

SWEETWATER UNION HIGH SCHOOL DISTRICT

Adult Education

SCHEDULE OF CLASSES



Spring Semester

January 9, 2012 to May 25, 2012

Pre-registration

Begins December 5, 2011



California Adult Schools
LEARNING FOR LIFE

www.sweetwaterschools.org/adulteducation/

SPRING CALENDAR

- Pre-registration beginsMonday, December 5, 2011
- Spring semester beginsMonday, January 9, 2012
- Legal Holiday-Dr. Martin Luther King Jr.....Monday, January 16, 2012
- Legal Holiday-Lincoln DayFriday, February 17, 2012
- Legal Holiday-Washington Day.....Monday, February 20 2012
- Spring BreakMonday, March 26, 2012-Friday, April 6, 2012
- Last day of spring semester.....Friday, May 25, 2012



Mission

The Mission of the Division of Adult Education, a community focused organization that promotes and facilitates life long learning, is to educate adults to meet the challenges of the 21st century through instruction in:

- Language Acquisition and Literacy
- Basic and Secondary Academic Skills
- Career Technical Education
- Citizenship Preparation
- Health and Safety
- Parent and Family Education
- Programs for Older Adults
- Life Enriching Skills

Tactics

- I. We will develop a consistent, systematic curriculum in all program areas to achieve the mission and objectives.
- II. We will ensure program responsiveness and relevance to meet the needs of our students.
- III. We will improve internal and external communication.
- IV. We will resolve the role of the adult program as a support system for the secondary school programs' mission and objectives.

Objectives

- 100% of our students will meet their personal learning goals.
- All students will be more involved in their children's education and the community.

DIRECTOR - Rosalyn Laybo



Nuestra Misión

La misión de la división de la educación para adultos, una organización que se enfoca en la comunidad además de facilitar y fomentar el aprendizaje de por vida, es preparar a los adultos a enfrentarse a los retos del siglo XXI al impartir estudios en:

- Adquisición del idioma y alfabetización.
- Habilidades académicas básicas y secundarias.
- Capacitación en carreras técnicas.
- Preparación para el examen de la ciudadanía.
- Salud y seguridad.
- Educación familiar y de crianza.
- Programas para personas de la tercera edad.
- Habilidades de enriquecimiento.

Objetivos

- El 100% de nuestros alumnos lograrán sus metas personales de aprendizaje.
- Se logrará una mayor participación de los alumnos en la comunidad y en la educación de sus hijos.

Tácticas

- I. Desarrollaremos un currículum completo y metódico para todos los programas con el fin de cumplir con nuestra misión y objetivos.
- II. Nos aseguraremos de ofrecer un programa de estudios completo y apropiado que cumpla con las necesidades de nuestros alumnos.
- III. Mejoraremos tanto la comunicación interna como la externa.
- IV. Se definirá el papel del programa de adultos como un sistema de apoyo para la misión y los objetivos de los programas de educación media superior

DIRECTOR - Rosalyn Laybo

ADULT SCHOOL ADDRESSES & FACILITY MAPS

DIVISION OF ADULT EDUCATION

Ramón Leyba, Director
461 Moss Street, Chula Vista CA 91911

Teachers on Special Assignment

Lisa Diaz-Lopez, ABE/ASE
Mary Murphy-Clagett, ESL/Citizenship
Teresa Matos, CTE
Stephanie Napier, CTE
Crystal Robinson, EL Civics/Distance Learning/WIA



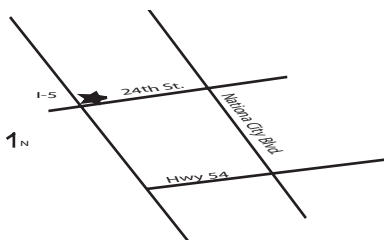
CHULA VISTA ADULT SCHOOL

Jan Godfrey, Principal
1034 Fourth Avenue, Chula Vista, CA 91911
Main Office (619) 796-7000
Counseling Office (619) 796-7020



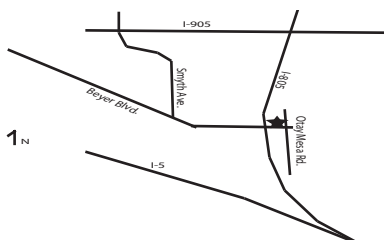
MONTGOMERY ADULT SCHOOL

Adriana Sanchez-Aldana, Principal
3240 Palm Avenue, San Diego, CA 92154
Main Office (619) 600-3800
Counseling Office (619) 600-3820



NATIONAL CITY ADULT SCHOOL

Bernard Balanay, Principal
517 Mile of Cars Way, National City, CA 91950
Main Office (619) 336-9400
Counseling Office (619) 336-9420



SAN YSIDRO ADULT SCHOOL

Linda Carlton, Principal
4220 Otay Mesa Road, San Ysidro, CA 92173
Main Office (619) 428-7200
Counseling Office (619) 428-7220

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GENERAL INFORMATION



Adult education classes offer students an opportunity to continue their education in elementary, high school, or post-high school levels suitable for adults. They are fully accredited by the Western Association of Schools and Colleges (WASC), and adult school graduates are eligible to be admitted to colleges and universities.

REGISTRATION

A ten dollar (\$10.00) registration fee is required for enrollment in the adult school program. This fee must be paid at registration and students will be issued a school identification card. This fee is required only once during the school year and is **non-refundable**. The fee is the same regardless of when during the school year the student enrolls. Most classes are free for U.S. residents 18 years of age or older. New enrollments are accepted at any time in many classes.

Students who wish to attend classes on the four main campuses (Chula Vista Adult, Montgomery Adult, National City Adult, San Ysidro Adult) must go to the appropriate adult school office to enroll. In many off campus locations students can register in the classroom. **If you have a question regarding registration, please call your local adult school office.**

NON-RESIDENT CHARGE

Non-residents must pay the established hourly non-resident charge of \$5.04 per hour of instruction.



2+2 EARN COLLEGE CREDIT

Complete certain adult school courses and earn college credit. When you are ready to enroll at Southwestern College you receive credit, avoid repeating courses, and take more advanced classes. These courses are noted with (2+2).

TUITION CLASSES

These are personal enrichment classes financed by the participants. Courses may require a class fee in addition to the tuition fee.

There are no refunds unless the class is cancelled.

CLASS FEE

Fees may be charged for some classes, for supplies, and/or materials. The amount of the class fee will be indicated for each class. There are no refunds unless the class is cancelled.

ATTENDANCE

Courses with insufficient enrollment or those where student attendance drops below minimal standards, may be cancelled. Some classes may be combined with other class sections in order to obtain minimal student attendance. Regular attendance is expected of all students and is especially important for those seeking high school credit or vocational training certificate. Students may be dropped from class for unsatisfactory attendance.

CREDIT

Credit is granted when scholastic and attendance requirements have been met. Since many classes are taught on an individual format rather than in a lecture format, students may progress at their own rate.

HIGH SCHOOL DIPLOMA PROGRAM

Students working towards a high school diploma **MUST INTERVIEW WITH A COUNSELOR AND TAKE A PLACEMENT TEST PRIOR TO ENROLLMENT.**

Three types of instruction are offered: Individualized Instruction, Class Instruction (lecture), and Independent Study.

State requirements direct that all high school diploma candidates must pass the California High School Exit Exam (CAHSEE) in order to be awarded a high school diploma.

Graduation Requirements: Semester Credits	
Language Arts (English)	8
Social/Behavioral Science	
(U.S. History, Government, etc.)...	6
Mathematics	4
Science	4
Foreign Language; Visual	
or Performing Arts	2
Electives	18
Total	42 Semester Credits

Competency Requirements:
Students must demonstrate competency in computer literacy before a diploma is issued.

Residency Requirements:
A minimum of two semester credits must be completed in the adult school of the Sweetwater Union High School District to receive the diploma.

Supplemental Methods of Earning Credit:

In compliance with California Education Codes, the following methods of earning credit may be used:

- Previous High School Courses
- Career Technical Education (CTE)
- Private School Courses (Accredited)
- Proficiency Assessment (Foreign Language or Fine Arts areas only)
- Correspondence Schools (Accredited)
- Military Service
- Work Achievement
- Career Technical Education/ROP

GENERAL EDUCATIONAL DEVELOPMENT (GED)

The state issues a California State Equivalency Certificate based on passing scores on the GED test. That certificate enables the examinee to meet education, training, and job requirements as a high school graduate.

Examinees must be at least 18 years old. Students must pay for California and federal certifications when paying for their first test. Pre-registration and pre-payment of test fees are required. Special testing arrangements may be made for the hearing or visually impaired, for the certifiably learning disabled, and for those with other handicaps.

Fees Include:

California Certification	\$15.00
Federal Certification	\$10.00
Each Test	\$25.00
(Writing, Social Studies, Science, Reading, Math)	
Full Battery	\$150.00
(Certifications and five tests)	

New students to the GED Program will attend an academic assessment session. Please call the adult school for more information.

CERTIFICATES OF PROFICIENCY

Certificates are issued in typing, and all Career Technical Education (CTE) classes. This document may be presented to employers to verify training and skill.

BOOKS AND SUPPLIES

Each student is responsible for the purchase of textbooks and supplies. Most textbooks and supplies may be purchased at the adult school offices or online. Students enrolled in ABE, ESL, and GED classes may purchase books and materials, but are not required to do so as a condition of enrollment or attendance.

UNIFORM COMPLAINT PROCEDURE

(SCCR 300, 4600; EC 48985 and 56500; BP #2225 and #6188): The district has established uniform formal complaint procedures which apply for all relevant state and federal programs including adult education, alternative/career/vocational education, consolidated programs, migrant education, special education, child nutrition, and civil right guarantees including Section 504 – temporary physical limitations which include gender equity, nondiscrimination requirements. Formal complaints are to be submitted in writing to the school principal. Informal complaints can be expressed verbally by telephone or office conference at the school site. Following a hearing with the school principal, Mercedes Lopez, Title 9 Coordinator, 1130 Fifth Avenue, Chula Vista, (619) 691-5564, is responsible for receiving/investigating complaints and ensuring district compliance. Inquiries regarding the equal opportunity policies, the filing of grievances, or to request a copy of the grievance procedures covering discrimination complaints are to be directed to the school principal.

NONDISCRIMINATION

Sweetwater Union High School District programs shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more such characteristics. SUSHD Board Policy 0410.

