3 ways to Register

Walk-in to the Sunrise Tech Center campus (no credit/debit cards accepted on-site)
Online  http://asaonlinereg.com/sanjuanadult  (Visa/MasterCard)
Mail-in the form below with payment (Check/Money Order)

<table>
<thead>
<tr>
<th>Sunrise Tech Center Registration &amp; Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>7322 Sunrise Blvd, Citrus Heights, CA 95610</td>
</tr>
</tbody>
</table>

ALL INFORMATION REQUIRED TO ENROLL
If you have a San Juan School for Adults ID, enter it here: ____________________________

Last name: ____________________________ First name: ____________________________ MI: ___

Birth date: _______ Gender: Male __ Female __ Phone: (____)__________________________

Cell Phone: (____)_______ Email address: ____________________________

Address: ____________________________ City: ________________________ CA Zip Code: ______________

Student Status: (if applicable) TANF/CalWORKs ___, Rehabilitation ___,

      EDD ___, Refugee ___, Disabled ___, Homeless ___,

Course #:______________, Name of class: ______________________________________

Course #:______________, Name of class: ______________________________________

Student Signature: ____________________________ Date: ________________

Payment Method: Cash _____, Check/Money Order ___ #_______________

**Services offered to students:**

1. **Student Center, with:**
   a. Study area, reading area, and computers for studying and job search.
   b. Snack Center.
   c. Community Board.

2. Employment opportunities with current job openings posted.
3. Monthly lunch workshops on a variety of topics.
4. Heritage Days, art shows, and music shows.
Table of Contents

Career Technical Education ................................................. 4
  Computer Programs, Office Assistant Certificate Program, Health, CPR,
  Medical Certificate Programs

Community Based Education .............................................. 8
  Genealogy, Art, Digital Photography, Music, Fitness & Dance,
  Foreign Language

Academics ............................................................................. 12
  High School Credit Courses, GED® & CAHSEE Test Preparation Classes,
  Adult Basic Education, Distance Learning

English as a Second Language ............................................. 13
  Citizenship, Distance Learning

General Information .............................................................. 14

School not in session:
  January 1-3............... Winter Recess
  January 20............. Martin Luther King Jr. Day
  February 17-21......... Presidents’ Week
  April 14-18............... Spring Break
  May 26.................... Memorial Day

Important dates:
  January 6............... Classes Begin
  May 7-8................... Heritage Day
  May 7..................... Art Show
  June 4.................... Classes End
  June 12................... Graduation

Office Location:
  Sunrise Tech Center
  7322 Sunrise Blvd.
  Citrus Heights, CA 95610
  Telephone: 916-971-7654
  Fax: 916-971-7695

Office Hours:
  Monday................. 9:00 am – 4:30 pm
  Tuesday............. 12:00 pm – 7:30 pm
  Wednesday........... 9:00 am – 4:30 pm
  Thursday............ 12:00 pm – 7:30 pm
  Friday............... 8:00 am – 3:30 pm

San Juan Unified School District
3738 Walnut Ave. Carmichael, CA 95608

BOARD OF EDUCATION
  Larry Masuoka, D.M.D., President
  Lucinda Luttgen, Vice President
  Pam Costa, Clerk
  Greg Paulo, Member
  Saul Hernandez, Member
  − Dr. General Davie, Jr., Acting Superintendent of Schools
  − Derk Garcia, Interim Chief Academic Officer
  − Kent Stephens, Chief Financial Officer
  − Linda C.T. Simlick, J.D., General Counsel
  − Kent Kern, Assistant Superintendent, Operations and School Support
  − Annette Buckmaster, Assistant Superintendent, Human Resources
  − Beth Davies, Assistant Superintendent, Elementary Education
  − Rick Messer, Acting Assistant Superintendent, Secondary Education
  − Trent J. Allen, Senior Director, Community Relations
  − Carl Fahle, Senior Director, Technology
  − Jim Shoemake, Senior Director, Labor and Employee Relations
  − Mia Funk, Director of CTE, K-12 Counseling, and College/Career Readiness
  − Lynn Bartlett, Principal, Adult Education
Basic Computer Education 1
A great hands-on computer class for beginners! Learn how to create, save, and print a file. Practice cut, copy, paste, keyboard shortcuts, text selection and spell check. Learn how to organize your files using folders. Email and Internet basics will be covered. No book required. Handouts will be available.

Instructor: McElhinney
Tuition: $75 per course
Days/Times: W/F, 9:30 - 11:30 am
Start/End: 1/22 - 3/14
Course # 064105

Days/Times: W/F, 11:45 - 1:45 pm
Start/End: 1/22 - 3/14
Course # 064106

Days/Times: W/F, 11:45 - 1:45 pm
Start/End: 3/19 - 5/9
Course # 064107

Basic Computer Education 2
Learn how to create flyers using clipart and WordArt. Basic desktop publishing techniques will be covered. Learn how to create simple Excel spreadsheets; formulas, charts, and layout will be covered. Required Basic Computer Education 1 or equivalent skill sets. No book required. Handouts will be available.

Instructor: McElhinney
Tuition: $75
Days/Times: W/F, 9:30 - 11:30 am
Start/End: 3/19 - 5/9
Course # 064108

Office 2010, Essentials for the Workplace
Word, Excel, PowerPoint will be covered in this course. Students will develop practical skills they can apply immediately to the office environment in this step-by-step, skills-based learning class. Learn how to create business letters, mail merge and use editing tools. Create Excel spreadsheets. Learn formulas and functions. Design a PowerPoint show with graphics, animation and sound. Microsoft Office 2010: Comprehensive book and pre-loaded flash drive included.

Instructor: McElhinney
Tuition: $170 per course
Days/Times: T, 1:00 - 3:30 pm
Start/End: 3/25 - 5/20
Course # 065203

Days/Times: Th, 6:00 - 8:30 pm
Start/End: 3/27 - 5/22
Course # 065204

Word 2010, Essentials for the Workplace
Get ready for the workplace with this class. Learn how to create and edit business letters. Work with proofreading tools. Mail merge will be covered. Learn how to save, print and open files. Other topics covered include: formatting text, formatting paragraphs, inserting graphic objects, controlling page appearance, and proofing a document. Microsoft Word 2010: Comprehensive book and pre-loaded flash drive included.

