3 ways to Register

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

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**Sunrise Tech Center Registration & Enrollment**  
7322 Sunrise Blvd, Citrus Heights, CA  95610

<table>
<thead>
<tr>
<th>ALL INFORMATION REQUIRED TO ENROLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have a San Juan School for Adults ID, enter it here:</td>
</tr>
<tr>
<td>Last name: __________________ First name: __________________ MI: ___</td>
</tr>
<tr>
<td>Birth date: ______ Gender: Male __ Female __ Phone: (____) ___________________</td>
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<tr>
<td>Cell Phone: (____)________ Email address: ________________________________</td>
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<tr>
<td>Address: ______________________ City: _______________ CA  Zip Code: ________</td>
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<tr>
<td>Student Status: (if applicable)  TANF/CalWORKs ___ Rehabilitation ___</td>
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<tr>
<td>EDD ___ Refugee ___ Disabled___ Homeless ___</td>
</tr>
</tbody>
</table>

| Course #:_________ Name of class: _____________________________________________ |
| Course #:_________ Name of class: _____________________________________________ |
| Student Signature: ___________________________________________ Date: ______________ |
| Payment Method: Cash _____ Check/Money Order ___#_________________________ |

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**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 workshops** on a variety of topics.
4. **Heritage Days**, art shows, and music shows.
School not in session:
September 1..............................Labor Day
November 10-11 ...................Veterans Day
November 24-28 ......Thanksgiving Recess
December 22-January 2 .....Winter Recess

Important dates:
August 18 ........................... Classes Begin
September 1 ..................Labor Day
November 10-11 ...............Veterans Day
November 24-28 ......Thanksgiving Recess
December 19 ..........................Classes End
December 22-January 2 .....Winter Recess

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

Office Hours:
Monday.......................... 9:30 am – 4:30 pm
Tuesday..........................10:30 am – 6:00 pm
Wednesday...................... 9:30 am – 4:30 pm
Thursday..........................10:30 am – 6:00 pm
Friday........................... 9:00 am – 3:00 pm

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

BOARD OF EDUCATION
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Lynn Bartlett, Principal, Adult Education
Office Assistant Certificate Program

Updated for the 2014/2015 school year to earn your certificate in a single semester!

The following classes are designed to help you become a professional Office Assistant or to help you brush up on your office skills in order to stay current in the ever-changing workplace.

The Office Assistant Certificate 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 class certificate. Or students may register for a series of courses to earn an Office Assistant Program certificate.

Required classes:
1. Office 2013, Building a Foundation
2. Word 2013, Comprehensive
   • 35 wpm Keyboarding/Data Entry (built into Office and Word classes)
3. Excel 2013, Comprehensive

Optional Additional Certification:
4. Advanced Office 2013, Building a Foundation
5. Advanced Excel 2013, Comprehensive

Office 2013, Building a Foundation
Word, Excel, PowerPoint and Outlook 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, reports, tables and more. Create Excel spreadsheets with formulas and functions. Create and deliver a PowerPoint presentation with graphics, animations and transitions. Keyboarding is included in this class. “Building a Foundation with Microsoft Office 2013” textbook and pre-loaded flash drive included (a $145 value).

Instructor: McElhinney
Tuition: $190.00
Instruction hours: 24 hours/ 8 classes
Days/Times: Th, 2:00 - 5:00 pm
Start/End: 8/28 - 10/16
Course #: 065101

Days/Times: Th, 5:30 - 8:30 pm
Start/End: 8/28 - 10/16
Course #: 065102

Advanced Office 2013, Building a Foundation
Windows, PowerPoint, Word will be covered in this advanced course. Students will continue to develop practical skills they can apply immediately to the office environment. Prerequisite: Office 2013, Building a Foundation course, same book used.

Instructor: McElhinney
Tuition: $80
Instruction hours: 22 hours/ 11 classes
Days/Times: W, 11:45 - 1:45 pm
Start/End: 10/1 – 12/17
Course #: 065301

Word 2013, Comprehensive
Get ready for the workplace with this class. Learn how to create and edit business letters, reports, newsletters, employee manuals and much more. Work with Mail Merge, proof reading tools, text formatting, fonts, themes, paragraph alignment, clip art, picture styles, building blocks, and more. Keyboarding is included in this class. “Microsoft Word 2013, Comprehensive” textbook and pre-loaded flash drive included (a $120 value).

