 11:00 am Room 104 A. Gonzales, M.Ed., RRT-NPS**

### RT 111 - Principles of Respiratory Therapy (Lab)

**T, Th 11:30 am - 2:30 pm Room 104 A. Gonzales, M.Ed., RRT-NPS**

### RT 113 - Cardiopulmonary Pathophysiology

**W 8:00 am - 10:00 am Room 104 P. Muschamp, B.S., RRT**

### RT 112: Patient Assessment & Documentation

**W 10:30 am - 2:00 pm Room 104 A. Gonzales, M.Ed., RRT-NPS**

**SECOND YEAR:** Approximate tuition cost is \$7000, with an add'l cost of \$900 for books, uniform, background check, and CPR

### RT 112: RT 212 - Special Topics in Respiratory Therapy

**M 8:00 am - 11:00 am Room 104 A. Gonzales, M.Ed., RRT-NPS**

### RT 211 - Clinical Practice II

**T, W, Th, F \*24 hours arranged Clinical Sites P. Muschamp RRT**  
**E. Hernandez, RCP A. Gonzales, RRT**

**NOTE: Subject schedule to change. Notice will be given to students should this happen.**



# ■ Parent and Child Preschool Programs

## Parent Education - Birth to Two Years Old

Provides opportunities to learn practical application of developmental theory and to explore child rearing techniques with other parents in a supportive environment. **For fees and schedule, please see chart.**

## Parent Education - 2 Years to 3 Years Old

### Parent Education/Child Observation/ Two Years to Three-Years Old



Parents participate with the child in a preschool environment. Parents discuss child development, discipline, eating, toilet learning, sleeping and additional areas of interest. The classes are filled with opportunities for children to build self-esteem, make decisions, problem solve,

develop fine and gross motor skills, and to practice language and social skills. Children explore art, science, music, stories, creative and physical play. **For fees and schedule, please see chart.**



*For Learning Garden classes please see page 24*

## Parent Education - 3 Years to 5 Years Old

### Parent Education/Child Observation/Three Years to Five Years Old:

These programs allow the parent and child to develop independence and competence through social interaction with other families. Parent discussion topics include application of child developmental theory, discipline techniques, self-esteem and the challenges of parenting. The classes are filled with opportunities for children to build self-esteem, make decisions, problem solve, develop fine and gross motor skills, and to practice language and social skills. Children will explore math, science, motor skills, art, music and language arts.



**For fees and schedule, please see chart on next page.**

**1-Day Program:** Parent attends class with child.

**2-Day Program:** Parent attends one day a week, child attends both days.

**3-Day Program:** Parent attends one day a week, child attends three days a week. On parent's attendance day, a one-hour discussion will be held in the classroom after the children have been dismissed.

\* Age requirement as of 9/1/15.

Teacher is available 1/2 hour prior to listing to provide individual conferences as needed.

## Parent and Child Policy

**Twins or Triplets:** Parents of twins and triplets must work extra days in the classroom. If a child comes two days a week the parent must participate one extra day a month. If a child comes three days or more a week the parents must participate two extra days a month.

## Parent and Child Preschool Classes

"The Learning Garden"

Where Children and Parents Grow Together

A parent participation preschool offered for children from birth to age 5.

- All credentialed classroom teachers
- Affordable tuition
- Classrooms available for pre-registration visits
- Support and camaraderie for parents
- Developmentally appropriate curriculum along with parenting curriculum
- Common core based learning environment and learning through play
- Preference for enrollment given to students currently enrolled
- Immunization records are required the first day of school

For more information call  
**805.579.6200, ext. 1610**



# ■ Parent and Child Preschool Programs

## Where Children and Parents Grow Together - From Birth to Five Years Old

Parent education classes are designed to acquaint parents with characteristics common to the toddler or preschool child, including the various stages of physical and mental development, plus effective discipline techniques for each stage. Classes provide parents with a unique hands-on involvement with their children's education in a supportive environment with age appropriate materials and activities. Please call **805.579.6200, ext. 1610** for availability.

- Preference for enrollment given to students currently enrolled.
- Immunization records are required the first day of school.
- No siblings over 4 months allowed in any parenting class, except family class.