Instructor: McElhinney
Tuition: $170 per course
Days/Times: T, 1:00 - 3:30 pm
Start/End: 3/25 - 5/20
Course # 065203

Days/Times: Th, 6:00 - 8:30 pm
Start/End: 3/27 - 5/22
Course # 065204

Basic Computer Skills for Academic Exams
Learn how to take tests on a computer. Many computer based exams require skill building; this is a hands-on computer class that focuses on digital literacy and test taking skills. The 2014 GED® test item types will be covered, including, multiple choice, fill-in-the-blank, drop-down, drag-and-drop, hot spot, short answer, and extended response. Learn how to create, save, and print a file. Learn how to organize your files, practice cut, copy, paste, and keyboard shortcuts. Learn text selection and spell check. Email and Internet basics will be covered. No book required. Handouts will be available. Flash drive encouraged but not required.

Instructor: Brewer
Tuition: $40, ($20 to students enrolled in academic classes)
Days/Times: Th, 12:00 - 2:30 pm
Start/End: Continuous
Course # 012301

8 sessions recommended.
Keyboarding
Students enrolled in Essentials for the Workplace classes have the option, based on seat availability, to come and work on their keyboarding for free. Students may review touch type keyboarding and data entry, build typing speed, increase accuracy, and become familiar using a computer keyboard. Use the class to build your skills and prepare for additional computer classes. No book required.

Instructor: McElhinney
Tuition: Students must be enrolled in Essentials for the Workplace classes
Days/Times: T, 3:30 - 4:00 pm
Start/End: 1/21 - 5/20
Course # 064703

Days/Times: Th, 5:30 - 6:00 pm
Start/End: 1/23 - 5/22
Course # 064704

Quickbooks I & II
In this very practical, hands-on set of classes you will begin to learn to set up your bookkeeping system, develop customer and vendor information and control inventories. Part 1 covers the basics. Part 2 expands on the basics, where you will learn to generate custom reports and financial statements, control inventories, and payroll. Book is optional but recommended as a resource. Flash drives available for purchase.

Instructor: Belt
Tuition: $75 per level
Level 1 Days/Times: Th, 6:00 - 8:30 pm
Start/End: 1/23 - 3/13
Course # 065603

Level 2 Days/Times: Th, 6:00 - 8:30 pm
Start/End: 3/20 - 5/8
Course # 065604

Excel 2010, Comprehensive
Learn all about Excel in this hands-on class for the beginner to the advanced student. Beginner Level 1 of this course you will learn to create worksheets and build formulas and charts. Intermediate Level 2 of this course you will learn to build formulas, charts, and multiple worksheets and workbooks. Advanced Level 3 of this course you will use formulas, charts and multiple worksheets and workbooks. You will also learn macros, pivot-tables, and other advanced Excel techniques. Book is optional but recommended as a resource. Flash drives available for purchase.

Instructor: Belt
Tuition: $75 per level
Level 1 Days/Times: T, 6:00 - 8:30 pm
Start/End: 1/21 - 2/28
Course # 162202

Level 2 Days/Times: T, 6:00 - 8:30 pm
Start/End: 3/4 - 4/1
Course # 162302

Level 3 Days/Times: T, 6:00 - 8:30 pm
Start/End: 4/8 - 5/13
Course # 162402

Office Assistant Certificate Program
Do you want to be a secretary, clerk, receptionist, administrative assistant?

The Office Assistant certificate program is designed to train students for entry level work in general clerical office environments. The program's step-by-step classes give students knowledge and skills for computer application programs including Windows, word processing, and spreadsheets. Achieving a proficiency of touch-type keyboarding speed of 35 wpm with 5 or less errors is required. These classes provide training for essential skills required for office assistant responsibilities.

Students may enroll in classes individually and earn a course certificate. Or students may register for a series of courses to earn an Office Assistant Program certificate. All computer courses require a flash drive to store student work.

1. Office 2010, Essentials for the Workplace, see page 4
2. Keyboarding/Data Entry (35 wpm required for certificate), see page 5
3. Word 2010, Essentials for the Workplace, see page 4

Optional Additional Certification:
5. PowerPoint 2010 for the Working Professional, see page 6
Introduction to Medical Terminology
Learn the language of medicine by understanding word elements and how they are put together structurally to correlate with the human body’s anatomy and physiology. Learn to pronounce, spell, and analyze medical words, read medical reports, records, and prescriptions. Curriculum includes disease processes and treatment. Terminology is predominantly anatomy based but basic principles in physiology are also introduced. **This class qualifies as a prerequisite for medical classes including Medical Assistant and Billing and Coding.** Book included.

Instructor: House
Tuition: $275
Days/Times: M/W, 9:00 - 12:00 pm
Start/End: 3/3 - 6/2
Course # 066203

PowerPoint 2010 for the Working Professional
PowerPoint is an essential Microsoft Office slide presentation program used for meetings and workshops. Learn to create effective slide shows using transition, graphic, animation, video and sound features. Students will be able to design, produce, and present a customized slide show. **Skills required:** Computer basic skills using MS Word 2007, 2010 or 2013. Microsoft PowerPoint 2010: Introductory Skills textbook and flash drive included.

Instructor: Sarmento
Tuition: $135 per course
Days/Times: T/Th, 6:00 - 8:30pm
Start/End: 3/25 - 4/24
Course # 063701

Days/Times: T/Th, 6:00 - 8:30pm
Start/End: 4/29 - 5/22
Course # 063702

Basic Life Support CPR
In this 4 hour classroom-based class, you will learn to recognize several life-threatening emergencies, provide CPR to victims of all ages, use an AED, and relieve choking in a safe, timely and effective manner. Student will receive a 2 year American Heart Association BLS/HCP Certification.