Instructor: McElhinney
Tuition: $180.00
Instruction hours: 24 hours/ 8 classes each
Days/Times: Th, 2:00 - 5:00 pm
Start/End: 10/23 – 12/18
Course #: 069201

Days/Times: Th, 5:30 - 8:30 pm
Start/End: 10/23 – 12/18
Course #: 069202

Don’t Wait To Register
Excel 2013, Comprehensive

Learn all about Excel in this hands-on class for the beginner to the intermediate student. You will learn to create worksheets, build formulas, charts, and multiple worksheets and workbooks. “Microsoft Excel 2013: Comprehensive” textbook and pre-loaded flash drive included (a $120 value). This course replaces Excel 1 & 2.

Instructor: Belt
Tuition: $195
Instruction hours: 25 hours/ 10 classes
Days/Times: T/Th, 6:00 - 8:30 pm
Start/End: 10/21 – 12/2
Course #: 064602

Instructor: McElhinney
Instruction hours: 22 hours/ 11 classes
Days/Times: W/F, 11:45 - 1:45 pm
Start/End: 8/22 - 9/26
Course #: 064601

Advanced Excel 2013, Comprehensive

This course is suggested for students completing Excel 2013, Comprehensive course. You will use formulas, charts and multiple worksheets and workbooks. You will also learn macros, pivot-tables, and other advanced Excel techniques. Prerequisite: Excel 2013, Comprehensive course, same book used. This course replaces Excel 3.

Instructor: Belt
Tuition: $70
Instruction hours: 12.5 hours/ 5 classes
Days/Times: T/Th, 6:00 - 8:30 pm
Start/End: 12/4 – 12/18
Course #: 064801

Health Care Certificate Programs

Updated for the 2014/2015 school year to earn your certificate in a single semester!

The following classes are designed to help you become a professional Medical Assistant or Medical Biller and Coder.

The Medical Assistant Certificate Program’s step-by-step classes provide students with the educational background and practical experiences necessary for successful entry level employment, as a clinical medical assistant.

Required classes:
1. Clinical Medical Assistant (Medical Terminology Included)
2. Medical Office 2013, Building a Foundation
   • 35 wpm Keyboarding/Data Entry (built into Office Class)

Clinical Medical Assistant (Medical Terminology included)

Students will receive industry standard clinical/ back office training. The class starts by covering medical terminology and continues to include patient interview skills, patient positioning, vitals, blood pressure, injections, ECG, CPR, insurance coding and billing, customer service, scheduling of appointments, and medical office computer training. Clinical Medical Assistant program comes with a Certificate of Completion and no externship placement. Prerequisites: proof of high school diploma (must be in English) or GED. Must have written proof of a current TB test within one (1) month of class start date. Some books included and scrubs required.

Instructor: Whittemore
Tuition: $1,800
Instruction hours: 327.75 hours/ 57 classes
Days/Times: MTWTh 10:00 - 4:15 pm
Start/End: 9/2 – 12/18
Course #: 066001

For 2014/2015 Receive a $50 completion incentive when you earn the Office Assistant Certificate
Introduction to Medical Terminology, Fast Track Class

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 Billing and Coding. Book included.

Instructor: House
Tuition: $335
Instruction hours: 60 hours / 15 classes
Days/Times: M-Th, 8:30 - 12:30 pm
Start/End: 8/18 – 9/11
Course #: 066801

Medical Coding

An introductory course to learn medical insurance coding (CPT and ICD-9-CM) procedures. These skills are needed for employment in a physician’s office and in hospital patient records. An introduction to the ICD-10-CM is included in this class. Prerequisite: Proof of high school diploma (must be in English) or GED and Medical Terminology required at registration. Some books included.

Instructor: House
Tuition: $570
Instruction hours: 100 hours / 25 classes
Days/Times: M/W, 8:30 - 12:30 pm
Start/End: 9/15 – 12/17
Course #: 166301

Medical Billing

An introductory course to learn medical billing procedures including: Medi-Cal, Medicare, CHAMPVA, TRICARE, private insurance, medical documentation, HIPAA and other topics. Students will be using practice management software for patient scheduling, third party billing, and medical record documentation. These skills are needed for employment in a physician’s office and in hospital patient records. Prerequisites: Proof of high school diploma (must be in English) or GED and Medical Terminology required at registration. Some books included.

Instructor: House
Tuition: $570
Instruction hours: 100 hours / 25 classes
Days/Times: T/Th, 8:30 - 12:30 pm
Start/End: 9/16 – 12/18
Course #: 166701

The Medical Billing & Coding Certificate Program’s step-by-step classes provide students with the educational background and practical experiences necessary for successful entry level employment, as a Medical Biller and/or Coder. This series will prepare students for the CPC examination.