### The Learning Garden

AGE	DAY	TIMES	PLACE	FEE	TEACHER
Birth to Walking Born After 9/2/14 and all born in 2015	Friday 1 day	9:00 am -10:45 am	Adult School Room 507	\$195	Kay
Young Toddlers DOB between 3/1/14 - 9/1/14	Tuesday 1 day	9:00 am -11:00 am	Adult School Room 507	\$225	Carman
Family Class Older Toddlers born after 8/31/12	Thursday 1 day	9:00 am -11:00 am	Adult School Room 507	\$225 \$25 ea.add'l child 1 year old & older	Kay
Family Class Oldest Toddlers & 2 years*	Monday 1 day	9:00 am -12:00 pm	Adult School Room 507	\$255 \$25 ea. add'l child 1 year old & older	Kay
2 Years *	Tuesday 1 day	9:00 am -12:00 pm	Adult School Room 505	\$255	Kay
2½ Years *	Wednesday 1 day	9:00 am -12:00 pm	Adult School Room 505	\$255	Kay
3 Years *	Mon & Wed 2 days	9:00 am -12:30 pm	Adult School Room 506	\$385	Vorgitch
3 Years *	Tues & Thurs 2 days	9:00 am -12:30 pm	Adult School Room 506	\$385	Vorgitch
3 1/2 to 5 Years * Must be 4 by 3/1/16	Tues & Thurs 2 days	9:00 am - 12:30 pm	Justin Early Learners Academy, Room 6	\$385	Burton
4 to 5 Years *	Mon, Wed, Fri 3 days	8:45 am - 12:30 pm 1 day a week parent & child stay for lunch & discussion with teacher from 12:00 pm - 1:00 pm w/clean-up following	Justin Early Learners Academy, Room 6	\$575 (payment in 2 installments if requested)	Carman

\*Age requirement as of 9/1/15

*" My children and I have participated in the Positive Parenting classes for four years. My son culminated from the preschool class and is now attending kindergarten. My son was not only prepared academically for kindergarten but now has a strong foundation for his school years ahead. Working in the co-op also gave me the opportunity to personally participate in my children's early education, get expert parenting advice and create life long friendships. The Positive Parenting program is an exceptional program largely due to it's caring and supportive teachers. I feel that my children and I are fortunate for finding this amazing program."*

*Julie Gould*

# Notary Public

## California State Notary Public



**One-day Saturday Class.** Course provides new and previously-commissioned Notary with the education to pass the State examination and skills to be a successful Notary. Exam immediately follows class at 2:15 p.m. and is administered by State Proctors.

**Course Fees: \$100** cash or credit card, plus \$45 cash for materials.



*The student must bring:*

Valid driver's license, ID card, passport or military ID card; \$45 cash for the Reference Guide, workbook and materials and, for the State proctored exam, a check or Money Order in the amount of \$40 made payable to the "Secretary of State" (CASH WILL NOT BE ACCEPTED).

**Dates:**

Sat. March 19 7:30 am - 2:00 pm Room 408 Pena  
Sat. May 21 7:30 am - 2:00 pm Room 408 Pena

## Notary Examination

State Proctors will administer the CA State Notary Exam immediately following the class. The proctors will arrive promptly at 2:15 pm and students need to be present at that time. Only current attendees will be admitted to the examination. Passing the exam is the first step in the process toward becoming a commissioned Notary for the State of California.

To take the exam: The student must bring a valid driver's license, ID card, passport or military ID card, a 2 x 2 color passport photo (which may be purchased in the classroom for \$10 cash), and two #2 pencils. There will be a short lunch break and students should bring a sack lunch or snack

## Notary Public Certified Loan Signing Specialist

**One-day class, Saturday, June 4, 2016.** Loan and mortgage companies need trained and certified Notaries capable of dealing with the documents in a typical loan package. Just being a Notary Public is not good enough today. This class provides the working Notary with the duties and responsibilities of a "Loan Signing Specialist" and the knowledge and skills to deal with the multitude of documents in a typical loan package. With this training and certification you will be on your way to being a successful Loan Signing Specialist.

**Course Fee: \$100** cash or credit card.



*The student must bring:*

**Materials Fee: \$45** cash only. (Collected the day of the class by the instructor. Includes Study Guide).

**Exam Fee: \$30 (optional).** The exam fee is made payable to "Master's Notary Academy." Students who want certification are required to take and pass the take-home exam.

**Dates:**

Sat. June 4 8:00 am - 2:00 pm Room 408 Pena

# Real Estate Agent/Broker

## Real Estate Property Management

45-hour course, Tues./Thurs. Teaches basics of residential property management including preparing property for rent, advertising property, written leases and other legal aspects. Students receive certificate upon completion of this course.