Los programas y actividades del distrito escolar de Sweetwater Union deberán estar libres de discriminación basada en género, sexo, raza, color, religión, ascendencia, origen nacional, identificación con un grupo étnico, estado civil o discapacidad física o mental, orientación sexual o por la percepción de una o más o de dichas características. Política 0410 de Consejo de SUHSD.

NO SMOKING POLICY

The Board of Trustees of the Sweetwater Union High School District adopted Policy No. 2466 establishing the Sweetwater District as a tobacco free environment for all facilities. Your cooperation is requested in guaranteeing that the following areas are SMOKE FREE:



- School campuses, even when students are not present.
- School parking lots.
- School activities.
- School buses and other district vehicles.

We appreciate your cooperation in making the Sweetwater Union High School District a more pleasant and healthier place for students and staff.

Veterans Opportunities

LOW COST EDUCATION FOR VETERANS

Our VA approved low cost educational program is for military Veterans (VA) and their VA qualifying dependents. Veterans work at their own pace, concerning only on the subjects needed for their success. Participants in our program receive preparation for success at all of our four adult schools.

An Individualized Educational Program for Each Veteran

Each participant is given an individualized education and career goals plan. Veterans work at their own pace, concentrating only on the subjects needed for their success.

Use your
POST 9/11, GI Bill and/or Rehab benefits



Course Opportunities

- A+ Computer Repair
- Automotive Technology
- Building Maintenance & Repair
- Cisco Certified Network Technician
- Cisco Certified Network Associate
- Certified Nursing Assistant
- Computer Applications
- Culinary Arts: Professional Cooking and Pastry
- Floor Covering Installation
- GED Diploma
- Residential Construction Academy
- Security Officer
- Welding SMAW/GMAW/Plasma

Interested?

Contact your VA Clerk Guadalupe Gavilan at:
(619) 336-9420

ALL VETERAN STUDENTS MUST ENROLL AT NATIONAL CITY ADULT
BUT ARE WELCOME TO ATTEND ANY OF OUR 4 CAMPUSES

You served US – Let us serve YOU

Babysitting Services

Guarderia



**DON'T PUT OFF
GOING TO SCHOOL!**
You can be free to study
and know
your children
are safe.

Montgomery Adult School
(619) 600-3800

M-F from 8:15 am -12:15 pm
Schedule subject to change.

Please verify hours when you enroll.



Available while parents are in class
for \$1.50 per hour

Children ages 3 - 6, morning classes

Babysitting service is offered for stu-
dents attending the respective school.

Children must be toilet trained and
have the following immunizations:

DTP, MMR, Polio, Hepatitis, HIB,
and TB

Servicios disponibles mientras los
padres están en clase a un costo de
\$1.50 la hora.

En la mañana y a mediodía
únicamente se aceptan niños de 3 a 6
años de edad

Se ofrece servicio de cuidado de
niños para los estudiantes que asisten
a la escuela respectivamente

Los niños tienen que saber ir al baño
y contar con las siguientes vacunas:

DTP, MMR, Polio, Hepatitis, HIB,
and TB



EARN your High School Diploma

Refresh your Reading - Writing - Math

GET your GED

Go to

<http://www.suhsd.k12.ca.us/cva/ged>
for information about the GED tests

Prepare to Pass the CAHSEE

Prepare for:

ASVAB

Employment Test

College Entrance Exams

Academic Assessment

All new students who wish to complete their high school diploma, prepare for a GED certificate or improve basic skills in the areas of reading, writing and/or math must attend an orientation and complete the academic assessment. Students will be placed in class(es) based on their Test of Adult Basic Education (TABE) score. Bring a copy of your high school transcript if you have one or the school can request one on your behalf. Please contact the counseling office directly to make an appointment for the academic assessment.

Both daytime and evening classes are held throughout the school year.

Chula Vista Adult School.....(619) 796-7020

W..... 9:00 am-1:30 pm

T..... 6:00 pm-8:30 pm

Montgomery Adult School (619) 600-3820

W..... 9:00 am-11:30 am

W..... 6:00 pm-8:30 pm

National City Adult School (619) 336-9420

F..... 8:30 am-11:30 am

M..... 5:30 pm-8:00 pm

San Ysidro Adult School (619) 428-7220

M-Th 8:30 am-10:30 am

M-Th 5:00 pm-7:00 pm

Adult Basic Education (ABE)

Pre-requisite: Academic Assessment

ABE classes are for adult students who wish to improve their reading, writing and math skills in order to enter the GED or High School diploma program or to better their skills in the workplace as well as become more productive individuals in the community. This class is also a transition class for students who have completed ESL and wish to further their education as well as those wanting to study for the Armed Service Vocational Aptitude Battery (ASVAB).

Both daytime and evening classes are held throughout the school year.

Chula Vista Adult School..... (619) 796-7000

M-Th	7:30 am-12:15 pm	CVA
MW	12:45 pm-3:15 pm	CVA
MW	6:15 pm-9:30 pm	CVA
TTh	12:45 pm-3:15 pm	CVA
TTh	6:15 pm-9:30 pm	CVA

Montgomery Adult School..... (619) 600-3800

M-F	8:00 am-10:00 am	MOA
M-Th	10:15 am-12:15 pm	MOA
M-Th	12:45 pm-4:00 pm	MOA
M-Th	6:00 pm-9:15 pm	MOA

National City Adult School..... (619) 336-9400

M-F	8:15 am-12:15 pm	NCA
M-Th	8:00 am-12:30 pm	NCA
M-Th	1:00 pm-3:30 pm	NCA
M-Th	5:45 pm-8:45 pm	NCA

San Ysidro Adult School..... (619) 428-7200

M-F	8:00 am-1:00 pm	SYA
M-Th	1:30 pm-3:00 pm	SYA
M-W	6:00 pm-9:15 pm	SYA
Th	4:00 pm-9:15 pm	SYA

Basic Communication Skills

This class is designed for students who wish to improve their oral communications skills in addition to improving their basic reading and writing skills. It is a transition class for students who have completed the ESL program and wish to further their academic studies.

Chula Vista Adult School..... (619) 796-7000

M-Th	7:30 am-12:15 pm	CVA
M-Th	6:15 pm-9:30 pm	CVA

Montgomery Adult School..... (619) 600-3800

M-Th	8:00 am-12:15 pm	MOA
M-Th	6:00 pm-9:15 pm	MOA

National City Adult School..... (619) 336-9400

M-F	8:15 am-12:30 pm	NCA
M-Th	1:00 pm-3:30 pm	NCA
M-Th	5:45 pm-9:00 pm	NCA

San Ysidro Adult School..... (619) 428-7200

M-Th	8:00 am-12:15 pm	SYA
M-Th	6:00 pm-9:15 pm	SYA
TTh	12:45 pm-3:45 pm	SYA
F	8:00 am-10:00 am	SYA

California High School Exit Exam (CAHSEE) Preparation

If you did not receive your high school diploma because you did not pass the CAHSEE, you may sign-up for a class that will help you focus on the specific areas you need to study to pass the CAHSEE.

- Contact the school directly to make an appointment with the counselor.
- You must be enrolled and attending the class for at least two weeks before you are eligible to take the CAHSEE test with the adult school.
- Former special education students must see their former resident school psychologist prior to enrollment.

High School Diploma

Pre-requisite: Academic Assessment

Do you want to earn a high school diploma? Upon completion students may participate in our formal graduation ceremony, complete with cap and gown. These classes are designed to earn credits toward a High School Diploma. State requirements direct that all high school diploma candidates must pass the California High School Exit Exam (CAHSEE) in order to be awarded a high school diploma. Courses are offered in the following areas: English, Math, Social Science, Science and Arts. Contact the school directly to make an appointment for the academic assessment.

Both daytime and evening classes are held throughout the school year.

Chula Vista Adult School.....Multi-subjects (619) 796-7000

M-Th 7:30 am-9:45 am..... CVA
M-Th 10:00 am-12:15 pm CVA
M-Th 10:00 am-12:30 pm CVA
M-Th 3:15 pm-5:15 pm CVA
M-Th 5:45 pm-9:00 pm CVA

Montgomery Adult School..... Multi-subjects (619) 600-3800

M-F 8:00 am-10:00 am..... MOA
M-Th 10:15 am-12:15 pm MOA
M-Th 12:45 pm-4:00 pm MOA
M-Th 6:00 pm-9:15 pm MOA

National City Adult School.....Multi-subjects (619) 336-9420

M-Th 8:00 am-1:00 pm NCA
M-Th 8:00 am-1:45 pm NCA
M-Th 5:45 pm-9:00 pm NCA
MT..... 5:45 pm-9:00 pm NCA
MW 5:45 pm-9:00 pm NCA
TWTh..... 3:00 pm-5:00 pm NCA
TTh..... 5:45 pm-9:00 pm NCA
WTh 5:45 pm-9:00 pm NCA

San Ysidro Adult School.....Multi-subjects (619) 428-7200

M-Th 8:00 am-12:15 pm SYA
M-Th 1:30 pm-3:00 pm SYA
M-Th 6:00 pm-9:15 pm SYA
MTW..... 4:15 pm-6:45 pm San Ysidro High
M-Th 4:15 pm-7:45 pm San Ysidro High
M-Th 3:00 pm-5:30 pm Southwest High
M-Th 3:00 pm-5:00 pm Olympian High

Independent Study

Pre-requisite: Academic Assessment

Independent Study allows students to study for high school diploma credits at home and meet with the instructor one time per week. Students interested in Independent Study must meet specific qualifications, attend the academic assessment and see a counselor to enroll. Contact the school directly to make an appointment for the academic assessment.

Appointments available during these times:

Chula Vista Adult School	(619) 796-7000
MTW.....	5:15 pm-9:15 pm CVA
MTTh.....	3:40 pm-8:45 pm CVA
T.....	8:15 am-1:30 pm CVA
S.....	8:45 am-12:00 pm Chula Vista High
Montgomery Adult School	(619) 600-3800
M.....	1:00 pm-6:30 pm MOA
T.....	1:00 pm-5:00 pm MOA
W.....	4:00 pm-8:00 pm MOA
Th.....	4:00 pm-8:00 pm MOA
National City Adult School	(619) 336-9400
F.....	9:00 am-1:30 pm NCA
San Ysidro Adult School	(619) 428-7200
M-W.....	3:00 pm-5:00 pm Olympian High
T.....	12:45 pm-2:45 pm SYA
Th.....	4:00 pm-9:15 pm SYA
M-Th.....	4:15 pm-7:15 pm San Ysidro High

General Education Development (GED)

The GED test can give you the opportunity to earn a high school equivalency certificate. Our courses prepare students to take the GED test and cover the five subjects: Reading, Writing, Science, Social Science and Mathematics. The test is available in English or Spanish. Graduates of our GED program participate in our graduation ceremony, complete with cap and gown. Lecture courses are also available in Spanish.