Required classes for Medical Billing & Coding Certificate:
1. Introduction to Medical Terminology, Fast Track Class
2. Medical Coding
3. Medical Billing

NEW! Medical Office 2013, Building a Foundation

Students will develop practical skills they can apply immediately to the medical office environment in this step-by-step, skills-based learning class. Word, Excel, PowerPoint and Outlook will be covered in this course. Learn how to create business letters, reports, tables and more. Create Excel spreadsheets with formulas and functions. Create and deliver a PowerPoint presentation with graphics, animations and transitions. Keyboarding is included in this class. “Building a Foundation with Microsoft Office 2013” textbook and pre-loaded flash drive included (a $145 value).

Instructor: McElhinney
Tuition: $190
Instruction hours: 22 hours / 11 classes
Days/Times: F, 11:45 - 1:45 pm
Start/End: 10/3 – 12/19
Course #: 066101

NEW! Medical Assistant Certificate

The Medical Billing & Coding Certificate Program’s step-by-step classes provide students with the educational background and practical experiences necessary for successful entry level employment, as a Medical Biller and/or Coder. This series will prepare students for the CPC examination.

Required classes for Medical Billing & Coding Certificate:
1. Introduction to Medical Terminology, Fast Track Class
2. Medical Coding
3. Medical Billing

NEW! Introduction to Medical Terminology, Fast Track Class

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 Billing and Coding. Book included.

Instructor: House
Tuition: $335
Instruction hours: 60 hours / 15 classes
Days/Times: M-Th, 8:30 - 12:30 pm
Start/End: 8/18 – 9/11
Course #: 066801

Medical Coding

An introductory course to learn medical insurance coding (CPT and ICD-9-CM) procedures. These skills are needed for employment in a physician’s office and in hospital patient records. An introduction to the ICD-10-CM is included in this class. Prerequisite: Proof of high school diploma (must be in English) or GED and Medical Terminology required at registration. Some books included.

Instructor: House
Tuition: $570
Instruction hours: 100 hours / 25 classes
Days/Times: M/W, 8:30 - 12:30 pm
Start/End: 9/15 – 12/17
Course #: 166301

Medical Billing

An introductory course to learn medical billing procedures including: Medi-Cal, Medicare, CHAMPVA, TRICARE, private insurance, medical documentation, HIPAA and other topics. Students will be using practice management software for patient scheduling, third party billing, and medical record documentation. These skills are needed for employment in a physician’s office and in hospital patient records. Prerequisites: Proof of high school diploma (must be in English) or GED and Medical Terminology required at registration. Some books included.

Instructor: House
Tuition: $570
Instruction hours: 100 hours / 25 classes
Days/Times: T/Th, 8:30 - 12:30 pm
Start/End: 9/16 – 12/18
Course #: 166701

For 2014/2015
Receive a $100 completion incentive when you earn the Medical Assistant Certificate or Medical Billing and Coding Certificate

Don’t Wait To Register
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: $80
Instruction hours: 22 hours/ 11 classes each
Days/Time: W/F, 9:30 - 11:30 am
Start/End: 8/22 – 9/26
Course #: 064101

Days/Time: W/F, 9:30 - 11:30 am
Start/End: 11/7 - 12/19
Course #: 064102

Basic Computer Education 2
Project based class. PowerPoint, Excel and desktop publishing will be covered. Learn Clip Art, Word Art. Create flyers, cards, and labels using Clipart, word art and borders. Learn how to create simple Excel spreadsheets with formulas and charts. Required: Basic Computer Education 1 or equivalent skill set. No book required. Handouts will be available.

Instructor: McElhinney
Tuition: $80
Instruction hours: 22 hours/ 11 classes each
Days/Time: W/F, 9:30 - 11:30 am
Start/End: 10/1 - 11/5
Course #: 064103

Check our website www.sanjuan.edu/sunrise for information on Pharmacy Technician, condensed Dental Assisting and condensed EKG Technician classes that may be starting mid-semester.
### Photoshop Elements 11 – Level 1 & Level 2

Using the #1 selling consumer photo editing software, you will learn how to make your photos look “Fantastic” by doing hands-on projects.

**Level 1**
- You will work on retouching & repairing photos, correcting colors, making collages, adding new backgrounds, using healing brush, re-sizing images plus layer basics.