**Course Fee: \$235**, plus required text.

**Dates:** Jan. 26, 28, Feb. 2, 4, 9, 11, 16, 18, 23, 25, March 1, 3, 8, 10, 15  
T/Th 6:00 pm - 9:00 pm Room 108 Hoyt



## Real Estate Principles Offered FALL of 2016

45-hour course. Required by California Bureau of Real Estate (CalBRE) and meets the pre-licensing requirement for real estate and/or broker license. Covers every area of professional specialization and reviews all aspects of real property ownership. *No prerequisites required.*

**Course Fee: \$235**, plus required text.

**Dates:** Fall Semester Only

T/Th 6:00 pm - 9:00 pm Room 108 Hoyt

Students receive certificate upon completion of this course.

## Real Estate Practice Offered FALL of 2016

45-hour course, Tuesdays/Thursdays. This is the practical application of real estate knowledge to meet the needs of buyers, sellers, lessors, and lessees. Mandatory pre-license course for sales license applicants. *Prerequisites: Completion of Real Estate Principles.*

**Course Fee: \$235**, plus required text.

**Dates:** Fall Semester Only

T/Th 6:00 pm - 9:00 pm Room 108 Hoyt

Students receive certificate upon completion of this course.



## REAL ESTATE AGENT/BROKER

Classes can be taken in two ways:

### Classroom

#### FALL SEMESTER ONLY

Real Estate Principles  
Fee: \$235 + textbook

Real Estate Practice  
Fee: \$235 + textbook

#### SPRING 2016

Real Estate  
Property Management  
Fee \$235 + textbook

Enroll anytime in our online real estate courses. Visit our website for details [www.simivalleyadultschool.org](http://www.simivalleyadultschool.org)

Real Estate Principles  
Fee \$159

Real Estate Practice  
Fee \$99

Real Estate Finance  
Fee \$99



# Upholstery

## Upholstery Master Course

Two (2) eight-week sessions; Tuesday/Wednesday/Thursday. Learn upholstery techniques for a Vocational Certificate or discuss special projects with the instructor. This course is designed to prepare vocational trainees to perform various technical skills in all phases of the upholstery industry.

A vocational certificate is issued upon successful completion of this course which includes instruction in:

- Anchoring & Springs
- Reupholstery & Furniture Construction
- Fabric Types & Layouts
- Frames & Padding
- Cushion Assembly
- Upholstery Skirts & Fittings

Special projects may include, but are not limited to: lamp shades, window treatments, bedspreads, duvets, pillow shams, slipcovers, table cloths, napkins, placemats, patio cushions, patio umbrellas, pet pillows and birdcage covers. Experience the joy, satisfaction and pride in completing beautiful, useful creative projects.

**Course Fee: \$275**

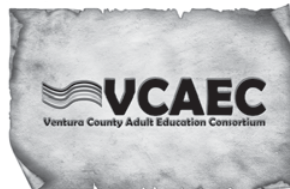
**Dates:** Session 1: Jan. 26 – March 17

Session 2: April 5 – May 26

**T, W, Th 9:00 am - 2:00 pm Room 604 Almeida**



**Our school is proud  
to partner with...**



The purpose of AB 86 Section 76, Article 3 is to provide grant funds to regional consortium to create and implement a plan to better provide adults in its region.  
[www.venturacountyadulthood.com](http://www.venturacountyadulthood.com)



The California Career Pathways Trust was established in 2013 by the State Legislature to provide a one-time competitive grant to K-12 schools and community colleges that will better prepare students for the 21st Century workplace.

[www.vcinnovates.org](http://www.vcinnovates.org)

## ANNOUNCING THE 2016 OPEN HOUSE/JOB FAIR!

SATURDAY, JANUARY 23, 2016  
10 AM TO 2 PM

This **FREE** event is an opportunity for current and potential students to explore new career paths! Talk to professional instructors, human resource representatives and employment recruiters.

Food trucks available.  
Bring your family and...

**Come and join us!**



**Note: All fees are subject to change without notice. An additional materials fee may be required for some classes.**

# Welding, Fabrication & Inspection

**Instructors:** Guzman, Rice, Waldron - Room 605

## Master Welding Course

### Combination Welder/Master Course

Students may start at any time during the semester and progress at their own rate. Classes provide training for beginning students as well as those seeking welding certifications. Hours may be arranged to suit individual needs. Both beginning and advanced students are welcome.