Instructor: Certified CPR Instructor
Tuition: $60 + $15 optional materials fee per course

<table>
<thead>
<tr>
<th>Dates</th>
<th>Times</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Th, 1/30</td>
<td>4:30 - 8:30 pm</td>
<td>169101</td>
</tr>
<tr>
<td>F, 2/28</td>
<td>12:00 - 4:00 pm</td>
<td>169102</td>
</tr>
<tr>
<td>Th, 3/27</td>
<td>4:30 - 8:30 pm</td>
<td>169103</td>
</tr>
<tr>
<td>F, 4/25</td>
<td>12:00 - 4:00 pm</td>
<td>169104</td>
</tr>
<tr>
<td>Th, 5/29</td>
<td>4:30 - 8:30 pm</td>
<td>169105</td>
</tr>
</tbody>
</table>

Don’t wait to register!
Classes with low enrollment will be cancelled one week prior to the start of class.

Medical Billing and Coding classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.
Condensed Curriculum International, Inc.

Classroom Training and eLearning Programs in the latest certifications for Healthcare.

Contact us for more information.

Classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.

Career Technical Education

We offer several healthcare courses in collaboration with Boston Reed College. For more information on each course and/or to register for these courses, please contact Boston Reed at 1-800-201-1141 or visit their website www.BostonReed.com

Pharmacy Technician Training Program
The Pharmacy Technician program will prepare you to work in a retail pharmacy and help you pass a national certification exam. We combine 182 hours of classroom instruction with a 120 hour pharmacy externship to provide you with on-the-job experience. Over the course of six months you will gain exposure to the preparation of medications, maintaining client records, assisting with inventory control, purchasing, collecting payments, coordinating billing, and much more.

Instructor: Boston Reed Staff
Tuition: $2,895
Days/Times: M/W/F, 9:00 - 12:30 pm
Start/End: TBA

ICD-10 – A Guide to Medical Billing/Coding – (online course)
In this course you will learn the latest version of the ICD-10-CM code set. The current rule published in the Federal Register sets the adoption of ICD-10-CM to replace ICD-9-CM, Volumes 1 and 2 to go into effect October 1, 2013. This program is 56 hours in length offered online with live, weekly teleconferences. Program Fee: $1095 includes textbook, online access to program, and program completion certificate.

Nursing Home Administrator – (online course)
In this program you will learn about the aging process, common diseases and disorders, long-term care health professional roles and responsibilities, how to manage personnel and employee benefits, types and requirements for government and third-party billing, how to develop safety, quality assurance, marketing and strategic plans, the basics of finance and accounting and preparation and follow-up of licensure, certification and accreditation surveys. Nursing home administrators are in demand in nursing facilities, assisted living and residential care, continuing care communities, traditional retirement homes and senior housing. This program is 180 hours in length offered online with live, weekly teleconferences. Program Fee: $2695 includes textbook, online access to program, and program completion certificate.

Billing and Coding Specialist – (online course)
The Billing and Coding Specialist program will prepare you to work in a hospital, doctor’s office, or other healthcare institution, and to sit for a national certification exam. The program includes online learning and use of the student version of Medisoft, a patient billing software. This program is 115 hours in length offered online with live, biweekly teleconferences. You will gain exposure to job duties that include recording and processing data about patients, such as treatment records, insurance information, bills and receiving payments. You will code a patient’s diagnosis and request payment from the insurance company or directly from the individual. Program Fee: $1695 includes textbook, online access to program, and program completion certificate.

Electronic Health Record Specialist – (online course)
This program will prepare you to choose, implement, train and maintain electronic health record systems and sit for a national certification exam. You will gain 216 hours of online instruction with weekly instructor led webinars to meet and learn with your classmates. Program Fee: $1695 includes textbook, online access to program, and program
Genealogy

Genealogy is where you will learn different sources of research and strategies for extending your family tree. You will discover ways to use information to help you solve all your genealogical questions and discover your family past in very exciting ways. Beginning Level 1 will get you started learning the basics and Intermediate Level 2 will expand on the basics learned in Level 1.

Instructor: Lloyd
Tuition: $50 per level
Level 1
Days/Times: F, 10:00 - 12:00 pm
Start/End: 1/24 - 4/4
Course # 080617

Level 2
Days/Times: F, 1:00 - 3:00 pm
Start/End: 1/24 - 4/4
Course # 080618

Drawing

This course is designed for all students interested in developing or honing their drawing skills. All sessions will reinforce observational skills and drawing techniques to render believable drawings. A limited amount of basic materials can be supplied to students until personal purchasing choices are determined. Part one will focus on use of mixed media for representational and/or abstract art. Part two will focus on use of colored pencil (including watercolor pencil). Part three will focus on the subject matter of portraits from photos using pencil, charcoal, and various other media.

Instructor: Starks
Tuition: $50 per course
Part 1
Days/Times: M, 11:30 - 2:15 pm
Start/End: 1/6 - 2/13
Course # 083607

Part 2
Days/Times: M, 11:30 - 2:15 pm
Start/End: 3/6 - 4/9
Course # 083610

Part 3
Days/Times: M, 11:30 - 2:15 pm
Start/End: 4/23 - 5/27
Course # 083612

Basic Watercolor

This course is designed for new or returning students. A limited amount of basic materials can be supplied to students until personal purchasing choices are determined. Part one will focus on basic fundamentals of paint, brushes, paper, pigment characteristics, choosing limited palettes to create specific projects. Part two will push students to develop compositions that reflect individual style. Part three will explore nontraditional techniques to create fun and spontaneous paintings.