Both daytime and evening classes are held throughout the school year.

GED classes are available at the following sites:

Chula Vista Adult School	(619) 796-7000
M-Th.....	7:30 am-12:15 pm CVA
M-Th.....	12:30 pm-3:30 pm CVA
M-Th.....	6:15 pm-9:30 pm CVA
Montgomery Adult School	(619) 600-3800
M-F.....	8:00 am-10:00 am..... MOA
M-Th.....	10:15 am-12:15 pm MOA
MW.....	12:45 pm-4:00 pm MOA
M-Th.....	6:00 pm-9:15 pm MOA
TTh.....	8:30 am-11:45 am..... IBA
National City Adult School	(619) 336-9420
M-F.....	8:15 am-12:30 pm NCA
M-Th.....	8:00 am-1:00 pm NCA
M-Th.....	8:00 am-1:25 pm NCA
M-Th.....	5:45 pm-9:00 pm NCA
TWTh.....	3:00 pm-5:00 pm NCA
San Ysidro Adult School	(619) 428-7200
M-F.....	8:00 am-10:00 am..... SYA
M-F.....	10:00 am-12:15 pm SYA
M-Th.....	6:00 pm-9:15 pm SYA

GED Distance Learning

Pre-requisite: Academic Assessment

This class prepares students to take the GED exam. Students meet individually with the teacher one day a week for one-half hour and complete their work independently using DVDs* and workbooks. Appointments must be kept and work must be submitted at each meeting. Contact the schools directly to register for the academic assessment.

Appointments available during these times:

<i>Chula Vista Adult School</i>	(619) 796-7000
M-Th	12:30 pm-2:30 pm CVA
M	12:45 pm-2:45 pm CVA
<i>Montgomery Adult School</i>	(619) 600-3800
T	4:15 pm-7:15 pm MOA
F	11:00 am-2:00 pm..... MOA
<i>National City Adult School</i>	(619) 336-9420
T	12:45 pm-4:30 pm NCA
TW	4:00 pm-8:45 pm NCA
<i>San Ysidro Adult School</i>	(619) 428-7200
F	10:00 am-12:00 pm SYA

* \$20.00 deposit required to loan media.

Go to
<http://www.suhd.k12.ca.us/cva/ged>
for information about the GED tests





Microsoft® Office Specialist 2010 Certification

Achieving the title of **Microsoft Certified Application Specialist** takes you to a new level of knowledge and skill that sets you apart in any of the Microsoft Office applications. (Word 2010, Excel 2010, PowerPoint 2010, Access 2010 and Outlook 2010)

The Microsoft Office Application Specialist Certification is designed to prove to yourself, your employers and your peers that you truly have the knowledge to work proficiently with the Office 2010 applications. It also shows that you have the skills and knowledge to successfully pass globally recognized exams to prove your aptitude in the software and its operation.

SERVICES AVAILABLE

PRACTICE TEST

Come in to take practice tests that will allow you to become familiar with the tests.

READINESS TEST

Once you are ready to take the test you can take a readiness test that will simulate and time you the same way as a real test.

PROCTOR AVAILABLE

To guide you through the process.

MICROSOFT CERTIFICATION TESTING

This is the real test which will allow you to become a certified professional.

TESTING DATES, HOURS AND COSTS

- Certification testing date is every 3rd Tuesday of the following months. 1/24/12, 2/21/12, 3/20/12, 4/17/12, and 5/15/12.
- Certification testing hours are from 5:00pm to 8:15pm. Please arrive at least by 4:45pm to allow enough time for your test and bring a valid ID.
- Certification testing cost is \$50 dollars for the general public, and FREE to the Adult Education Computer Application Student.

National City Adult School

517 Mile of Cars Way
National City, CA 91950
(619) 336-9400

Please Register at National City Adult School.

CAREER TECHNICAL EDUCATION (CTE)

BEGIN Your Lifetime CAREER!

CTE provides training designed with you in mind that prepare you for a specialized high wage, high demand career. These trainings ensure you will become a skilled and productive worker. Learn the foundation and skills of your chosen career pathway to qualify for industry endorsed certification, certificate of completion and/or High School diploma credits. In addition, CTE offers Programs of Study linked to Southwestern College and San Diego State University. Whether you are starting a new career or upgrading your current skills. **CTE is your TRANSITION into the WORKFORCE!**

PURCHASE YOUR TEXTBOOKS ONLINE!

Textbooks are required for ALL CTE courses. Purchase as bundle and receive 15% discount at:

WWW.SWEETWATERSCHOOLS.ORG/ADULTEducation

Click on "Purchase CTE textbooks here"

REGISTER ONLINE – Course identified with (online registration) next to title of course in brochure.

Registration for some CTE online ONLY at:

<https://ONLINEREG.SWEETWATERSCHOOLS.ORG>

NEW FOR 2012:

FLOORCOVERING INSTALLATION TRAINING

Chula Vista Adult has added ceramic tile setting to their Floorcovering Installation training program in addition to wood and carpet installation.

ONLINE MEDICAL TERMINOLOGY

CTE HAS ADDED Medical Terminology ONLINE through MindTap! Register, purchase your access card and get started today.

EARN College Credit with 2+2

Complete most CTE courses and earn credit at Southwestern Community College. Your credits will give you a **jump start** on a degree through our articulated courses. All courses that earn credits are noted with a double asterisk (**) in the following pages.

Compare Us to Private Trainings

PROGRAMS	CTE (SUHSD)*	OTHER LOCAL PRIVATE SCHOOLS
A+ CERTIFICATION	\$50	\$10,000
MA-CLINICAL	\$50	\$14,000
OFFICE ADMIN ASSIST	FREE	\$14,000
ACCOUNTING	FREE	\$10,000
CULINARY-PASTRY CHEF	\$90	15,000
OFFICE 2010	\$35	\$1,500
*Cost for CTE is by semester and does not include textbooks.		

Career Technical Education

Course Index by Industry

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Focus On Your Next Step

Career & Technical Book List

Career Technical Education

Go to: www.sweetwaterschools.org/adult_education

Click on: "[Purchase CTE textbooks here](#)"

To receive a 15% discount, purchase bundle packs-see website for details.

ISBN #	COURSE	BOOK NAME
978-0-538-97275-8	Accountant I & II	Century 21 Accounting: Multicolumn Journal 8th Edition
978-0-538-97282-6	Accountant I & II	Working Papers, Chapters 1-24 for Gilbertson/Lehman/Ross' Century 21 Accounting: Multicolumn Journal, 8th Edition
978-1-111-31112-4	Building Maintenance & Repair	Online Working Papers Chapters 1-24
978-1-4390-5777-3	Building Maintenance & Repair	RCA: Facilities Maintenance, 2nd Edition Workbook for Standiford's RCA: Facilities Maintenance, 2nd Edition
978-0-538-74390-7	Computer Applications	Microsoft Office Word 2010 -Complete
978-0-538-75005-9	Computer Applications	Microsoft Office Excel 2010 -Complete
978-0-538-74862-9	Computer Applications	Microsoft Office Access 2010 -Complete
978-1-4390-7893-8	Computer Applications	Microsoft Office PowerPoint 2010 -Complete
978-0-538-47530-3	Computer Applications	Microsoft Office Outlook 2010 -Complete
978-1-4018-4922-1	Culinary Arts Professional Baking/Pastry Skills	About Professional Baking, 1st Edition
978-1-4180-1972-3	Culinary Arts Professional Baking/Pastry Skills	Student Workbook for Sokol's About Professional Baking, 1st Edition
978-0-538-97080-8	File Clerk and Record Keeping	Alphabetic Indexing Rules Application by Computer , 4th Edition
978-1-4180-2122-1	Health Care Essentials	Intro to Health Science Technology, 2nd Edition, Simmers
978-1-4180-2123-8	Health Care Essentials	Intro to Health Science Technology, 2nd Edition, Simmers-Workbook
978-1-4283-1149-7	Introduction to Automotive Technology	Automotive Technology-A Systems Approach, 5th Ed
978-1-4180-3266-1	Medical Assistant-Admin. & Clinical	Hardcover: Medical Assisting: Administrative and Clinical Competencies, 6th Edition
978-1-4180-3267-8	Medical Assistant-Admin. & Clinical	Paperback: Workbook for Keir/Wise/Krebs/Kelley-Arney's Medical Assisting: Administrative and Clinical Competencies, 6th, 6th Edition
	Medical Terminology	ONLINE COURSE-Access Card
978-1-111-13049-7	Multimedia Design for Print and Web	Adobe InDesign CS5 Revealed, 1st Edition
978-1-111-13044-2	Multimedia Design for Print and Web	Adobe Illustrator CS5 Revealed, 1st Edition
978-1-111-13066-4	Multimedia Design for Print and Web	Adobe Dreamweaver CS5 Revealed, 1st Edition
978-1-111-13040-4	Multimedia Design for Print and Web	Adobe Flash CS5 Revealed, 1st Edition
978-1-111-13038-1	Multimedia Design for Print and Web	Adobe® Photoshop® CS5 Revealed, 1st Edition
978-0-538-72948-2	Office Assistant	The Administrative Professional: Technology & Procedure, 13th Edition
978-0-538-43990-9	Office Assistant	Calculator Printing & Display 4th Ed
978-0-538-68948-9	Office Assistant	Calculating Machines Simulation, Short Course, 5th Edition
978-0-538-97080-8	Office Assistant	Alphabetic Indexing Rules: Application by Computer 4th Edition
978-0-538-74055-5	Real Estate Practices	California Real Estate Practice 2nd Edition
978-0-538-73965-8	Real Estate Principles	California Real Estate Principles 9th Edition
978-0-324-19148-6	Computer Applications for Real Estate	Computer Applications for Real Estate 1st Edition
978-1-4180-6719-9	Teacher-Early Childhood/Child/Family & Comm	Families, Schools, and Communities-Together for Young Children 3rd Edition
978-0-547-00361-0	Teacher-Early ChildhoodDevelopment Theory	Discovering Child Development, 2nd Edition
978-1-4180-2907-4	Teacher-Early ChildhoodDevelopment Theory	Developmental Profiles: Pre-birth Through Twelve, 5th Edition
978-1-4180-5275-1	Welder	Welding: Principles and Applications, 6th Edition
978-1-4180-5277-5	Welder	Study Guide with Lab Manual for Jeffus' Welding: Principles and Applications, 6th Edition