## Beginning Welder

### Combination Welder/Welding – Beginning



This course is designed to develop entry-level skills. Students will receive hands-on training in the different welding processes, including:

- Oxy-Acetylene Welding & Cutting
- Gas Tungsten Arc Welding (TIG)
- Gas Metal Arc Welding (MIG)
- Shielded Metal Arc Welding (Stick)

- Flux Cored Arc Welding (Inner shield)
- Plasma Arc Cutting

Also included in this course are:

- blueprint reading
- fabrication
- shop math
- certification preparation

Upon successful completion of this course, students will be prepared for entry-level positions in the construction, manufacturing and aerospace industries.

## Advanced Welding

### Combination Welder/ Welding & Advanced

This course is designed to prepare students to pass certification tests.

The classes include:

- L.A. City Structural Steel, Flux Cored Arc Welding, Light Gage
- AWS D1.1 Structural Steel & D1.5 Bridge Welding
- ASME pressure vessel pipe certification
- API 1104 pipe certification
- Mil Std 1595A in Carbon Steel, Chromolly, Stainless Steel, Aluminum, Titanium and Inconel.

Blueprint reading, fabrication and pipe layout techniques are also included in this class.

## Welder Fabricator

### Combination Welder/Welder Fabricator

Students receive training in the various welding and fabrication techniques, and gain experience operating:

- Ironworkers
- Vertical Bandsaw
- Cold Saw
- Tube Benders
- Pipe Benders
- Diacro Bender
- Plate Shear
- English Wheel
- Planishing Hammer
- Power Press Brake
- Horizontal Bandsaw
- Slip Rolls
- Eagle Bending Machine
- Notchers
- Hossfeld Bender
- Sheet Metal Shear
- Rotary Machine
- Blacksmithing Tools

## CLASSROOM HOURS

M, T, W, Th 8:00 am - 5:00 pm Room 605

M, T, W, Th 5:00 pm - 9:00 pm Room 605

Fees cover a 3-month period of time.

**Course Fee: \$475**

Books, supplies and certifications are extra.

Phone: 805.579.6200, ext. 1765

Contact the instructor for detailed enrollment information.

**Saturdays Only: 9:00 am - 2:00 pm - \$198.00**  
**Limited Enrollment**

**Do you employ welders?** The adult school has initiated an internship opportunity for advanced welding students. If you would like information about this program, please contact Jeanette M. O'Brien at [jeanette.obrien@simivalleyusd.org](mailto:jeanette.obrien@simivalleyusd.org)

## Certified Testing Facility



**Certifications offered in the following areas:**

**Mil Std 1595A & AWS D17.1**

**Carbon & Alloy Steels,  
Chromolly, Stainless Steel, Inconel,  
Aluminum and Titanium**

**AWS**

**D1.1 Structural Steel Welding**

**D1.2 Aluminum**

**D1.3 Structural Sheet Steel**

**D1.5 Bridge Welding**

**ASME Section IX Boiler**

**& Pressure Vessel**

**Carbon Steel Pipe, Stainless Steel Tubing,  
Chromolly Tubing**

**API 1104 Pipe Certification**

**Approved Testing Lab**

**City of Los Angeles**

**Department of Building & Safety**

**Structural Aluminum - GTAW and GMAW  
Structural Steel - Manual and Semi-Automatic  
Light Gage - Manual and Semi-Automatic**



# Simi Valley Adult School and Career Institute



## Mission Statement

Our mission is to educate and empower students to meet their goals through participation in accredited, technologically advanced, vocational, academic and personal enrichment programs that prepare them for leading successful lives in the global community.

## To Register

### I. In Person:

#### Business Office - Room 301

Monday - Thursday: 8:00 am - 4:30 pm

Friday: 8:00 am - 4:00 pm

#### Student Store - Room 601

Evening Registration: Mon. - Thurs.: 4:30 pm - 7:45 pm

### 2. Online:

Register online for select classes

[www.simivalleyadultschool.org](http://www.simivalleyadultschool.org)



Please note online registration requires payment in full. If you wish to make installment payments for classes offering this option, you must register in our business office.

## SPRING 2016 Semester

January 25, 2016 to June 11, 2016

**Registration Begins November 16, 2015**

Business Office: (Room 301)

Monday - Thursday: 8:00 am - 4:30 pm

Friday: 8:00 am - 4:00 pm

### Extended Registration Hours

November 16 - 19

Monday - Thursday: 8:00 am - 7:00 pm

Students may register for open entry classes throughout the semester.

**NOTE:** After publishing of the schedule of classes, it may be necessary to change times and location of classes, or to cancel a class. We regret any inconvenience this may cause.

Please call **805.579.6200, ext. 1700** if you cannot find a class, or if you need more information.