Instructor: Starks
Tuition: $50 per course
Part 1
Days/Times: Th, 11:30 - 2:15 pm
Start/End: 1/9 - 2/13
Course # 083608

Part 2
Days/Times: Th , 11:30 - 2:15 pm
Start/End: 3/6 - 4/10
Course # 083610

Part 3
Days/Times: Th, 11:30 - 2:15 pm
Start/End: 4/24 - 5/29
Course # 083612

Acrylic Painting

This course is geared toward helping the beginner become more fluent and comfortable with the medium. Part One will explore color, brushwork, composition, and finishes to create brilliant and lustrous paintings. Part Two will further explore the technical color aspects of blending color and teach students to develop their personal style, improve color, composition and design skills. Part Three will push students to develop compositions that reflect individual style and explore effects of various acrylic mediums.

Instructor: Starks
Tuition: $50 per course
Part 1
Days/Times: W, 12:30 - 3:15 pm
Start/End: 1/8 - 2/12
Course # 083804

Part 2
Days/Times: W, 12:30 - 3:15 pm
Start/End: 3/5 - 4/9
Course # 083805

Part 3
Days/Times: W, 12:30 - 3:15 pm
Start/End: 4/23 - 5/28
Course # 083806

Don’t wait to register!
Classes with low enrollment will be cancelled one week prior to the start of class.
Drawing Journals
Learn simple processes for creating two unique, personal journals. For the first project, you will build your own drawing pad by binding select drawing paper and designing an artistically expressive canvas cover. For the second project, create an accordion book that can be tied together for a neat package. Drawings can extend over several pages or be limited to each section. Learn journaling methods to use in these new journals. Fee includes materials.

Instructor: Starks  
Tuition: $20

Days/Times:  
W, 12:30 - 3:30 pm
Start/End:  
2/26 - 2/27
Course #:  
084301

Basic Digital SLR Photography
The class will focus on mastering the key features of your *SLR camera. You will finally be able to move beyond automatic to the Creative Modes of Shutter Priority, Aperture Priority, Program and Manual. ISO, White Balance, and bracketing also will be discussed. We will learn about Aperture and f/stops and what impact they have on your picture’s depth of field. Micro four thirds cameras are welcome. *The SLR camera has a removable lens, plus the ability to control speed and exposure separately (such as T, or Tv, A or Av, M). Handouts will be provided.

Instructor: Salisbury  
Tuition: $25 per course

Days/Times:  
F, 1:00 - 3:30 pm
Start/End:  
2/7 - 2/14  
Course #:  
170002

Get to Know your Smart Phone
This course offers hands-on instruction on how to setup and use your Android phones (made by Samsung, HTC, LG, Motorola, etc.) on a day-to-day basis. We will cover the Android app store, how to synchronize your calendar, contacts, and emails, seamlessly from your Windows computer. Time will be spent on learning to use the high quality camera on your phone. Find out what you can do besides make a phone call! No iPhone or iPad please. No experience necessary.

Instructor: Salisbury  
Tuition: $35 per course

Days/Times:  
F, 1:00 - 3:30 pm
Start/End:  
2/28 - 3/14  
Course #:  
164103

Manage Your Photo Collection
Learn how to use Picasa, an intuitive and free program from Google to organize, do basic editing, email and share your photos. Picasa makes it easy to create slideshows, movies, and collages, and upload to the Picasa Web Albums. Combining lecture with hands-on class time, you will take home skills to manage your pictures. Picasa can be installed on any computer. Prerequisite: Basic computer skills.

Instructor: Salisbury  
Tuition: $25 per course

Days/Times:  
F, 1:00 - 3:30 pm
Start/End:  
1/24 - 1/31
Course #:  
166103

Days/Times:  
F, 1:00 - 3:30 pm
Start/End:  
3/21 - 3/28
Course #:  
166104
Photoshop Elements – Level 1 & 2
The #1 selling consumer photo-editing software makes it easy to create extraordinary photos. You will learn hands-on how to improve and be creative with your photos. In Level 1 retouch & restore photos, correct colors, use the healing brush, create borders, resize images, add new backgrounds, and layer basics. Learn how to tag and organize your photos. In Level 2 continue to improve your photo editing skills, including managing layers, masking, styles, blending modes, filters, advanced layer techniques, custom brushes, dynamic use of text and much more! Prerequisite: Basic computer skills. For level 2 skill set of previous level.

Instructor: Salisbury
Tuition: $60 per level
Level 1
Days/Times: T, 1:00 - 3:30 pm
Start/End: 1/21 - 3/4
Course # 164402

Level 2
Days/Times: T, 1:00 - 3:30 pm
Start/End: 3/11 - 4/22
Course # 165902

Sell it on eBay: How to Get Started in Your Own Business
Looking for that second job, unemployed, just retired, or simply need a little extra cash? Work for yourself and be your own boss. Make money by selling on eBay! You’ll learn how to research what your items are worth, create attractive listings, and take sharp photos, pack and ship, and put an item up for auction on eBay. Get started with step-by-step instructions in this hands-on course. Required: Basic computer and Internet skills.

Instructor: Anderson
Tuition: $65
Days/Times: T, 1:00 - 4:00 pm
Start/End: 2/4 - 3/18
Course # 170303

Beginning Piano
Using the most popular, successful, adult piano course book ever written, you will be introduced to the basic concepts and fundamentals needed to read music and to play folk, classical and contemporary selections, including some of the most popular songs ever written. Simultaneously, you will be taught playing techniques to gain performance skills. At the end of the course, you will have an understanding of basic music theory and be playing many short musical selections. Required: Book. Alfred’s Adult All-In-One Piano Course - Level 1. Available on line or call your local bookstore. (approx. $20)

Instructor: Spivack
Tuition: $40 per course
Days/Times: W, 12:15 - 1:45 pm
Start/End: 2/5 - 3/19
Course # 082301

Days/Times: W, 12:15 - 1:45 pm
Start/End: 3/26 - 5/7
Course # 082302

Harmonica & ukulele classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.