**Level 2**
- You will continue to improve your skills, including managing layers, masking, styles, blending modes, filters, advanced layer techniques, custom brushes, and dynamic use of text. Taught in PC lab, applicable for versions 5 to 12. Handouts provided.

**Prerequisite:**
- Basic computer and Internet skills.
- **Level 2 prerequisite:** completion of level 1 or instructor permission.

**Instructor:** Salisbury  
**Tuition:** $60 per level  
**Instruction hours:** 12.5 hours/5 classes each  
**Days/Times:** T, 5:30 - 8:00 pm  
**Start/End:** 9/14 – 11/18  
**Course #:** 081702  

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### Photoshop Elements 11 – Level 3

You will learn more tips and tricks with layers, masking, blending modes, filters, brushes, and much more. **Prerequisite:** Photoshop Elements 11 levels 1 & 2.

**Instructor:** Salisbury  
**Tuition:** $25  
**Instruction hours:** 5 hours/2 classes  
**Days/Times:** T, 5:30 - 8:00 pm  
**Start/End:** 12/9 – 12/16  
**Course #:** 081703

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### QuickBooks 2013, Comprehensive

In this very practical, hands-on class you will learn to set up your bookkeeping system, develop customer and vendor information and control inventories. You will learn the basics, then expand to learn how to generate custom reports and financial statements, control inventories, and payroll. “QuickBooks Pro 2013: Comprehensive” textbook and pre-loaded flash drive included (a $140 value).

**This course replaces QuickBooks 1 & 2.**

**Instructor:** Belt  
**Tuition:** $250  
**Instruction hours:** 35 hours/14 classes  
**Days/Times:** T/Th, 6:00 - 8:30 pm  
**Start/End:** 9/2 – 10/16  
**Course #:** 065601

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### 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 the value of your items, 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:** $70  
**Instruction hours:** 18 hours/6 classes  
**Days/Times:** M, 1:00 - 4:00 pm  
**Start/End:** 10/6 – 11/17  
**Course #:** 083901

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### QuickBooks 2013, Comprehensive

In this very practical, hands-on class you will learn to set up your bookkeeping system, develop customer and vendor information and control inventories. You will learn the basics, then expand to learn how to generate custom reports and financial statements, control inventories, and payroll. “QuickBooks Pro 2013: Comprehensive” textbook and pre-loaded flash drive included (a $140 value).

**This course replaces QuickBooks 1 & 2.**

**Instructor:** Belt  
**Tuition:** $250  
**Instruction hours:** 35 hours/14 classes  
**Days/Times:** T/Th, 6:00 - 8:30 pm  
**Start/End:** 9/2 – 10/16  
**Course #:** 065601

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### Photoshop Elements 11 – Level 1 & Level 2

Using the #1 selling consumer photo editing software, you will learn how to make your photos look “Fantastic” by doing hands-on projects. **Level 1** - You will work on retouching & repairing photos, correcting colors, making collages, adding new backgrounds, using healing brush, re-sizing images plus layer basics. **Level 2** - You will continue to improve your skills, including managing layers, masking, styles, blending modes, filters, advanced layer techniques, custom brushes, and dynamic use of text. Taught in PC lab, applicable for versions 5 to 12. Handouts provided. **Prerequisite:** Basic computer skills. **Level 2 prerequisite:** completion of level 1 or instructor permission.

**Instructor:** Salisbury  
**Tuition:** $60 per level  
**Instruction hours:** 12.5 hours/5 classes each  
**Days/Times:** T, 5:30 - 8:00 pm  
**Start/End:** 9/14 – 11/18  
**Course #:** 081702
Art

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 1: Using a variety of graphite pencils and charcoal, students will create drawings that incorporate compositional elements of design and perspective. Part 2: Using colored pencil, students will learn ways to blend color and advantages of various paper surfaces for varied effects. Part 3: Using ink, students will explore dynamic effects of bottled ink with dip pens and technical pens. Discussion of and practice with decorative doodles similar to Zentangle will be included.

Instructor: Starks
Tuition: $50 per part
Instruction hours: 13.75 hours/ 5 classes each
Part 1 Days/Times: T, 12:00 - 2:45 pm
Start/End: 8/26 - 9/23
Course #: 083301

Part 2 Days/Times: T, 12:00 - 2:45 pm
Start/End: 9/30 – 10/28
Course #: 083302

Part 3 Days/Times: T, 12:00 - 2:45 pm
Start/End: 11/4-12/16
Course #: 083303

Acrylic Painting
This course is geared toward helping the beginner become more fluent and comfortable with the medium. Part 1 will explore color, brushwork, composition, and finishes to create brilliant and lustrous paintings. Part 2 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 3 will push students to develop compositions that reflect individual style and explore effects of various acrylic mediums.