## Counseling Office - Room 402

**805.579.6200, ext. 1614**

## Counseling Office Hours:

Monday: 8:00 am - 5:00 pm

Tuesday, Wednesday, Thursday: 8:00 am - 7:30 pm

Friday: 8:00 am - 4:00 pm

## Counselors are available for walk-ins:

Monday

10:00 am - 12:00 pm and 3:00 pm - 5:00 pm

Tuesday, Wednesday, Thursday

10:00 am - 12:00 pm and 3:00 pm - 7:30 pm

If you need more information about a class, please visit the counseling office.

## Course Fees

Course fees are due at the time of registration.

**ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE.**

Fees for open-entry classes are valid for three-months with the three-month time period beginning the day fees are paid to Simi Valley Adult School.

## Returned Check Policy

A \$35 fee (cash only) will be charged for returned checks.

## Refunds

**NO REFUNDS** will be made to a student who withdraws voluntarily from a class in which he/she has enrolled.

**REFUNDS** will only be made if a course is closed by the adult school or if the days and/or times of the class are changed and the student cannot attend. Original receipts must be provided and a refund request form must be completed before a refund can be given. Refunds are typically processed in two to six weeks.

## Book and Supply Purchases

Books and supplies may be purchased in the Student Store, Room 601. Books or supplies required for a course may not be purchased until the first class meeting as course requirements may change. All sales, including books, are final. No Refunds.

## Reminder

Some classes have prerequisites. Check individual class listings.

**Note: All fees are subject to change without notice.  
An additional materials fee may be required for some classes.**



# Simi Valley Adult School and Career Institute



## Simi Valley Adult School Schoolwide Learning Outcomes

### Students will become effective communicators who:

- Utilize current technology
- Demonstrate proficiency in reading, writing, speaking and listening skills
- Develop skills that will enhance interaction with others and promote mutual respect

### Students will become critical and creative thinkers who:

- Analyze and apply new information
- Use multiple strategies to solve problems
- Apply problem-solving skills to influence decisions in their daily lives

### Students will be empowered individuals who:

- Continue to set and attain goals
- Exhibit personal and social responsibility
- Recognize the importance of life-long learning

## Simi Valley Adult School

1880 Blackstock Avenue  
Simi Valley, California 93065  
805.579.6200

### ADMINISTRATION

Michele Arso	Principal
Giselle Bice	Assistant Principal
Holly Correa	Assistant Principal
Mel Vines	Assistant Principal

### COUNSELORS

Adrienne Linero	Counselor
Nicole Pacheco	Counselor

### Public Information

Jeanette O'Brien Public Information Officer

### CLASS LOCATIONS

Cosmetology Program.....	3340 Los Angeles Ave.
Salon Services.....	805.579.6275
Class Information.....	805.579.6200
Dental Assisting, Deodora South.....	1725-B Deodora St.
Dental Technology, Deodora North.....	1725-A Deodora St.
Justin Early Learning Academy.....	2245 Justin Ave.
Simi Valley Care Center.....	5270 E. Los Angeles Ave.
Simi Valley Adult School.....	1880 Blackstock Ave.
Simi Valley Library.....	2969 Tapo Canyon Rd.

### BOARD OF EDUCATION

Dan White.....	President
Scott Blough.....	Clerk of the Board
Rob Collins.....	Trustee
Bill Daniels .....	Trustee
Debbie Sandland .....	Trustee

### DISTRICT ADMINISTRATION

Jason Peplinski.....	Superintendent of Schools
Ron Todo.....	Assistant Superintendent, Business and Facilities
Daniel Houghton.....	Assistant Superintendent, Personnel Services
Hani Youssef.....	Assistant Superintendent, Educational Services
Sean Goldman.....	Executive Director, Student Support Services
Deborah Salgado.....	Director of Secondary Education
Kathy Roth .....	Director of Elementary Education
Philip Scrivano.....	Director of Information Technology



# Simi Valley Adult School and Career Institute

## Directions

### Simi Valley Adult School

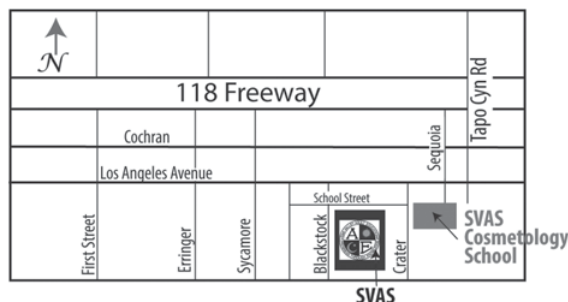
1880 Blackstock Avenue • Simi Valley, California 93065  
805.579.6200