Beginning Guitar
Have fun with music and meet interesting people while learning the guitar. This class will present the basics: simple chords and use of the pick; all while learning and singing songs. Continuing students are welcome. (Please no 12 string or electric guitars)

Instructor: Anderson
Tuition: $65
Days/Times: T, 1:00 - 4:00 pm
Start/End: 2/5 - 3/19
Course # 082301

Days/Times: W, 12:15 - 1:45 pm
Start/End: 3/26 - 5/7
Course # 082302

Photoshop Elements – Level 1 & 2
The #1 selling consumer photo-editing software makes it easy to create extraordinary photos. You will learn hands-on how to improve and be creative with your photos. In Level 1 retouch & restore photos, correct colors, use the healing brush, create borders, resize images, add new backgrounds, and layer basics. Learn how to tag and organize your photos. In Level 2 continue to improve your photo editing skills, including managing layers, masking, styles, blending modes, filters, advanced layer techniques, custom brushes, dynamic use of text and much more! Prerequisite: Basic computer skills. For level 2 skill set of previous level.

Instructor: Salisbury
Tuition: $60 per level
Level 1
Days/Times: T, 1:00 - 3:30 pm
Start/End: 1/21 - 3/4
Course # 164402

Level 2
Days/Times: T, 1:00 - 3:30 pm
Start/End: 3/11 - 4/22
Course # 165902

Sell it on eBay: How to Get Started in Your Own Business
Looking for that second job, unemployed, just retired, or simply need a little extra cash? Work for yourself and be your own boss. Make money by selling on eBay! You’ll learn how to research what your items are worth, create attractive listings, and take sharp photos, pack and ship, and put an item up for auction on eBay. Get started with step-by-step instructions in this hands-on course. Required: Basic computer and Internet skills.

Instructor: Anderson
Tuition: $65
Days/Times: T, 1:00 - 4:00 pm
Start/End: 2/4 - 3/18
Course # 170303

Beginning Piano
Using the most popular, successful, adult piano course book ever written, you will be introduced to the basic concepts and fundamentals needed to read music and to play folk, classical and contemporary selections, including some of the most popular songs ever written. Simultaneously, you will be taught playing techniques to gain performance skills. At the end of the course, you will have an understanding of basic music theory and be playing many short musical selections. Required: Book. Alfred’s Adult All-In-One Piano Course - Level 1. Available on line or call your local bookstore. (approx. $20)

Instructor: Spivack
Tuition: $40 per course
Days/Times: W, 12:15 - 1:45 pm
Start/End: 2/5 - 3/19
Course # 082301

Days/Times: W, 12:15 - 1:45 pm
Start/End: 3/26 - 5/7
Course # 082302

Harmonica & ukulele classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.

Beginning Guitar
Have fun with music and meet interesting people while learning the guitar. This class will present the basics: simple chords and use of the pick; all while learning and singing songs. Continuing students are welcome. (Please no 12 string or electric guitars)

Instructor: Anderson
Tuition: $65
Days/Times: T, 1:00 - 4:00 pm
Start/End: 2/5 - 3/19
Course # 082301

Days/Times: W, 12:15 - 1:45 pm
Start/End: 3/26 - 5/7
Course # 082302

Entrepreneurial
Sell it on eBay: How to Get Started in Your Own Business
Looking for that second job, unemployed, just retired, or simply need a little extra cash? Work for yourself and be your own boss. Make money by selling on eBay! You’ll learn how to research what your items are worth, create attractive listings, and take sharp photos, pack and ship, and put an item up for auction on eBay. Get started with step-by-step instructions in this hands-on course. Required: Basic computer and Internet skills.

Instructor: Anderson
Tuition: $65
Days/Times: T, 1:00 - 4:00 pm
Start/End: 2/4 - 3/18
Course # 170303

Starting Guitar
Have fun with music and meet interesting people while learning the guitar. This class will present the basics: simple chords and use of the pick; all while learning and singing songs. Continuing students are welcome. (Please no 12 string or electric guitars)

Instructor: Anderson
Tuition: $65
Days/Times: T, 1:00 - 4:00 pm
Start/End: 2/5 - 3/19
Course # 082301

Days/Times: W, 12:15 - 1:45 pm
Start/End: 3/26 - 5/7
Course # 082302

Harmonica & ukulele classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.
Community Based Education

Sacramento Concert Band
We perform a variety of music from classic to pop. Performances include formal indoor settings and outdoor casual park concerts. Class enrolls new students throughout the year based on space and interest (continuous enrollment). Class meets at Rio Americano Room M1 & M2.

Instructor: Parker
Tuition: $85
Days/Times: M, 6:30 - 9:30 pm
Start/End: Continuous
Course #: 082211

Spanish – Beginning
You will learn and practice vocabulary and simple sentence structures. Emphasis is on question/answer patterns using who, what, when, and how. Topics cover greetings, asking directions, transportation, telling time, shopping, and ordering food. Hispanic traditions and cultural differences will be introduced.

Required: Book.
Instructor: Beach
Tuition: $65
Days/Times: T, 6:15 - 8:15 pm
Start/End: 2/4 - 4/8
Course #: 167402

Voice Training for Singers/Speakers
Join us for fun-filled voice classes and take your singing, artistry, and confidence to the next level. You’ll learn and practice easy to understand, concert-tested techniques for breathing, singer’s diction, stage presence, and much more! This class culminates in STC’s Heritage Day performance on May 8th. (no class 4/1, added class Thursday 5/8)

Instructor: Brewer
Tuition: $45
Days/Times: T, 6:30 - 8:30 pm
Start/End: 3/11 - 5/8
Course #: 084402

Spanish – Conversational
Students will continue more practice in communication. Emphasis will be placed on spontaneous conversation with exercises for better retention. Students will also gain expansion of vocabulary and understanding of cultural differences through reading and class discussion. This class is for continuing and returning students or for those with basic Spanish skills.

Required: Book.
Instructor: Beach
Tuition: $65
Days/Times: T, 4:00 - 6:00 pm
Start/End: 2/4 - 4/8
Course #: 167402

Fitness
The Complete Fitness Workout for Adults
The National Institute of Health recommends four types of exercises for a complete workout: endurance (aerobic) exercises, strength and balance training and stretching. Using simple, repetitive, low impact body movements for endurance training, chair work to strengthen your muscles and improve your balance and gentle stretching exercises coupled with meditation, this course gives you the complete body workout your body yearns. Bring water, a sweat towel and dress in layers. If you have one, please bring a yoga mat or a small rug.