Instructor: Starks
Tuition: $50 per part
Instruction hours: 13.75 hours/ 5 classes each
Part 1 Days/Times: W, 12:00 - 2:45 pm
Start/End: 8/27 – 9/24
Course #: 083801

Part 2 Days/Times: W, 12:00 - 2:45 pm
Start/End: 10/1 – 10/29
Course #: 083802

Part 3 Days/Times: W, 12:00 - 2:45 pm
Start/End: 11/5 – 12/10
Course #: 083803

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 1 will focus on basic fundamentals of paint, brushes, paper, pigment characteristics, choosing limited palettes to create specific projects. Part 2 will push students to develop compositions that reflect individual style. Part 3 will explore nontraditional techniques to create fun and spontaneous paintings.

Instructor: Starks
Tuition: $50 per part
Instruction hours: 13.75 hours/ 5 classes each
Part 1 Days/Times: Th, 12:00 - 2:45 pm
Start/End: 8/28 – 9/25
Course #: 083601

Part 2 Days/Times: Th, 12:00 - 2:45 pm
Start/End: 10/1 – 10/29
Course #: 083602

Part 3 Days/Times: Th, 12:00 - 2:45 pm
Start/End: 11/5 – 12/10
Course #: 083603

Genealogy workshops can form with sufficient interest. Please call 971-7654 to add your name to our Wait List.
**Digital Photography**

**How to Use a Digital Camera – SLR and Point & Shoot Cameras**
Learn the basics of digital photography. Bring your camera and manual to learn even more. You may take this class even if you do not own a digital camera. No experience necessary.

Instructor: Salisbury  
Tuition: $35  
Instruction hours: 7.5 hours/3 classes  
Days/Times: M, 1:00 - 3:30 pm  
Start/End: 9/8 – 9/22  
Course #: 081201

**Advanced Photography for SLR Photographers**
The class will focus on mastering the key features of your SLR camera. (a camera with removable lens, the ability to control speed and exposure separately (such as S or Tv, A or Av, M)). Handouts will be provided. Contact teacher if you have any questions prior to the class.

Instructor: Salisbury  
Tuition: $35  
Instruction hours: 7.5 hours/3 classes  
Days/Times: M, 1:00 - 3:30 pm  
Start/End: 9/29 – 10/13  
Course #: 081201

**Music**

**Guitar**
Have fun with music and meet interesting people while learning the guitar. For the beginner to intermediate student. You will learn the basics: simple chords, finger picking, and use of the pick, all while learning and singing songs. Continuing students are welcome. (Please no 12 string or electric guitars)

Instructor: Spivack  
Tuition: $40  
Instruction hours: 7.5 hours/5 classes  
Days/Times: W, 12:15 – 1:45 pm  
Start/End: 9/10 – 10/8  
Course #: 082301  

Should you need one, flash drives are available for purchase in the office.

**Manage Your Photo Collection with Picasa**
Learn how to use Picasa. All skills will be learned hands-on so you will be able to take home skills to manage your pictures. Picasa can be installed on any computer. **Prerequisite:** Basic computer skills.

Instructor: Salisbury  
Tuition: $25  
Instruction hours: 5 hours/2 classes  
Days/Times: M, 1:00 - 3:30 pm  
Start/End: 10/20 – 10/27  
Course #: 081301

**Get to Know your Smart Phone**
This course offers hands-on instruction on how to setup and use your Android phone on a day-to-day basis. Find out what you can do besides make a phone call! No iPhones or iPads please. No experience necessary.

Instructor: Salisbury  
Tuition: $30  
Instruction hours: 6 hours/2 classes  
Days/Times: M, 1:00 - 4:00 pm  
Start/End: 11/3 – 11/17  
Course #: 083401

**Don’t Wait To Register**
Beginning Piano
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.

Instructor: TBA
Tuition: $50
Instruction hours: 9 hours/6 classes
Days/Times: Th, 6:30 – 8:00 pm
Start/End: 9/26 - 10/30
Course #: 082001

Days/Times: Th, 6:30 – 8:00 pm
Start/End: 11/6 - 12/18
Course #: 082002

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!