#### From San Fernando Valley:

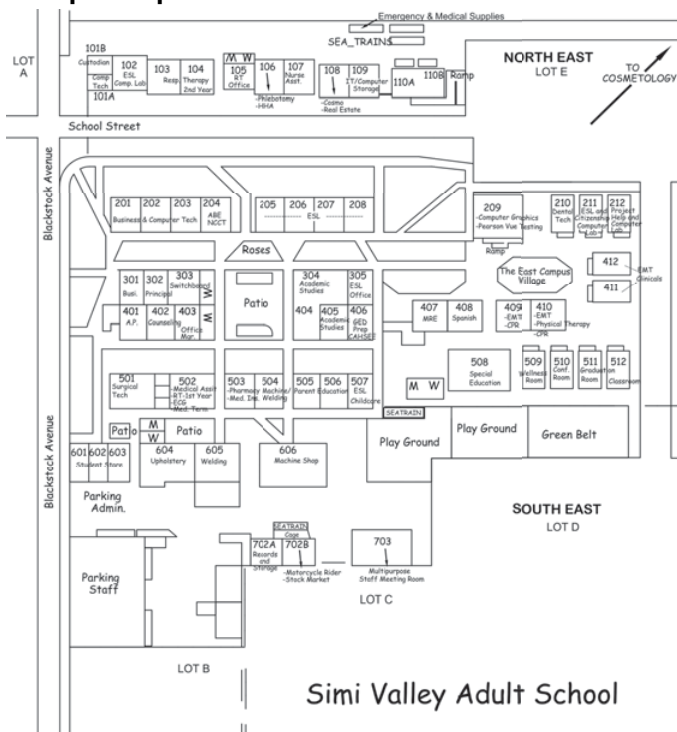
118 Fwy. west to Simi Valley. Tapo Canyon Road exit (left at bottom of freeway ramp). South to Los Angeles Avenue. Los Angeles Avenue west (right) one mile to Blackstock Avenue. Turn south (left) at Blackstock Avenue, one block to adult school (on left). Student parking is available on School Street and south of the student store (the adult school is approximately 15 minutes from Topanga Canyon Blvd.).

#### From Thousand Oaks:

23 Fwy. north to 118 Fwy. east to Simi Valley. Sycamore Drive exit (right at bottom of freeway ramp). South to Los Angeles Avenue. Take Los Angeles Avenue east (left) to Blackstock Avenue. Turn south (right) at Blackstock Avenue, one block to adult school (on left). Student parking is available on School Street and south of the student store. (The adult school is approximately 20 minutes from Thousand Oaks).



#### Campus Map



## Student Services

### Counseling/Student Services Office - Room 402

Make your first stop the Counseling Office when you visit Simi Valley Adult School and Career Institute. The Simi Valley Adult School and Career Institute Counseling Office provides class information and guidance in all aspects of academic studies and vocational training at the adult school. Appointments are not necessary.

Monday	8:00 am - 5:00 pm
Tuesday, Wednesday & Thursday	8:00 am - 7:30 pm
Friday	8:00 am - 4:00 pm

### Disabled Individuals

The adult school accommodates individuals with disabilities. Forty-eight hour advance notice is required to meet special needs or for public meetings. If special accommodations are required for school attendance, call **805.579.6200, ext. 1618** for more information.

### Student Store - Room 601

The student store carries books, uniforms, ID badges, and supplies for selected classes. There are 130+ food and beverages including trail mixes, muffins, hot pockets, burrito, chips, popcorn, cookies, yogurts, fresh fruits, candies, chocolate bars, donuts, instant soups, ice creams, water, sodas, energy drinks, Starbucks coffees, fresh brewed coffee, and hot chocolate. Five vending machines are available during Student Store hours. All major credit cards are accepted for purchases of \$3 or more.

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:30 am - 2:00 pm

**Evening Registration:** Mon. - Thurs.; 4:30 pm - 7:45 pm

When the Student Store is closed, sodas and water are available in a vending machine on the main quad.

### Business Office - Room 301

When the Business Office is closed, registration and lab fees are paid in the Student Store, Room 601. Visa and MasterCard accepted for payments of \$10 or more. Personal checks are accepted for most classes but **MUST** be accompanied by a valid California driver's license and current address. There is a \$35 service charge on all returned checks.