Instructor: Echegaray
Tuition: $40 per course
Days/Times: M, 1:30 - 3:00 pm
Start/End: 2/4 - 3/18
Course #: 084501

Days/Times: Th, 6:30 - 8:00 pm
Start/End: 4/24 - 5/29
Course #: 084502

Foreign Language

Don’t wait to register! Classes with low enrollment will be cancelled one week prior to the start of class.

Spanish – Beginning
You will learn and practice vocabulary and simple sentence structures. Emphasis is on question/answer patterns using who, what, when, and how. Topics cover greetings, asking directions, transportation, telling time, shopping, and ordering food. Hispanic traditions and cultural differences will be introduced. Required: Book.

Instructor: Beach
Tuition: $65
Days/Times: T, 6:15 - 8:15 pm
Start/End: 2/4 - 4/8
Course #: 167402

Spanish for Educators classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.

Spanish for Educators

Voice Training for Singers/Speakers

Don’t wait to register! Classes with low enrollment will be cancelled one week prior to the start of class.

Spanish – Beginning
You will learn and practice vocabulary and simple sentence structures. Emphasis is on question/answer patterns using who, what, when, and how. Topics cover greetings, asking directions, transportation, telling time, shopping, and ordering food. Hispanic traditions and cultural differences will be introduced. Required: Book.

Instructor: Beach
Tuition: $65
Days/Times: T, 6:15 - 8:15 pm
Start/End: 2/4 - 4/8
Course #: 167402

Spanish – Conversational
Students will continue more practice in communication. Emphasis will be placed on spontaneous conversation with exercises for better retention. Students will also gain expansion of vocabulary and understanding of cultural differences through reading and class discussion. This class is for continuing and returning students or for those with basic Spanish skills. Required: Book.

Instructor: Beach
Tuition: $65
Days/Times: T, 4:00 - 6:00 pm
Start/End: 2/4 - 4/8
Course #: 167502

Spanish for Educators classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.

Fitness
The Complete Fitness Workout for Adults
The National Institute of Health recommends four types of exercises for a complete workout: endurance (aerobic) exercises, strength and balance training and stretching. Using simple, repetitive, low impact body movements for endurance training, chair work to strengthen your muscles and improve your balance and gentle stretching exercises coupled with meditation, this course gives you the complete body workout your body yearns. Bring water, a sweat towel and dress in layers. If you have one, please bring a yoga mat or a small rug.

Instructor: Echegaray
Tuition: $40 per course
Days/Times: M, 1:30 - 3:00 pm
Start/End: 2/4 - 3/18
Course #: 084501

Days/Times: Th, 6:30 - 8:00 pm
Start/End: 4/24 - 5/29
Course #: 084502

World Dance and Fitness classes can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.
Sunrise Tech Center is an official Pearson Vue testing center.

For a complete schedule of test dates that Sunrise Tech Center offers, please refer to our website, www.sanjuan.edu/sunrise in the GED® section.

The 2014 GED® test is a computer based test, comprised of four subtests:

1. Reasoning through Language Arts (150 minutes)
2. Mathematical Reasoning (90 minutes)
3. Science (90 minutes)
4. Social Studies (90 minutes)

Test takers should be familiar with a computer keyboard and have basic computer skills, such as: using a pull-down menu, cutting and pasting, highlighting and dropping text.

Sunrise Tech Center offers GED® preparation classes, a Basic Computer Skills for Academic Exams (see page 4) and other basic computer classes to prepare you for the new GED®.

For more information about GED® testing and to register for the test please log in to: http://www.gedtestingservice.com.

San Juan School for Adults offers high school credit courses that count toward the completion of a high school diploma. Students work at their own pace under the direction of credentialed teachers. Classes are open entry, which means you can start throughout the semester. A high school diploma is earned after successful completion of the requirements, 220 credits in specified subject areas and a passing score on the CA High School Exit Exam (CAHSEE). Meet with our educational counselor to develop an academic plan and enroll in classes that are right for you, please call (916) 979-8047. For all high school courses evaluation & transcript building fee = $40 per semester (non-refundable).

Enrollment in High School diploma, Independent Study, and High School Credit Recovery classes, require onsite meeting with our counselor. Please call (916) 979-8047 for the counseling office hours.

For GED®/CAHSEE test prep and Adult Basic Education classes, students must register on-site in room 10, Mondays at 2:30 pm.

Sunrise Tech Center has many classes to equip you to meet your goals. Now is the time! Classes to prepare for the GED®, CAHSEE and to improve basic skills are offered morning, afternoon and evenings to meet your individual needs. All students interested in preparation classes must attend a registration session to determine level, for appropriate course placement. Registration is offered most Mondays at 2:30 in room 10.

GED® Test Preparation Classes

GED® preparation classes will help you develop the skills and confidence you need to pass the General Education Development (GED®) exam. (Also available through Distance Learning).

• GED® Preparation classes are offered
  9:00 - 11:30 am Monday & Wednesday
  12:00 - 2:30 pm Monday & Wednesday
  12:00 - 2:30 pm Tuesday & Thursday
  2:30 - 5:00 pm Monday & Wednesday
  2:30 - 5:00 pm Tuesday & Thursday
  5:30 - 8:00 pm Tuesday & Thursday

For more information about Independent Study Courses, please call (916) 979-8047. Students work from home and meet with a teacher once a week. Appointments are available throughout the week: morning, afternoon and evening. Please attend a registration session, Mondays at 2:30 pm, to see if you qualify for this unique program.

Independent Study Courses

$60 book deposit is required (refundable upon book return). Students work from home and meet with a teacher once a week. Appointments are available throughout the week: morning, afternoon and evening. Please attend a registration session, Mondays at 2:30 pm, to see if you qualify for this unique program.