To Purchase Books for:

Floral Design-available at Montgomery Adult School Main Office

CISCO Academy-available online only-see instructor for website detail ciscopress.com

REVISED: 11-3-11

Agriculture and Natural Resources

Floral Design I (2+2)

Prepare for employment in a flower shop, supermarket floral department, or as an entry-level floral designer. Learn how to design and create real and artificial floral designs. **Students will be required to purchase their own tools and textbook. Purchase textbooks on site at MOA. A supply fee for the semester is paid at registration; additional \$10.00 per class for fresh flowers.**

<i>Montgomery Adult School</i>	(619) 600-3800
T..... 5:15 pm-9:30 pm.....	MOA \$20.00
W..... 5:15 pm-9:30 pm.....	MOA \$20.00
Th..... 12:45 pm-5:00 pm.....	MOA \$20.00

Floral Design II

This course continues building skills learned in Floral Design I. It emphasizes wedding, funeral, and contemporary floral design work. **Students will be required to purchase their own tools and textbook. Purchase textbooks on site at MOA. A supply fee for the semester is paid at registration; additional \$10.00 per class for fresh flowers.**

<i>Montgomery Adult School</i>	(619) 600-3800
T..... 12:45 pm-5:00 pm.....	MOA \$20.00
Th..... 5:15 pm-9:30 pm.....	MOA \$20.00



Arts, Media and Entertainment

Mariachi Musician

Become part of the South Bay culture by performing as a Mariachi Musician! Learn ran-chero, bolero and other music styles as you train for employment. Minimum musical instrument experience required.

<i>Chula Vista Adult School</i>	(619) 796-7000
TTh..... 5:00 pm-7:00 pm.....	Chula Vista High



Building Trades/Construction

Residential/Commercial Construction Academy (RCA)

Prepare for employment in Construction Trades, Building Maintenance and Repair, and/or Floor Covering Installation through our new Residential/Commercial Construction Academy series.

Building Maintenance and Repair (RCA)

Prepare for employment as a building maintenance repair technician. This course will cover basic plumbing, electrical, carpentry and more!

Chula Vista Adult School..... (619) 796-7000
M-Th 7:30 am-12:00 pmCVA..... \$34.00
M-Th 5:45 pm-9:30 pmCVA..... \$28.00

Floorcovering Installation (RCA)

Prepare for entry level employment as a Floorcovering Professional. Gain skills and knowledge in carpet, basic engineered wood floor, and ceramic tile installation.

Chula Vista Adult School..... (619) 796-7000
M-Th 7:30 am-12:15 amCVA..... \$34.00
M-Th 10:00 am-12:15 pmCVA..... \$34.00



OSHA 10/30 Training

The 10-hour course is intended for entry level workers. The 10-hour outreach courses provide basic awareness training on the recognition, avoidance, abatement, and prevention of workplace hazards in the Construction Industry. The course also provides information regarding workers' rights, employer responsibilities, and filing a complaint.

Chula Vista Adult School..... (619) 796-7000
S 7:30 am-12:50 pmCVA..... \$40.00
Saturday Dates: February 25; March 3. (must attend both)
M-W 5:45 pm-9:30 pmCVA..... \$40.00
Dates: January 9, 10, 11. (must attend all 3)

The 30-hour program is for supervisors or workers with some safety responsibility. The 30-hour outreach course provides a greater depth and variety of training on an expanded list of topics associated with workplace hazards in the construction industry. OSHA provides authorized trainers procedures for each industry program on the topic outlines for each industry. 30 hour certificate class is available throughout the semester by demand. Please call: 619-934-6605 to schedule. Minimum of 30 enrollees.

Roofer (RCA)

Learn the trade of Roofer. Gain skills and knowledge with the various materials, tools, and procedures used in the roofing industry.

Chula Vista Adult School..... (619) 796-7000

S 8:45 am-12:00 pmCVA..... \$6.00

Bricklayer (Apprenticeship)

Gain skills in the trade of bricklaying as you work with skilled union apprentices. Learn preparation and setting. This course is approved by the Department of Apprenticeship Standards of the State of California.

Montgomery Adult School..... (619) 600-3800

S 7:30 am-2:00 pm San Diego Job Corps

Saturday Dates: January 21, 28; February 11, 25; March 3, 17, 24; April 14, 28; May 12.



Cement Mason (Apprenticeship)

Learn the trade of Cement Mason. Work with skilled union apprentices to learn preparation, form setting, placing cement and cement finishing. This course is approved by the Department of Apprenticeship Standards of the State of California.

Montgomery Adult School..... (619) 600-3800

S 7:30 am-2:00 pm San Diego Job Corps

Saturday Dates: January 21, 28; February 11, 25; March 3, 17, 24; April 14, 28; May 12.

Roofer (Apprenticeship)

Learn the trade of Roofer. Gain skills and knowledge in roofing and roofing maintenance.

Montgomery Adult School..... (619) 600-3800

S 7:30 am-2:00 pm San Diego Job Corps

Saturday Dates: January 21, 28; February 11, 25; March 3, 17, 24; April 14, 28; May 12.

Tilesetter (Construction Worker)

Learn the trade of Tilesetter. Work with skilled union apprentices learning tile setting and tile finishing skills. Work on walls, tubs, showers, counter tops, floors and more, using hand and power tools of the trade. This course is approved by the Department of Apprenticeship Standards of the State of California.

Montgomery Adult School..... (619) 600-3800

S 7:30 am-2:00 pm San Diego Job Corps

Saturday Dates: January 21, 28; February 11, 25; March 3, 17, 24; April 14, 28; May 12.

Education/ Child Development

Teacher-Early Childhood

Development Theory (2+2) (online registration)

Earn transferable college credits towards assistant preschool teacher while focusing on theories of physical, psychosocial and cognitive development of children from conception through adolescence.

Montgomery Adult School..... (619) 600-3800

M-F 8:00 am-10:00 am..... MOA

Teacher-Early Childhood/Child/

Family and Community (2+2) (online registration)

Earn transferable college credits towards assistant preschool teacher while developing an understanding of community resources, effective and positive communication within families, staff and communities. Examine the ways in which family, diversity and culture influence the development of children.

Montgomery Adult School..... (619) 600-3800

M-F 10:15 am-12:15 pm MOA

Interpreter

American Sign Language 1 and 2 (online registration)

Make yourself more employable by being able to communicate with Deaf or hard of hearing clients. This course is levels 1 & 2 of ASL Interpreter requirements.

Montgomery Adult School..... (619) 600-3800

TTh..... 6:00 pm-9:15 pm IBA

Engineering and Design

A+ Computer Repair

Cisco IT Essentials

Hands-on training program that prepares you to take the two exams leading to CompTIA® A+ Certification and Cisco IT certification. Learn installation, configuration, diagnosing, preventative maintenance and basic networking of computers, as well as security, safety, environmental issues, communication and professionalism. Purchase textbook at www.ciscopress.com.

Montgomery Adult School..... (619) 600-3800

M-Th 8:15 am-12:00 pm IBA..... \$50.00

MW 5:00 pm-8:30 pm..... IBA..... \$50.00 - Hybrid online course

Finance and Business

Accountant (online registration)

Beginning and Intermediate (2+2)

Instruction in double-entry system from basic through automated accounting packages as well as the preparation, arrangement, and analysis of accounting reports.

Chula Vista Adult School..... (619) 796-7000

TTh..... 5:45 pm-9:00 pm CVA

Montgomery Adult School..... (619) 600-3800

TTh..... 1:00 pm-4:15 pm MOA

Office Assistant (2+2)- File Clerk (online registration)

Prepare for success in today's office. Instruction in communication, office procedures, business etiquette, customer satisfaction and time management. You will gain the knowledge and skills to become an asset to the administrative professional field.

Chula Vista Adult School..... (619) 796-7000

M-Th 7:30 am-9:45 am..... CVA

M-Th 10:00 am-12:15 pm CVA

M-Th 12:45 pm-3:00 pm CVA

National City Adult School..... (619) 336-9400

MWF 8:15 am-12:30 pm NCA

Keyboarding

Beginning and Intermediate (2+2)

Gain competency in the touch method of keyboarding and the ten-key pad. (non-prorated \$8.00 fee includes typing certificate).

Chula Vista Adult School..... (619) 796-7000

M-Th 7:30 am-9:45 am..... CVA

M-Th 10:00 am-12:15 pm CVA

M-Th 12:45 pm-3:00 pm CVA

Montgomery Adult School..... (619) 600-3800

M-F 8:00 am-10:00 am..... MOA

M-Th 10:15 am-12:15 pm MOA

M-Th 12:45 pm - 2:15 pm MOA

MW 5:30 pm-9:15 pm MOA

TTh..... 5:30 pm-9:15 pm MOA

TTh..... 12:30 pm-4:00 pm South County Career Ctr

National City Adult School..... (619) 336-9400

MWF 10:30 am-12:30 pm NCA

M-Th 1:00 pm-4:50 pm NCA

M-Th 5:15 pm-8:50 pm NCA

San Ysidro Adult School..... (619) 428-7200

M-Th 10:00 am-12:45 pm SYA

M-Th 1:00 pm-3:30 pm SYA

TTh..... 6:00 pm-9:15 pm SYA

Typing Certificate-Test Only

(Non-prorated \$8.00 fee)

Chula Vista Adult School..... (619) 796-7000

M-Th 7:30 am - 3:00 pm CVA

Montgomery Adult School..... (619) 600-3800

M-F 8:00 am-10:00 am..... MOA

M-Th 5:30 pm-9:00 pm MOA

National City Adult School..... (619) 336-9400

MWF 9:00 am-12:00 pm NCA

M-Th 7:00 pm-8:00 pm NCA

San Ysidro Adult School..... (619) 428-7200

M-Th 10:00 am-12:45 pm SYA

M-Th 1:00 pm-1:30 pm SYA

T-Th..... 6:00 pm-9:15 pm SYA





Health Science/ Medical Technology

REQUIREMENTS FOR ALL HEALTH SCIENCE CLASSES:

- Take and pass reading assessment with 560 or higher
- Reading assessment dates and information may be found on our website at: www.sweetwaterschools.org/adulteducation Click on Health Occupations Reading Assessment Schedule.
- Completion of **HEALTHCARE ESSENTIALS COURSE**
- Registration is online only, beginning December 5, 2011

Health Care Essentials (Online Registration)

Course is a prerequisite for ALL Health Science Classes

Register beginning December 5th online ONLY @

[HTTPS://ONLINEREG.SWEETWATERSCHOOLS.ORG](https://onlinereg.sweetwaterschools.org)

Learn the skills necessary to pursue a career in professional health care, focusing on body structure and functions, vital signs, emergency procedures, safety and health maintenance, ethical and legal responsibilities, and medical terminology. Course is offered as either 18 or 9 week course.