Monday - Thursday	8:00 am - 4:30 pm
Friday	8:00 am - 4:00 pm



2011, 2012, 2013,  
2014



2009, 2010, 2011  
2012, 2013, 2014, 2015

# Student Services Information and Policies



## Accreditation

Simi Valley Adult School is accredited by the Western Association of Schools and Colleges. This Certificate of Accreditation is in Room 302. The adult school's real estate, medical and dental programs are also full accredited by their specific accrediting boards. Vocational programs at the adult school have been recognized as "Programs of Excellence" by the State of California Department of Education. In addition, the Academic Skills Center has been awarded a Certificate of Excellence by the CDE.

## Rights and Responsibilities

At Simi Valley Adult School and Career Institute, students have both rights and responsibilities.

Students have a right to:

- receive an education in a safe learning environment
- fair, consistent, and respectful treatment from staff members and other students, and
- present complaints or grievances to school authorities and receive a reply within a reasonable period of time.

Students are expected to conduct themselves in accordance with the standards of the Simi Valley Unified School District and the adult school. Students are required to respect school regulations and obey civil and criminal laws. Students are subject to legal penalties for violation of laws at the local, county, state, and federal level.

Students are responsible for working diligently on completion of coursework and making satisfactory progress according to criteria established by the administration and faculty for each course. Students who fail to meet course objectives within the time frame established for each course shall be subject to dismissal. A copy of the Standards of Conduct is available in the Counseling Office, Room 402.

## Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g, 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Additional information is available in the Counseling Office.

## Simi Valley Unified School District NON-DISCRIMINATION POLICY

SVUSD does not discriminate on the basis of age, gender, sexual orientation, ethnic group, race, ancestry, national origin, religion, color or disability in any program or activity.

## Lost and Found - Room 303

## Employment Development Department/WIA

Vocational training is offered in conjunction with county social services. Prospective students must have a referral from their caseworker. For more information, contact the county service agency in your area.

## Sexual Harassment is Illegal

Federal state and SVUSD Board Policies and Administrative Regulations require penalties that may include suspension or expulsion for sexual harassment conduct. Sexual Harassment is unsolicited written, verbal, physical and/or visual contacts with sexual overtones made by an employee, volunteer or student in the school district (SVUSD PB 5144.2; AR5144.2). Regulations and complaint procedures are posted in the Counseling Office, Room 402. Information on sexual harassment is posted in all adult education classrooms for students to review.

## Complaint Procedures

The Administrative Regulations/Uniform Complaint Procedures may be obtained in the Counseling Office, Room 402.

## Registration Information

In most classes, students are registered on a first-come, first-served basis. Certain classes however, have prerequisites. Please refer to course listings for specific information regarding applications, prerequisites and registration procedures.

All adult school classes are open to the public, however, adults have priority over high school students in all adult education classes (VI-A19a)(EC 52523[a]). Auditing of adult school classes is not permitted.

No unauthorized visitors, including children, are permitted on campus. Unauthorized visitors who do not leave the campus immediately upon request will be subject to removal by law enforcement officers.

## Online Registration

SVAS has begun implementation of online registration for most classes. You can access our schedule of classes at [www.simivalleyadultschool.org](http://www.simivalleyadultschool.org). Online registration can be made with most credit cards.

## Continuous Enrollment Classes

To help students meet their goals, many adult school classes are open entry, which means students may enter these classes at any time during the school year. Please note: when an open entry class reaches full student capacity, students may have to be placed on a waiting list.

## Additional Instructional Hours

Some classes require additional time for laboratory work, both on and off campus, or for field trips that are mandatory for educational purposes. These hours may vary from regular class hours. Check with instructor for more information, including any additional costs.



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## 2015 / 2016

●	First & Last Day of School	*	Holiday Weekend	◆	Thanksgiving, Winter & Spring Recess
☺	Legal Holiday	)	Fall/Spring/Summer Semesters Begin	#	Classified Holiday
☹	Local Holiday	(	Semester Ends	TT	District High School Graduations
					4/10/15 Consent Item #4



# CERTIFICATE AND VOCATIONAL LICENSURE COURSES

## BUSINESS & COMPUTER TECHNOLOGY

13 Self-Paced Open Entry Courses Offered. Certificate of Completion for each course, based on 25 plus hours/week.

- QuickBooks 2014 LEVEL 1
- Excel 2013 LEVEL 1
- Excel 2013 LEVEL 2
- Accounting Clerk
- Administrative Assistant/Secretary
- Bookkeeper
- Customer Service Representative
- Legal Administrative Secretary
- Medical Administrative Secretary
- Medical Transcriber
- General Office Clerk
- PC Computer Operator Specialist
- Receptionist (Clerical)

## COSMETOLOGY

Cosmetology, Esthetician, Manicuring

- Upon successful completion, students are eligible for State Board licensure exam.