Instructor: Brewer
Tuition: $50
Instruction hours: 12 hours/8 classes
Days/Times: T, 6:30 - 8:00 pm
Start/End: 9/16 -11/4
Course #: 084401

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.

Instructor: Parker
Tuition: $110
Instruction hours: Ongoing
Days/Times: M, 6:30 - 9:30 pm
Start/End: 8/18 – 12/15
Course #: 082211

Parent University Workshops
These free workshops are being offered by SJUSD Family & Community Engagement Office. Workshops are tailored to the needs of the participants. Topics can include, but are not limited to: Homework strategies, preparing for parent teacher conferences, how to use technology, attendance, ways to get involved on campus, understanding standardized assessments.

Workshops held at Sunrise Tech Center:
- Introduction to Common Core
  August 27, 2014, 5:30 p.m. - 7:00 p.m.
- Bullying Prevention Presentation
  December 3, 2014, 5:30 p.m. – 7:00 p.m.
- Homework Strategies
  March 4, 2015, 5:30 p.m. – 7:00 p.m.

For more information and to register, please contact the Family and Community Engagement Department at (916) 971-7929.

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

Classes Subject to Change
Sunrise Tech Center is a Pearson VUE- Authorized Test Center. Please go to www.ged.com for more information about the GED® tests. You will need to create an account with GED® Testing Service to allow you to schedule a test.

The 2014 GED® test is a computer based test, comprised of four subtests:
1. Reasoning through Language Arts (155 minutes)
2. Mathematical Reasoning (120 minutes)
3. Science (95 minutes)
4. Social Studies (95 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 text, and dragging/dropping text.

Currently the GED® tests are $35.00 per subtest. The 2nd and 3rd retests are discounted to $15 per subtest if taken within one year from the initial test.

Please be aware all GED® registration, payment, and test scores are exclusively accessed through GED® testing service.

Sunrise Tech Center will be testing most Wednesdays from 9:30am to 12:15pm, and may be adding additional days and times in the Fall semester. For a complete schedule and updates of test dates that Sunrise Tech Center offers, please refer to our website, www.sanjuan.edu/sunrise in the GED® Information section.

Sunrise Tech Center offers GED® preparation classes and other basic computer classes to prepare you for the new GED®.

High School

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). For all high school courses Evaluation & Transcript building fee = $40 per semester (non-refundable).

Students must register on-site most Mondays at 2:30 pm for:
• Independent Study classes in room 5.
• GED/CAHSEE test prep, high school and Adult Basic Education courses in room 10.
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, and 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.

Classes are currently available, depending on student level and site, 2 to 3 days per week in the mornings, afternoons, or evenings.

Orientation, Assessment, and Registration:
Sunrise Tech Center – Room 9
Instructors: Michell, Roper, Caldwell
Tuition: $40 per semester (non-refundable)
Days/Times: Every other Tuesday at 6:00 pm and every other Wednesday at 1:30 pm
Start/End: Continuous, 8/25 - 12/19

Encina Preparatory High School – Room SN1
(1400 Bell St. Sacramento)
Instructors: Angelis, Friend
Tuition: $40 per semester (non-refundable)
Days/Times: Every other Monday at 2:00 pm
Start/End: Continuous, 8/25 - 12/19

For a complete schedule of Orientation dates, please refer to our website, www.sanjuan.edu/sunrise in the English as a Second Language Information section

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

See our website; www.sanjuan.edu/sunrise or find us on Facebook: San Juan Adult Education for information regarding mass enrollment in August 2014
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 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 are enrolled.

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

Community Based Education 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.

Since 1957 San Juan Adult Education has helped over 8,700 students earn a High School diploma
Since 2002 San Juan Adult Education has awarded over 2,900 GED certificates

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, evaluation 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 in the form of a check issued by the district, sorry no cash refunds. 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 may 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.
- Classes could be cancelled 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.
- GED® test registration and payment is exclusively through GED® Testing Service.

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 also applies to admission and access 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 are 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 971-5260.

The San Juan Unified School District recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact the district coordinator (971-7183) to obtain information about the existence and location of services, activities and facilities that are accessible to and usable by handi capped 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.

“Sexual Harassment” includes sexual harassment of or by any student 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 schools, state or 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. The district’s complaint procedures also include the development and implementation of individualized categorical aid programs, career technical and technical education and training programs, Indian education programs, 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 4602). 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 agree to write 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 complaint 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

Where Learning Never Ends...
San Juan School for Adults