18 Week Session Class: January 9, 2012- May 25, 2012

Chula Vista Adult School	(619) 796-7000
MW	12:15 pm-3:30 pm CVA
National City Adult School	(619) 336-9400
TTh.....	12:45 pm-4:00 pm NCA
MW	4:00 pm-7:15 pm NCA
San Ysidro Adult School	(619) 428-7200
M-Th	11:30 am-1:15 pm..... SYA
MW	1:45 pm-5:15 pm SYA
TTh.....	5:30 pm-9:15 pm SYA

9 Week Session Class: January 9, 2012 - March 9, 2012

9 Week Session Class: March 12, 2012 - May 25, 2012

National City Adult School	(619) 336-9400
M-Th	5:30 pm-9:00 pm NCA

Medical Terminology-Online Course

Take this course online! Schedule weekly appointments to meet one-on-one with your instructor. Prepare for work in the health industry by learning medical terminology. Gateway course into health occupations. Purchase your access card on our textbook website (see page 19). Access card must be purchased prior to first class meeting.

Mandatory orientation on January 12, 2012; at NCA in room #110 at 5:45 pm.

Bring access card to orientation

***THIS COURSE IS NOT A PREREQUISITE COURSE TO HEALTH CLASSES**

National City Adult School..... (619) 336-9400

Th..... 5:45 pm-9:00 pm NCA (by appointment only)

Medical Assistant - Administrative (2+2)

Prerequisite: Healthcare Essentials - may be taken concurrently

Tab score of 560+

Prepare for work in the health industry as a Medical Assistant-Administrative (front office). Qualified Medical Assistants are in demand in today's employment market. This course will prepare you to take the California Certifying Board for Medical Assistant (CCBMA) exam for work in a variety of positions and teach you medical software.

Chula Vista Adult School..... (619) 796-7000

M-Th 8:00 am-11:45 am.....CVA..... \$25.00

San Ysidro Adult School..... (619) 428-7200

M-F 8:00 am-11:15 am.....SYA \$25.00



Medical Assistant - Clinical (2+2)

Prerequisite: Healthcare Essentials - may be taken concurrently

Tab score of 560+

Prepare for work in the health industry as a Clinical Medical Assistant (back office), a multi-skilled member of a health care team. Receive hands on training to take temperature and pulse, measure respiration and blood pressure, and give injections. Due to government health requirements students must be at least 18 years old to perform injections and venipunctures. This course prepares students to take the California Certifying Board for medical Assistant (CCBMA) exam.

National City Adult School..... (619) 934-6605

M-Th 8:15 am-12:00 pmNCA \$50.00

San Ysidro Adult School..... (619) 428-7200

M-Th 2:00 pm-5:30 pm.....SYA \$50.00

M-Th 5:45 pm-9:15 pm.....SYA \$50.00

Certified Nursing Assistant and Home Health Aide (2+2)

Prerequisite: Healthcare Essentials and Tabe score of 560+

Gain the skills needed to care for ill, aging or disabled patients. Includes theory and clinical practice in a skilled nursing facility that prepares you for the California State Board Certified Nursing Assistant Examination. The CVA site also includes Home Health Aide preparation. After completion of prerequisites, call CTE at (619) 934-6605 to register.

<i>Chula Vista Adult School</i>	(619) 934-6605	
M-Th	7:00 am-3:15 pm	Fredericka Manor Care Ctr
<i>National City Adult School</i>	(619) 934-6605	
M-Th	4:00 pm-8:00 pm	Fredericka Manor Care Ctr
F	4:00 pm-7:00 pm	Fredericka Manor Care Ctr

TEAS Prep

Prepare for Test of Essential Academic Skills (TEAS) reading and mathematics portion via our online course. Check in with your instructor weekly by appointment. Contact the CTE office for a referral slip at 619-934-6605. TABE assessment score of 518+ required.

Chula Vista Adult School
Schedule by appointment

Veterinary Assistant Program

The Veterinary Assistant program will prepare you to assist the Veterinarian Technician in their daily tasks. This program combines 35-hours of classroom instruction with a 24-hour self-externship assignment. Contact Boston Reed at 1-800-201-1141 for fees and registration (a cancellation fee may apply).

<i>Montgomery Adult School</i>	(619) 600-3800	
S	8:00 am-3:30 pm	IBA
Session: January 21,28; February 4, 11, 25.		

Hospitality/Tourism/Recreation

Culinary Arts

Food and Sanitation (Food Handler's Card)

This course is offered for all students who want to gain their San Diego Food Handlers License. **This license is the only one accepted for students in our SUHSD adult education culinary courses.** Students enrolled in SUHSD culinary courses must prove possession of this license no later than the second week of the semester. Failure to show proof will result in the student being dropped from the culinary training.

This training is also offered for parents and staff of schools who need the SD County licenses to participate in fundraisers around the county where they will serve and /or sell food to help raise money for student organizations.

Cost of training is \$6.00 per student; call for dates and times (619) 428-7200

<i>San Ysidro Adult School</i>	(619) 428-7200
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Culinary Arts

Professional Cooking (2+2)

Explore hands-on cooking of various cuisines while learning major aspects of the food service and hospitality industry. This is a two year program.

There is an instructional supply fee of \$50.00 per semester.

<i>Chula Vista Adult School</i>	(619) 796-7000
T-Th.....	7:30 am-2:30 pm CVA
Th.....	6:15 pm-9:30 pm CVA

Culinary Arts

Professional Baking/Pastry Chef I (2+2)

Learn designing, baking, decorating, and serving of attractive pastries and cakes to begin a career in Baking/Pastry. The course also highlights all aspects of effective bakery management.

9 Week Session Class: January 9, 2012 - March 9, 2012

9 Week Session Class: March 12, 2012 - May 25, 2012

There is an instructional supply fee of \$45.00 per nine week session.

<i>Montgomery Adult School</i>	(619) 600-3800
M-Th.....	12:45 pm-4:00 pm MOA
M-Th.....	8:00 am-12:15 pm MOA
M-Th.....	5:15 pm-9:30 pm MOA
F.....	8:00 am-10:00 am..... MOA
<i>National City Adult School</i>	(619) 336-9400
M-Th.....	8:15 am-12:15 pm NCA
M-Th.....	1:00 pm-4:33 pm NCA
<i>San Ysidro Adult School</i>	(619) 428-7200
M-Th.....	12:45 pm-4:15 pm SYA
M-Th.....	5:15 pm-8:30 pm SYA



Professional Baking/Pastry Chef II

Develop advanced Pastry Chef skills and techniques in designing, baking, decorating, serving customized pastries, and elaborate cakes. Students will participate in shows and/or competitions both inside and outside of school.

<i>Montgomery Adult School</i>	(619) 600-3800
M-Th.....	12:45 pm-4:00 pm MOA
<i>San Ysidro Adult School</i>	(619) 428-7200
M-F.....	8:00 am-12:45 pm SYA

Information Technology

Computer Applications (2+2)

Learn how to create and edit letters, spreadsheets, presentations, databases and other professional-looking documents for the workplace. Gain expertise in the new Microsoft Office 2010 application suite. Earn a Microsoft certification in Word, Excel, PowerPoint, and Access used in business offices today.

Class fee of \$30.00 includes Microsoft Office User Certification exam.

Chula Vista Adult School..... (619) 796-7000

M-Th 7:30 am-9:45 am..... CVA
M-Th 10:00 am-12:15 pm CVA
M-Th 12:45 pm-3:15 pm CVA
MW 5:45 pm-9:30 pm CVA
TTh..... 5:45 pm-9:30 pm CVA
S 8:45 am-12:00 pm Chula Vista High

Montgomery Adult School..... (619) 600-3800

M-F 8:00 am-10:00 am..... MOA
M-Th 12:45 pm-2:45 pm MOA
MW 5:30 pm-9:15 pm MOA
TTh..... 5:30 pm-9:15 pm MOA
MW 8:00 am-12:15 pm IBA

National City Adult School..... (619) 336-9400

M-Th 1:00 pm-4:50 pm NCA
M-Th 5:15 pm-9:00 pm NCA

San Ysidro Adult School..... (619) 428-7200

M-Th 10:00 am-12:15 pm SYA
M-Th 12:45 pm-2:15 pm SYA
TTh..... 6:00 pm-9:15 pm SYA

Microsoft Office User 2010 Certification Exam

Whether you want to stand out in the job market, improve your performance, or better prepare yourself to enter the workforce, the Microsoft Office User 2010 certification can help you differentiate yourself in today's competitive job market, broaden your employment opportunities by displaying your skills, and result in higher earning potential. Certification validates your expertise that businesses rely on to succeed.

Sign-up at National City Adult School: Exam given every 3rd Tuesday of the month.
FREE to Computer Application Students and \$50 to the public (value of \$175.00)

National City Adult School..... (619) 336-9400

3rd Tue of Month 5:00 pm-8:00 pm Beginning January 24, 2012



Introduction to Computer Concepts (2+2)

Confused and a bit frightened about computers? You have one but are unsure what to do with it or how it works? This 9 week course will provide students with computer basics, which includes: terminology, Windows operating system, word-processing, spreadsheet and database using Microsoft Office. No prior experience required.