## DENTAL

Coronal Polishing, California Radiation Safety Course, Pit & Fissure Sealants, Dental Technologist, Advanced Dental Technology

- Upon successful completion, student earns a Certificate of Completion, which applies toward CE credit.

Dental CAD/CAM

- Upon successful completion, student earns a Certificate of Completion of "Digital Dental Designer".

## GRAPHIC DESIGN

- CAD Drafting and Design
- Graphic Design
- Multimedia
- Web Design and Development
- Revit
- SolidWorks

## MANUFACTURING

Basic Machine Shop

- Students receive a Basic Machine Shop Certificate upon successful completion.

CNC Operations and Programming

- Students receive a CNC Certificate upon successful completion of the course.

Introduction to MasterCAM

- Students receive Basic Machine Shop, MasterCAM or Gibbs CAM Certificate upon successful completion.

Introduction to GibbsCAM

- Students receive Basic Machine Shop, MasterCAM or GibbsCAM Certificate upon successful completion.

Advanced Machine Shop

- Students receive a Advanced Machine Shop Certificate upon successful completion.

Gibbs CAM 3D

- Students receive Advanced Machine Shop, MasterCAM or GIBBS CAM certificate upon successful completion of the course.

Advanced CNC Programming

- Students receive Advanced Machine Shop, MasterCAM or GIBBS CAM certificate upon successful completion of the course.

Welding, Fabrication & Inspection

- MI Std 1595A & AWS D17.1, AWS, ASME Section IX Boiler & Pressure Vessel, API 1104 Pipe, & Structural Aluminum - GTAW & GMAW.

## MEDICAL

EMT Basic and EMT Advanced

- Upon successful completion of course and final exams, students earn a EMT-1 Course Completion Certificate and will be eligible for the computerized National Registry Exam to be a CA EMT-1.

CPR Basic Life Support for Healthcare Providers

- Upon successful completion, student will earn a CPR Certification.

Electrocardiography Technician

- Students who complete course are eligible to take the ECG Technician National Certification Exam.

Home Health Aide

- Upon successful course completion, a list of all candidates eligible for HHA certification is submitted to the Department of Health Services-Home Health Aide Certification Section. Must hold a current Nurse Assistant certification.

Medical Assistant/Front and Back Office

- Students who successfully complete the course are eligible to take the optional NCCT/Medical Assistant National Certification Exam given at the adult school.

Medical Insurance Billing/Insurance Clerk

- Upon successful completion, students are eligible to take the optional National Certification Exam (NCCT) given at the adult school.

Nurse Assistant (CNA)

- Upon completion, student earns a certificate and is eligible for the state competency Certification exam.

Pharmacy Technician

- Upon successful completion, student will earn a Certification, and is eligible for Registered Pharmacy Technician Licensure.

Phlebotomy Program

- Students receive a Certificate of Completion and will be eligible for national exam & apply for State Licensing.

Physical Therapy Aide

- Upon successful completion, student will earn a certificate of completion.

Respiratory Therapist

- Upon successful completion, student will earn an Associates degree, A.S., and be eligible for the NBRC exam.

Surgical Technologist

- Upon successful completion, student will be eligible for the NBSTSA exam.

## NOTARY

Notary Public, Notary Examination, Notary Public Certified Loan Signing Specialist

- Students who want certification are required to take and pass the take-home exam.

## REAL ESTATE

Real Estate Principles, Real Estate Practice, Real Estate Property Management

- Students receive certificate upon completion of this course.



Simi Valley Unified School District  
875 East Cochran Street  
Simi Valley, California 93065  
805.579.6200

Nonprofit Organization  
U.S. Postage  
PAID  
Permit 563  
Oxnard, CA 93030  
ECRWSS

## Residential Customer

### **SPRING Semester** **January 25 to June 11, 2016**

#### **Business Office - Room 301**

Registration Begins November 16, 2015

Business Office Hours - Room 301

Monday - Thursday: 8:00 am - 4:30 pm and Friday: 8:00 am - 4:00 pm

#### **Extended Registration Hours: November 16 - 19**

Monday - Thursday - 8:00 am - 7:00 pm

Students may register for open entry classes throughout the semester.  
Select classes available for online registration, see our website: [www.simivalleyadultschool.org](http://www.simivalleyadultschool.org)



Simi Valley Adult School and Career Institute • 1880 Blackstock Avenue • Simi Valley, CA 93065