Test Preparation Classes

Sunrise Tech Center has many classes to equip you to meet your goals. Now is the time! Classes to prepare for the GED®, CAHSEE and to improve basic skills are offered morning, afternoon and evenings to meet your individual needs. All students interested in preparation classes must attend a registration session to determine level, for appropriate course placement. Registration is offered most Mondays at 2:30 in room 10.

GED® Test Preparation Classes

GED® preparation classes will help you develop the skills and confidence you need to pass the General Education Development (GED®) exam. (Also available through Distance Learning).

• GED® Preparation classes are offered
  9:00 - 11:30 am Monday & Wednesday
  12:00 - 2:30 pm Monday & Wednesday
  12:00 - 2:30 pm Tuesday & Thursday
  2:30 - 5:00 pm Monday & Wednesday
  2:30 - 5:00 pm Tuesday & Thursday
  5:30 - 8:00 pm Tuesday & Thursday
CAHSEE Preparation Courses

CAHSEE Preparation Courses and practice tests are available to help you gain the confidence and knowledge you need to pass the test.

• CAHSEE Preparation classes are offered
  9:00 - 11:30 am  Monday & Wednesday
  12:00 - 2:30 pm  Monday & Wednesday
  12:00 - 2:30 pm  Tuesday & Thursday
  2:30 - 5:00 pm  Monday & Wednesday
  2:30 - 5:00 pm  Tuesday & Thursday
  5:30 - 8:00 pm  Tuesday & Thursday

Adult Basic Education Classes

Brush up on academic skills such as writing and math. This class is valuable for students who need to improve their academic skills for employment, or to prepare for classes leading to a GED® or High School Diploma. (Also available through Distance Learning).

• Adult Basic Education classes are offered
  9:00 - 11:30 am  Monday & Wednesday
  12:00 - 2:30 pm  Monday & Wednesday
  12:00 - 2:30 pm  Tuesday & Thursday
  2:30 - 5:00 pm  Monday & Wednesday
  2:30 - 5:00 pm  Tuesday & Thursday
  5:30 - 8:00 pm  Tuesday & Thursday

Distance Learning

– $40 per semester (non-refundable)

Distance Learning gives students the option to study from home at their own pace. Students have two options to learn from home: students can check out DVDs and workbooks from our library or students can watch our free classes on cable television. There is a $20 discount for students enrolled in seat-based classes. DVD Library: Students can come to room 18 to check out DVDs, workbooks, and receive teacher guidance. Multilevel English as a Second Language, Citizenship, and academic multi-level materials are available. Call (916) 971-7408 for office hours. Sunrise Tech Center room 18.

English as a Second Language (ESL)

classes are offered at beginning to intermediate levels on a continuous basis. These classes focus on communication for work, home, school, and the community. They help develop and improve communication skills in listening, speaking, reading, and writing. Students improve their English grammar, gain important life skills, and learn more about American culture.

Orientation, Assessment, and Registration:

Sunrise Tech Center – Room 9
  Instructors:  Michell, Berger, Caldwell, Goodgion, Roper.
  Tuition:  $40 per semester (non-refundable)
  Days/Times:  Every Tuesday, 1:00 and 5:30 pm
  Start/End:  Continuous, 1/6 - 6/4

Encina Preparatory High School – Room SN1
  (1400 Bell St. Sacramento)-
  Instructors:  Michell, Angelis, Friend.
  Tuition:  $40 per semester (non-refundable)
  Days/Times:  Every Monday 3:00 pm
  Start/End:  Continuous, 1/6 - 6/5

All students must attend ESL registration to determine level for class placement.

Classes are currently available (depending on student level)

Sunrise Tech Center
  •  9:00 - 12:00 pm on Monday, Wednesday, and Friday
  •  12:30 - 2:30 pm on Monday and Wednesday
  •  2:30 - 5:00 pm on Tuesday and Thursday
  •  5:30 - 8:30 pm on Tuesday and Thursday

Encina Preparatory High School –Rooms SN1 and SN2
  •  9:00 - 11:30 am on Monday through Thursday
  •  12:00 - 2:30 pm on Monday through Thursday
  •  2:30 - 5:00 pm on Tuesday and Thursdays

Citizenship Classes will be offered this spring. Please make sure to indicate your interest at ESL Registration or call 971-7654 to add your name to our Wait List.
Registration Information

• You can register online, in person or by mail for most Career Technical Education and all Community Based Education courses.
• Academic and ESL classes require on-site registration.
• High School Diploma, Independent Study, and Concurrent High School Credit Recovery require meeting with our counselor.

Who may attend?
San Juan Unified School District Adult Education classes are open to all adults who can benefit from the programs. All classes are designed to meet the needs of adults. Concurrent high school and credit recovery students will be registered only if space is available.

Registration is required for all classes. Early registration is recommended as some classes fill quickly. Registration is on a first-come, first served basis until classes are full. Classes that don’t meet the minimum enrollment or that have low attendance may be cancelled. The district reserves the right to discontinue, shorten, postpone, or combine classes, and/or change instructors. Classes may be discontinued on or before the first scheduled meeting if fewer than the required number of students enrolled.

Don’t wait to register! Classes with low enrollment will be cancelled one week prior to the start of class.

Community Interest Courses are offered to meet the needs and interests of adult learners and are entirely supported by registration fees and receive no state funding. Fees are nominal and cover the cost of the instructor, facility, and related expenses. Registration for community interest courses can be completed online, through the mail, or in person.

State and Federal Subsidized Courses are partially funded by the State of California and the federal government through grants. Students must register for subsidized classes in person. Registration is typically open throughout the school year. Minimal registration fees are collected to support the registration processing for English as a Second Language, High School Subjects, Basic Education, and transcript building.

Refunds for classes will ONLY be given if the class is cancelled by the district. If a class is cancelled due to insufficient enrollment, a full refund will be made. A minimum enrollment is required for each class. Refund checks will be mailed only to the registered party or individual who made the payment and may take six weeks for processing. Please select your classes carefully as there are no refunds. If you miss the first class session, you will be dropped and there is no refund.