Class fee of \$30.00

9 Week Session Class: January 9, 2012 - March 9, 2012

9 Week Session Class: March 12, 2012 - May 25, 2012

Chula Vista Adult School..... (619) 796-7000

M-Th 12:30 pm-4:00 pm CVA

MW 5:45 pm-9:30 pm CVA

Montgomery Adult School..... (619) 600-3800

M-Th 10:15 am-12:15 pm MOA

MWF 1:00 pm-4:00 pm South County Career Ctr.

National City Adult School..... (619) 336-9400

M-Th 1:00 pm-4:50 pm NCA

M-Th 5:15 pm-8:50 pm NCA

San Ysidro Adult School..... (619) 428-7200

M-Th 10:00 am-12:15 pm SYA

M-Th 1:00 pm-3:30 pm SYA

TTh..... 6:00 pm-9:15 pm SYA

Certified Network Technician (CCNT) (2+2)

Become a certified Network Technician – Cisco and/or CompTIA. The demand for skilled network support professionals continues to grow and Network+ is a valuable credential to help start or enhance a networking career. This course will prepare you for both Cisco and CompTIA exams. Purchase textbook at www.ciscopress.com.

National City Adult School..... (619) 336-9400

M-Th 8:00 am-12:45 pmNCA \$50.00

Cisco Certified Network Associate-CCNA (2+2)

Take the next step in advancing your IT career. Prepares you for the CCNA exam as well as providing advance networking knowledge and foundations for other accelerated certifications. Prepare today in our new Cisco Academy. Purchase textbook at www.ciscopress.com.

National City Adult School..... (619) 336-9400

M-Th 1:15 pm-4:00 pmNCA \$50.00

Multimedia Design for Print & Web (2+2)

Learn to create effective communication using different media tools for print design and web publishing with Adobe Creative Suite 5: Dreamweaver, Flash, Illustrator, Photoshop, and InDesign. This course will cover design, project planning, communication and technology to implement the skills learned.

Class fee of \$30.00

Chula Vista Adult School..... (619) 796-7000

M-Th 7:30 am-9:45 am..... CVA

M-Th 10:00 am-12:15 pm CVA

M-Th 12:45 pm-3:15 pm CVA

MW 5:45 pm-9:30 pm CVA

TTh..... 5:45 pm-9:30 pm CVA

Manufacturing/Product Development

Welder

Train for the high demand, high wage job of welder. Course includes blueprint reading for welders, torching, brazing, SMAW (shield & metal arc), GMAW (gas metal arc), TIG, MIG, and Plasma cutting which all prepare you for AWS certification.

<i>Montgomery Adult School</i>	(619) 600-3800		
M-F	8:00 am-12:00 pm	San Diego Job Corps.....	\$180.00
M-F	1:00 pm-3:00 pm.....	San Diego Job Corps.....	\$90.00
<i>National City Adult School</i>	(619) 336-9400		
MW	4:30 pm-9:15 pm.....	NCA	\$85.00
(SMAW/GMAW/Torching/Brazing)			
TTh.....	4:30 pm-9:00 pm.....	NCA	\$85.00
(TIG/MIG/Plasma)			

Marketing/ Sales/Service

Real Estate Principles (online registration)

This course is designed to provide in-service training for **Real Estate Principles** within California, as well as classroom training covering all matters related to the ownership and transfer of real property. This is a mandatory course approved by the California Department of Real Estate for the California Real Estate Salesperson License.

<i>Chula Vista Adult School</i>	(619) 796-7000	
M-Th	5:00 pm-6:25 pm	CVA

Real Estate Practices (online registration)

Learn the applications of multiple listing service procedures, conducting a Comparative Market Analysis, making a listing presentation, financing, appraising, sales techniques, advertising, and ethics. This is a mandatory course approved by the California Department of Real Estate for the California Real Estate Salesperson License.

<i>Chula Vista Adult School</i>	(619) 796-7000	
M-Th	6:30 pm-7:55 pm	CVA

Computer Applications for Real Estate (online registration)

Learn how computer applications can be applied to the practice of Real Estate. Real Estate professionals will develop an understanding of technology and learn how to use it to grow their business. This is a mandatory course approved by the California Department of Real Estate for the California Real Estate Salesperson License.

<i>Chula Vista Adult School</i>	(619) 796-7000	
M-Th	8:05 pm-9:30 pm	CVA

Interpreter

Workplace Spanish (online registration)

Enhance your employable skills by learning to speak Spanish for the workplace or communicate more effectively with your Spanish speaking clients.

<i>Chula Vista Adult School</i>	(619) 796-7000	
TTh.....	6:15 pm-8:15 pm	CVA

Public Service

Security Officer

Prepare for employment as an unarmed security officer, patroller, gatekeeper and crossing guard. Become proficient in oral and written communications. Acquire safety skills from OSHA regulations. Learn bomb threat procedures and proper escorting techniques. Includes preparation for state certification in powers to arrest, mace, and baton.

<i>Montgomery Adult School</i>	(619) 600-3800
M-F	8:00 am-12:00 pm San Diego Job Corps
M-F	1:00 pm-3:00 pm San Diego Job Corps

Transportation

Introduction to

Automotive Technology (2+2)

Learn the theory of operation of the automotive systems, and acquire the skills necessary to diagnose, repair and maintain automobiles. Preparation for ASE certification is available as part of this course.

<i>Montgomery Adult School</i>	(619) 600-3800
M-F	8:00 am-12:00 pmSan Diego Job Corps.....\$60.00
M-F	1:00 pm-3:00 pm.....San Diego Job Corps.....\$30.00

School Bus Driver (online registration)

Learn to be a School Bus Driver. Course includes preparation for Class B with passenger and school bus endorsements, as well as in-service for school bus drivers within San Diego County.

<i>Chula Vista Adult School</i>	(619) 796-7000
MW	6:15 pm-9:30 pm CVA
Dates: January 9, 2012 - February 22, 2012	
April 9, 2012 - May 16, 2012	

CTE General

Job Skills Training

Prepares new or displaced workers for entry or reentry into the workforce by effectively marketing their job-related skills and experience to employers.

<i>Montgomery Adult School</i>	(619) 600-3800
M-F	8:00 am-3:00 pm Public Consulting Group
M-F	8:30 am-12:30 pm South County Career Ctr
MW	1:00 pm-4:00 pm South County Career Ctr

ESL Orientation

Students new to our English as a Second Language (ESL) program go through a three (3) hour orientation session. This orientation provides an assessment of the student’s English skills so the student can be placed in the appropriate class to begin instruction. This orientation also gives an overview of our program, talks about other classes available and assists the student in goal setting to promote success within our program. Students must go to the adult school they wish to attend to enroll. You must attend the full three-hour orientation.

Students may purchase books and materials but are not required to do so as a condition of enrollment or attendance.

Los estudiantes que son nuevos en nuestro programa de inglés como segundo idioma (ESL por sus siglas en inglés), asisten a una sesión de orientación que tiene una duración de tres (3) horas. En dicha orientación se evalúa el grado de dominio en inglés del estudiante para que empiece a recibir instrucción en la clase adecuada. La orientación también les proporciona una idea general sobre nuestro programa, se les habla sobre otras clases disponibles, y les ayuda a los estudiantes a establecer una meta para promover el éxito dentro de nuestro programa. Los estudiantes deben acudir a la escuela de adultos si desean asistir a la orientación para inscribirse. Acuda o comuníquese a las oficinas si desea saber las fechas exactas de la orientación. Usted tiene que asistir a las tres (3) horas de orientación.

Los estudiantes pueden adquirir sus libros y útiles. Sin embargo, no es obligatorio para inscribirse o asistir.

ESL/Orientations are available at the following sites

Subject to change – please check with school site

Chula Vista Adult School	(619) 796-7000
MTh.....	8:30 am-11:30 am..... CVA
MTh.....	6:30 pm-9:30 pm CVA
Montgomery Adult School	(619) 600-3800
T.....	8:00 am-11:00 am..... MOA
T.....	6:00 pm-9:00 pm MOA
National City Adult School	(619) 336-9400
TTh.....	10:15 am-1:15 pm NCA
TTh.....	5:30 pm-8:30 pm NCA
San Ysidro Adult School	(619) 428-7200
MW.....	9:00 am-12:00 pm SYA
MW.....	6:00 pm-9:00 pm SYA

ESL Classes

Our English as a Second Language (ESL) program is for all students 18 and older whose first language is not English. The classes begin at **Beginning Literacy** for students who do not speak English at all, **Low Beginning** for students who are extremely limited in English, **High Beginning** for students who speak limited English related to their immediate needs, **Low Intermediate** for students who respond correctly to common questions, can read simple passages and write simple sentences and **High Intermediate** for students who can function independently in most familiar situations. After Orientation, students are placed in the appropriate level to begin instruction. ESL students will learn to:

Speak and understand English	Read and write English
Talk to the doctor	Talk to children's teachers
Apply for a job	Understand American customs

Students in ESL classes learn about a different EL Civics topic each semester. Topics include education, health, emergency communication, employment, low cost medical and dental insurance, and more! Students learn about community resources and practice conversations and application forms related to these topics.

Students new to our English as a Second Language (ESL) program go through one three-hour orientation session.

Students may purchase books and materials but are not required to do so as a condition of enrollment or attendance.

Clases de Inglés Como Segundo Idioma (ESL por sus siglas en inglés.)

*Nuestro programa de inglés como segundo idioma es para todo alumnos de 18 de edad en adelante cuyo primer idioma no sea el inglés. Las clases inician a nivel de **Pre-Alfabetización** para los alumnos que no hablan inglés, El nivel **Básica es para** alumnos que no hablan inglés. El nivel **Básico Avanzado**, es para alumnos cuyo dominio del idioma se limita a sus necesidades inmediatas. El nivel **Básico Intermedio**, es para alumnos que pueden responder correctamente a preguntas comunes, que pueden leer y escribir oraciones sencillas. El nivel **Elevado Intermedio**, es para alumnos que pueden comunicarse de manera independiente dentro del entorno familiar. Después de la orientación, a los alumnos se les inscribe en el nivel apropiado para que inicien sus clases. Los alumnos de las clases de ESL aprenden:*

<i>A hablar y entender inglés</i>	<i>A leer y escribir en inglés</i>
<i>A hablar con el doctor</i>	<i>A hablar con los maestros de los niños</i>
<i>A solicitar un empleo</i>	<i>A entender las costumbres estadounidenses</i>

Los estudiantes que son nuevos en nuestro programa de inglés como segundo idioma (ESL por sus siglas en inglés), asisten a una sesión de orientación que tiene una duración de tres horas.