Fees are subject to change. Class fees are based on costs to offer the program. All fees must be paid at time of registration. Books and supplies are additional, unless otherwise indicated. A $25 fee will be charged for all checks returned from the bank due to insufficient funds.

• Class fees do not include books unless specified.
• Price does not include State Exam fees.
• We do not sell books. Students are required to purchase books through an online or local vendor of their choice.
• Some students may need more time to complete all courses.
• Fees must be paid in full at time of registration.
• No refunds are available unless we cancel a class. Class could be cancelled for that semester or quarter if classes do not meet a minimum enrollment.
• We are on the SETA ETPL/LTPL provider list. Some students may qualify for financial aid or assistance through SETA or another funding agency. You are encouraged to visit a local One Stop agency to seek financial assistance or to see if you qualify.

Interested in teaching a San Juan School for Adults class?
We are always looking for new class ideas and credentialed instructors.
Contact Lynn Bartlett at 916-971-7654.
lbartlett@sanjuan.edu
Nondiscrimination Policy

(Federal Regulation, Title IX: District Policy 0410)

The San Juan Unified School District is committed to equal opportunities for all individuals. The district does not discriminate on the basis of race, color, religion, national origin, ethnic group, gender, physical or mental disability, age, marital or parental status or any other unlawful consideration in any of its policies, procedures, and practices. This nondiscrimination policy does not discharge the district's responsibilities to, and treatment and employment in, the district's programs and activities, including vocational education and counseling services. Inquiries regarding the equal opportunity policies and the filing of grievances or requests for copies of the district's grievance procedures, may be directed to: Title IX coordinator, 971-7110.

The district is committed to maintaining neutrality toward religions, neither promoting nor encouraging student participation in religious activities nor discouraging students from observing the tenets of their religious faith. The Board encourages staff to be sensitive so that students are able to participate in school and extracurricular activities without undue burden on the free exercises of their religious beliefs.

Students whose religious beliefs need to be accommodated in some way will be expected to inform the appropriate school staff at the outset of the school year and request, in writing, such accommodation.

The lack of English language skills will not be a barrier to admission and participation in the district's programs. Additional information can be obtained from staff who are bilingual in Spanish, Farsi, Russian, Romanian, Ukrainian, Armenian, Lao, Korean, or Vietnamese by calling the district's English language development coordinator at 971-9260.

The San Juan Unified School District recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact the district coordinator (971-7193) to obtain information about the existence and location of services, activities, and facilities that are accessible to and usable by handicapped persons.

Inquiries regarding federal laws and regulations concerning nondiscrimination or the district's compliance may also be directed to:

U.S. Dept. of Education Office for Civil Rights
Old Federal Building, 50 U.N. Plaza, Room 239
San Francisco, CA 94101
(415) 556-7000; TTY (415) 556-8806

Sexual Harassment

(District Policy 5145.7)

The district has adopted the following strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies. "The Governing Board prohibits unlawful sexual harassment of or by an employee by anyone in or from the district. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal."

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the teacher, principal of the school, or the district Title IX Coordinator. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the district Title IX Coordinator (971-7110).

Uniform Complaint Procedure

The Superintendent or designee shall annually provide written notification of the district's uniform complaint procedures (UCP) to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school parents or representatives, and other interested parties (5 CCR 4622). The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. (5 CCR 4622)

The district is primarily responsible for compliance with state and federal laws and regulations.

The person(s), position(s), or unit(s) responsible for receiving complaints is:

Linda C.T. Simlick, J.D.
Compliance Officer
Legal Services
3738 Walnut Avenue
Carmichael, CA 95608
(916) 971-7110

The district shall investigate and seek to resolve complaints at the local level using policies and procedures adopted by the local board as the Uniform Complaint Procedures. These procedures shall be used when addressing complaints alleging unlawful discrimination based on actual or perceived sex, sexual orientation, ethnic group identification, race, ancestry, national origin, religion, age, gender, color or physical or mental disability, or failure to comply with state and/or federal laws in adult education, desegregated categorical aid programs, career technical and technical education and training programs, Indian education, migrant education, child care and development programs, child nutrition programs, and special education programs.

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the district (5 CCR 4600). Complainants shall be protected from retaliation and the identity of a complainant alleging discrimination shall remain confidential as appropriate.

The district complaint review shall be completed within 40 calendar days from the date of receipt of the complaint unless the parties have agreed in writing to an extension of the timeline.

An unlawful discrimination complaint must be filed not later than six months from the date the alleged discrimination occurs, or six months from the date the complainant first obtains knowledge of the facts of the alleged discrimination.

The complainant has a right to appeal the district's decision to the California Department of Education (CDE) by filing a written appeal within 15 days of receiving the district's decision. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

The complainant has a right to take some complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

APPEALS TO THE CALIFORNIA DEPARTMENT OF EDUCATION

You may appeal the district's decision to the CDE by filing a written appeal with the State Superintendent within fifteen days after receiving the district's decision.

The appeal must:

1. Specify the basis for the appeal and whether the facts are incorrect and/or the law is misapplied.

2. Include a copy of the original complaint and a copy of the district's decision.

Civil Law Remedies

Civil law remedies may be available under state or federal discrimination laws, if applicable. A complainant may pursue available civil law remedies outside of the district's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders.

Adult Education programs herein are funded in part by Carl D. Perkins Vocational and Technical Education Act of 1998 (P.L. 105-332), Adult Education and Family Literacy Act P.L. 105-220, Section 231 and Section 1000: English Literacy and Civics Education.
1. Sunrise Tech Center  
7322 Sunrise Blvd.  
Citrus Heights, 95610  
(916) 971-7654

2. Encina High School (ESL Classes)  
1400 Bell Street  
Sacramento, 95825  
(916) 971-7654

Main informational site:  
www.sanjuan.edu/adulted  
Campus Site:  
www.sanjuan.edu/sunrise

*San Juan Adult Education  
*San Juan Distance Learning Project