Los estudiantes pueden adquirir sus libros y útiles sin embargo, no es obligatorio para inscribirse o asistir.

ESL classes are available at the following sites:

Chula Vista Adult School	(619) 796-7000
M-Th	7:30 am-12:00 pm CVA
	OR 7:30 am-12:15 pm
M-Th	8:00 am-2:15 pm CVA
M-Th	6:15 pm-9:30 pm CVA
Montgomery Adult School	(619) 600-3800
M-F	8:00 am-10:00 am..... MOA
M-Th	10:15 am-12:15 pm MOA
M-Th	12:45 pm-4:00 pm MOA
M-Th	6:00 pm-9:15 pm MOA
National City Adult School	(619) 336-9400
M-Th	8:00 am-12:45 pm NCA
M-F	8:15 am-12:15 pm NCA
M-F	8:15 am-12:30 pm NCA
M-Th	1:00 pm-4:35 pm NCA
M-Th	1:00 pm-3:30 pm NCA
MTW.....	1:00 pm-4:00 pm NCA
MT.....	1:00 pm-4:45 pm NCA
WTh	1:00 pm-5:21 pm NCA
M-Th	5:45 pm-9:00 pm NCA
M-Th	5:45 pm-8:45 pm NCA
San Ysidro Adult School	(619) 428-7200
M-F	8:00 am-12:15 pm SYA
M-Th	12:45 pm-3:45 pm SYA
M-Th	6:00 pm-9:15 pm SYA

ESL Beginning Conversation 1 and 2

This class is for students who want to increase fluency and attain the language skills necessary for basic communication in the community and the workplace. Students will increase fluency through guided conversation and practice. Students should also be enrolled in a High Beginning ESL class or above in order to be successful.

Chula Vista Adult School	(619) 796-7000
MTW.....	12:30 pm-2:30 pm CVA
Montgomery Adult School	(619) 600-3800
TTh.....	12:45 pm-2:45 pm MOA
San Ysidro Adult School	(619) 428-7200
MW	12:45 pm-3:45 pm SYA

ESL Advanced Conversation 1 and 2

This class is for students, educated in their native country, who have studied the English language in an academic setting, either in their homeland or in the U.S.A. Enrollees are often professionals seeking to perfect their language skills to be utilized in the workplace through guided conversation and practice.

Chula Vista Adult School	(619) 796-7000
M-Th	12:45 pm-3:15 pm CVA
Montgomery Adult School	(619) 600-3800
TTh.....	12:45 pm-2:45 pm MOA
San Ysidro Adult School	(619) 428-7200
MW	12:45 pm-3:45 pm SYA

ESL Pronunciation

This course is designed for students whose native language is not English and whose primary need is to increase conversational use of the English language. Students will increase fluency through guided conversation and practice.

Montgomery Adult School..... (619) 600-3800

MW 12:45 pm-2:45 pm MOA

ESL/Citizenship

ESL/Citizenship classes are specifically designed to help individuals pass the new citizenship exam and become U.S. citizens. The classes are for second language learners and provide practice in the United States Citizenship & Immigration Services (USCIS) exams as well as give a background in United States history and government. Students will also learn citizenship requirements. Low Intermediate level in ESL and/or teacher approval is required to enroll.

Students new to our ESL/Citizenship program must go through one three-hour orientation session.

Students may purchase books and materials but are not required to do so as a condition of enrollment or attendance.

Las clases de ciudadanía y de Inglés como Segundo Idioma fueron diseñadas específicamente para ayudar a las personas a aprobar el examen nuevo de ciudadanía y obtener la ciudadanía estadounidense. Las clases son para las personas que están aprendiendo inglés y les permite practicar en los exámenes de ciudadanía de los Servicios de Inmigración de los Estados Unidos (USCIS por sus siglas en inglés) además de proporcionar conocimientos en historia y gobierno de los Estados Unidos. Los alumnos aprenderán cuales son los requisitos para obtener la ciudadanía. Para poder inscribirse en la clase los alumnos necesitan aprobar el nivel básico intermedio de ESL y/o constar con la aprobación de su maestro.

Los alumnos de nuevo ingreso en Las clases de ciudadanía y de Inglés como Segundo Idioma (ESL por sus siglas en inglés), deben asistir a una sesión de orientación de 3 horas.

Los alumnos pueden comprar sus libros y útiles; sin embargo, no es obligatorio para inscribirse o asistir a clases.

ESL/Citizenship classes are available at the following sites

Subject to change – please check with school site

Chula Vista Adult School..... (619) 796-7000

MW 5:15 pm-9:30 pm CVA

S 8:45 am-12:00 pm Chula Vista High

Montgomery Adult School..... (619) 600-3800

S 9:30 am-12:30 pm Otay Mesa Library

National City Adult School..... (619) 336-9400

M-F 8:15 am-12:20 pm NCA

San Ysidro Adult School..... (619) 428-7200

TTh..... 9:00 am-12:15 pm SYA

F 10:00 am-1:00 pm SYA

MW 6:00 pm-9:15 pm SYA

S 8:30 am-12:30 pm San Ysidro High

M..... 8:15 pm-10:45 pm Smythe Elementary

Other ESL Classes in the Community

ESL classes are offered at the following sites at all levels. You can register directly in the classroom.

Chula Vista Adult School	(619) 796-7000
MW	8:30 am-11:30 am..... Church Of The Most Precious Blood
S	8:45 am-12:00 pm Chula Vista High
TTh.....	6:30 pm-8:30 pm Chula Vista Mall
M-Th	8:30 am-11:00 am..... Discovery Elementary
MW	6:00 pm-9:00 pm Eastlake High
M-Th	7:50 am-10:20 am..... Feaster-Edison Elementary
M-Th	12:30 pm-3:00 pm Harborside Elementary
M-Th	8:45 am-11:45 am..... Kellogg Elementary
M-Th	8:15 am-12:30 pm Rice Elementary
M-Th	8:45 am-11:15 am..... Rosebank Elementary
M-Th	8:30 am-10:45 am..... McMillin Elementary
M-Th	8:00 am-11:00 am..... Vista Square Elementary
MW	6:00 pm-9:00 pm Vista Square Elementary
Montgomery Adult School	(619) 600-3800
M-F	8:45 am-1:00 pm IBA
MTW.....	9:00 am-12:00 pm Los Altos Elementary
M-Th	8:15 am-11:15 am..... Otay Elementary
M-Th	8:00 am-11:00 am..... Vista La Rosa Apts
San Ysidro Adult School	(619) 428-7220
M-F	8:00 am-11:00 am..... Beyer Elementary
TThF	8:15 am-10:45 am..... Smythe Elementary

Spanish Literacy

This program is designed for Spanish speakers who have minimal or no literacy skills in their native language. This competency-based course contains pre-and basic reading and writing skills in Spanish and a minimal English as a Second Language component. The purpose of the course is to enable students to easily learn and transfer native language literacy skills to literacy skills in English. This will facilitate entry into the regular ESL program.

Este programa fue diseñado para personas de habla hispana que tengan poca o nula aptitud para la lectura y escritura. El curso, basado en la capacidad, comprende aptitudes previas y básicas a la lectura y la escritura en español, y un pequeño componente en inglés como segunda lengua. El propósito del curso es permitir que los estudiantes aprendan a leer y escribir en su idioma materno para aplicar dichos conocimientos al inglés. Lo anterior les ayudará a entrar al programa regular de ESL.

San Ysidro Adult School	(619) 428-7200
M-Th	12:45 pm-3:45 pm SYA



Distance Learning

ESL/Citizenship Distance Learning

This class offers students with limited time for daily classes a way to study for the new citizenship exam and learn about United States history and government. Students meet one-on-one with the teacher **one day a week for one-half hour** and complete their work independently using DVDs* and workbooks. Weekly appointments are available at the following sites.

Chula Vista Adult School	(619) 796-7000
Th.....	5:30 pm-8:30 pm CVA
National City Adult School	(619) 336-9400
Th.....	8:00 am-1:00 pm NCA
San Ysidro Adult School	(619) 428-7200
MW.....	5:00 pm-6:00 pm SYA

(\$20.00 deposit required to loan media.)

ESL Distance Learning

This class offers students with limited time for daily classes a way to study English in their home. Students meet one-on-one with the teacher **one day a week for one-half hour** and complete their work independently using DVDs*, the internet, and workbooks. Weekly appointments are available at the following sites.

Chula Vista Adult School	(619) 796-7000
M-Th.....	8:00 am-1:30 pm CVA
MT.....	7:30 am-12:45 pm CVA
M.....	8:15 am-1:30 pm CVA
TW.....	12:45 pm-3:15 pm CVA
WTh.....	11:00 am-7:15 pm..... CVA
Th.....	7:30 am-12:30 pm CVA
Th.....	5:30 pm-8:30 pm CVA
Montgomery Adult School	(619) 600-3800
M-Th.....	8:00 am-8:30 pm. MOA
National City Adult School	(619) 336-9400
M-Th.....	8:00 am-1:00 pm NCA
M-Th.....	12:45 pm-3:30 pm NCA
M-Th.....	3:30 pm-5:30 pm NCA
San Ysidro Adult School	(619) 428-7200
M-Th.....	8:00 am-12:15 pm SYA
M-Th.....	12:45 pm-3:30 pm SYA
M-Th.....	12:45 pm-4:15 pm SYA
M-Th.....	4:30 pm-8:00 pm SYA
TTh.....	4:00 pm-5:00 pm SYA
F.....	10:00 am-1:30 pm SYA

* \$20.00 deposit required to loan media.

ACTIVE ADULTS

Beading and Jewelry Design

Learn to create beautiful jewelry for fun or for profit.

Montgomery Adult School	(619) 600-3800
MW.....	8:30 am-12:45 pm IBA
MW.....	5:00 pm - 8:45 pm IBA

Parenting Courses

Courses instruct participants in a variety of aspects of parenting from prenatal through adolescence. There are two types of instruction.

Parent-Child Classes: Parents, or those responsible for the care of young children, attend these classes with their children.

Parent Involvement Classes: Provide instruction in specialized areas for adults only.

Fees for all parenting classes will be; Individual Fee \$3.00/hr and Family Fee \$5.00/hr.

Fees for supplies and/or materials may be charged for some classes.

New Students: When registering, you must provide proof of freedom from tuberculosis (TB) for all adults and children above the age of 18 months. All children must have proof of other immunizations as suggested by the Health Department. All class fees must be paid at the time of registration.

Multi level Parent Education

Parents (caregivers/guardians) will learn how to play a more positive and effective role in parenting their children. The core program is focused on basic parenting issues. Other topics may include child development, health and safety, parental roles in society, improving communication, and discipline. It is recommended that the course be repeated 2-4 semesters as appropriate.

<i>Chula Vista Adult School</i>	(619) 796-7000
MTW.....	8:30 am-12:00 pm Vista Square Elementary
MTW.....	9:00 am-12:00 pm Vista Square Elementary
MW.....	12:30 pm-2:30 pm Vista Square Elementary
T.....	12:30 pm-1:15 pm Vista Square Elementary
ThF.....	9:00 am-11:30 am..... Vista Square Elementary
<i>Montgomery Adult School</i>	(619) 600-3800
M.....	6:00 pm-8:00 pm MOA
WTh.....	12:30 pm-1:30 pm MOA
MWF.....	9:00 am-12:15 pm IBA
TTh.....	9:00 am-12:15 pm IBA
MWF.....	9:00 am-12:00 pm Kellogg Elementary
TTh.....	9:00 am-12:00 pm Kellogg Elementary
TW.....	12:30 pm-2:00 pm Kellogg Elementary
MW.....	12:30 pm-2:00 pm Kellogg Elementary
<i>National City Adult School</i>	(619) 336-9400
MWF.....	8:15 am-12:30 pm NCA
TTh.....	8:15 am-12:30 pm NCA



HEALTH & SAFETY

Aerobics

This is a physical and mental fitness program designed to immerse students in the concept of cardiovascular fitness.

Chula Vista Adult School..... (619) 796-7000
M-Th 6:00 pm-8:30 pm Chula Vista High

Yoga

Provides training in physical flexibility and balance, as well as breathing and mental focus for overall fitness.

San Ysidro Adult School..... (619) 428-7200
TTh..... 6:00 pm-7:30 pm Olympian High (Dance Room)

Cardio Rhythmic Movement

Provides a high interest continuing program in health and physical conditioning using music and presenting cardio rhythmic movement as a healthy, enjoyable experience.

San Ysidro Adult School..... (619) 428-7200
MW 6:00 pm-7:30 pm Olympian High (Dance Room)
M-Th 6:00 pm-8:00 pm San Ysidro High (Dance Room)

TUITION COURSES

Chinese Cooking

This course is a six week introduction to Chinese Cooking, students will learn the nutritional value of Chinese foods as well as prepare and cook well-balance, authentic Chinese meals. Enjoy the meal at the end of the class. This six week course is offered on a tuition basis only. Tuition is \$80.

Montgomery Adult School..... (619) 600-3800
F 1:00 pm-4:00 pm MOA
Dates: January 20, 27; February 3, 10, 24; March 2.

Extreme Couponing 101

Want to find the best deals for your money? Get the coupons you need? Locate websites that can save you time and money? Join us for this two week class for these tips and more. Tuition is \$25.

Montgomery Adult School..... (619) 600-3800
MW 6:00 pm-9:00 pm IBA, room 211
Dates: January 23, 25, 30; February 1; April 16, 18, 23, 25.

Positive Discipline

This class is for parents and caregivers of children 0-18 years of age who are looking for long term parenting skills that will encourage their children to think for themselves, become more responsible, and have greater respect for themselves and others. Learn non-punitive, respectful methods that will incorporate kindness and firmness into parenting. Babysitting available for \$1.50 per hour. Tuition is \$20.

Montgomery Adult School..... (619) 600-3800

T 5:30 pm-7:30 pm MOA, room 5

Dates: January 17, 24, 31, February 7, 14, 21.

Disciplina Positiva

Para padres de familia o personas al cuidado de menores de 0 a 18 años de edad que buscan desarrollar habilidades de crianza a largo plazo para motivar a sus hijos a pensar por si mismos, ser mas responsables, y mostrar mas respeto a si mismos y hacia los demás. Aprenda método no punitivos que incorporan amabilidad y firmeza en la crianza de los hijos. Se ofrece cuidado de niños a un costo de \$1.50 la hora. La inscripción tiene un costo de \$20.00 dólares.

Montgomery Adult School..... (619) 600-3800

Martes 5:30 pm-7:30 pm MOA, salón 5

17, 24 y 31 de enero, y 7, 14 y 21 de febrero.

The Art of Mini Appetizers and Desserts

Learn how to set-up, decorate, and make your own flavorful, artistic, appetizer/dessert tables for all events of the year (birthdays, theme parties, holiday events). Students will learn how to prepare bite size appetizers and miniature desserts that look and taste great. Great ideas, recipes, and techniques. Tuition is \$80.

Montgomery Adult School..... (619) 600-3800

F 1:00 pm-4:00 pm IBA, room 211

Dates: March 9, 16, 23, April 13, 20, 27.



CLASS LOCATIONS (DOMICILIOS)

Beyer Elementary School	2312 East Beyer Way	San Ysidro
Chula Vista Adult School.....	1034 Fourth Avenue	Chula Vista
Chula Vista High School.....	820 Fourth Avenue.....	Chula Vista
Chula Vista Mall	555 Broadway St., Ste 1079..	Chula Vista
Church Of The Most Precious Blood.....	1245 Fourth Avenue	Chula Vista
Discovery Elementary School.....	1100 Camino Biscay	Chula Vista
Eastlake High School.....	1120 Eastlake Parkway	Chula Vista
Feaster-Edison Elementary School	670 Flower Street.....	Chula Vista
Fredericka Manor Care Center.....	111 Third Avenue	Chula Vista
Harborside Elementary School	681 Naples Street	Chula Vista
Imperial Beach Adult Center	170 Palm Avenue	Imperial Beach
Kellogg Elementary School	229 E. Naples Street.....	Chula Vista
Los Altos Elementary.....	1332 Kenalan Drive	San Diego
McMillin Elementary School.....	1201 Santa Cora Avenue	Chula Vista
Montgomery Adult School.....	3240 Palm Avenue	San Diego
Montgomery High School.....	3250 Palm Avenue	San Diego
National City Adult School	517 Mile of Cars Way	National City
Olympian High School.....	1925 Magdalena Avenue.....	Chula Vista
Otay Elementary School	1657 Albany Avenue	Chula Vista
Otay Mesa Library	3003 Coronado Avenue.....	San Diego
Public Consulting Group.....	690 Oxford Street.....	Chula Vista
Rice Elementary School.....	910 Fourth Avenue	Chula Vista
Rosebank Elementary School	80 Flower Street.....	Chula Vista
San Diego Job Corps.....	1325 Iris Avenue	Imperial Beach
San Ysidro Adult School.....	4220 Otay Mesa Road.....	San Ysidro
San Ysidro High School	5353 Airway Road	San Diego
Smythe Elementary School.....	1880 Smythe Avenue	San Ysidro
South County Career Center	1111 Bay Blvd.....	Chula Vista
Southwest High School.....	1675 Hollister Street	San Diego
Vista La Rosa Apartments.....	2002 Rimbey Avenue	San Diego
Vista Square Elementary School.....	540 “G” Street.....	Chula Vista

Adult Education Internet Policy Agreement

Students and staff will have access to electronic mail, information and news from a wide variety of sources, an extensive array of software, and discussion groups on specific topics. Electronic information resources offer tremendous opportunities of educational value, but the system also can be used in illegal or unethical ways. The following guidelines are intended to provide a base from which appropriate use of the “Information Super Highway” can be monitored.

Inappropriate Uses of the Internet Include:

- using any network “chat line”
- using the network for purposes unrelated to students’ work
- using the network for commercial advertising
- using copyrighted material without written permission
- using the network for political action of any kind
- using the network to access files that contain obscene or pornographic material
- sending or receiving a racist or otherwise inflammatory message
- sending or receiving a message using someone else’s name
- sending or receiving a message inconsistent with the Adult Education Code of Conduct
- using the network to access home addresses, telephone numbers, or other personal information that could be used inappropriately
- sending or receiving large numbers of personal messages.
- making purchases of any kind
- no more than TWO persons per computer terminal, unless prior permission has been granted
- never download material to the hard drive
- never remove, rename, or “Trash” hard drive or any other file
- no food or drinks at the computer

Educación para Adultos Reglamento para uso del Internet

Los alumnos y el personal escolar tendrán acceso al correo electrónico, a información y noticias de una amplia red informativa, a una extensa colección de programas y grupos para tratar sobre temas específicos, Los recursos informativos electrónicos ofrecen gran cantidad de oportunidades educativas pero, el sistema también puede usarse de manera ilegal o con poca ética. Las siguientes normas de orientación han sido implementadas con el propósito de monitorear el uso adecuado de “la información super highway”

Los usos inadecuados del Internet incluyen:

- *el uso de cualquier “línea para charlar”*
- *el uso de la red para asuntos no relacionados con el trabajo del alumno*
- *el uso de la red para publicidad comercial*
- *el uso de material con derechos de autor sin autorización por escrito*
- *el uso de la red para acciones políticas de cualquier índole*
- *el uso de la red para obtener acceso a información obscena o pornográfica*
- *para mandar o recibir mensajes racistas o incitantes*
- *para mandar o recibir mensajes usando otros nombres*
- *para mandar o recibir algún mensaje inconsistente con el Código de Conducta de Educación para Adultos*
- *el uso de la red para obtener domicilios, números de teléfono o cualquier información personal que pudiese ser usada inadecuadamente*
- *mandar o recibir gran número de mensaje personales*
- *el uso de la red para hacer cualquier tipo de compra*
- *solamente DOS personas por computadora, a menos que se haya obtenido previa autorización*
- *bajar documentos de la red al disco duro remover, dar otro nombre o “Tirar” el disco duro*
- *o cualquier otro expediente*
- *no se admite comida o bebidas junto a la computadora*

SWEETWATER

UNION HIGH SCHOOL DISTRICT
DIVISION OF ADULT EDUCATION

Online @

www.sweetwaterschools.org/adulteducation/
or visit any of the 4 adult school sites

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