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 made out to SJUSD) to 7322 Sunrise Blvd, Citrus Heights, CA 95610

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### Sunrise Tech Center Registration & Enrollment

**ALL INFORMATION REQUIRED TO ENROLL**

<table>
<thead>
<tr>
<th>Last name: ______________________  First name: ______________________  MI: ___</th>
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<tbody>
<tr>
<td>Birth date: _______  Gender: Male __  Female ___  Phone: (<em><strong>)</strong></em>_______________</td>
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<tr>
<td>Cell Phone: (<strong><strong>)</strong></strong>______  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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<td>EDD ___  Refugee ___  Disabled___  Homeless ___</td>
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Course #:_____________  Name of class: ______________________________________

Course #:_____________  Name of class:  _____________________________________

Additional information needed for classes starting with 06xxxx & 17xxxx (pages 4-7) please see office.

Student Signature: _____________________________________Date:  ______________

Payment Method:  Cash ______  Check/Money Order ___ #_____________

Make checks payable to SJUSD, Mail in registration confirmation sent to email address provided.

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**San Juan Unified School District**

3738 Walnut Ave.
Carmichael, CA  95608

**BOARD OF EDUCATION**

Current as of 10/15/14

Lucinda Luttgen, President
Pam Costa, Vice President
Saul Hernandez, Clerk
Greg Paulo, Member
Larry Masuoka, D.M.D., Member

Kent Kern, Superintendent of Schools
Donna O’Neil, Ed.D., Associate Superintendent, Schools and Student Support
Kent Stephens, Chief Financial Officer
Linda C.T. Simlick, J.D., General Counsel

Paul Oropallo, Acting Assistant Superintendent, Human Resources
TBD, Assistant Superintendent, Educational Services
Sue Hulsey, Acting Assistant Superintendent, Elementary Education
Rick Messer, Acting Assistant Superintendent, Secondary Education
Trent J. Allen, Senior Director, Community Relations
Frank Camarda, Senior Director, Facilities, Maintenance, and Transportation
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
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. Heritage Days, art shows, and music shows.

Early Enrollment Online Discount!

Enroll in any CTE class (pages 4-7) before December 31, 2014 and use the coupon code:

Dec5Bucks

To receive a $5.00 discount off each class.
*Expires December 31, 2014.
Career Technical Education

Office Assistant Certificate Program

Revised times for the Spring 2015 semester 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 Excel spreadsheets. Achieving a proficiency of touch-type keyboarding speed of 40 wpm 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
   • 40 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
6. Workplace Readiness

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 built into this class. **Prerequisite:** Basic computer skills and/or Computer Basic 1 and 2. “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
Start/End: 1/13 - 2/5
Course #: 065103
Start/End: 1/13 - 2/5
Course #: 065104

Advanced Office 2013, Building a Foundation
Windows, PowerPoint, Word will be covered in depth 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: 18 hours/6 classes
Start/End: 2/10 - 3/5
Course #: 065302

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 built into this class. **Prerequisite:** Basic computer skills and/or Computer Basic 1 and 2. “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
Start/End: 3/10 - 4/9
Course #: 069203
Start/End: 3/10 - 4/9
Course #: 069204

Don’t Wait To Register

Student Sue Erickson, Office Assistant Certificate Program
Career Technical Education

Excel 2013, Comprehensive
Learn all about Excel in this hands-on class designed for the beginner to the intermediate student. You will learn how to create worksheets, build formulas, charts, and multiple worksheets and workbooks. Prerequisite: Basic computer skills and/or Computer Basic 1 and 2. “Microsoft Excel 2013: Comprehensive” textbook and pre-loaded flash drive included (a $120 value).

Instructor: McElhinney
Tuition: $195
Instruction hours: 24 hours/ 8 classes
Days/Times: T/Th, 2:00 - 5:00 pm
Start/End: 4/14 – 5/7
Course #: 064603

Days/Times: T/Th, 5:30 - 8:30 pm
Start/End: 4/14 - 5/7
Course #: 064604

Advanced Excel 2013, Comprehensive
This course is suggested for students completing Excel 2013, Comprehensive course. You will expand your knowledge of 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.

Instructor: McElhinney
Tuition: $80
Instruction hours: 18 hours/ 6 classes
Days/Times: T/Th, 5:30 - 8:30 pm
Start/End: 5/12 - 5/28
Course #: 064802

Workplace Readiness
Workplace readiness skills are covered in this class. Learn resume writing techniques, different interviewing approaches, and job search methods. Soft skills and typing will be covered. Learn different approaches to overcome the barriers to employment. No book required. Handouts will be available.

Instructor: McElhinney
Tuition: $80
Instruction hours: 18 hours/ 6 classes
Days/Times: T/Th, 2:00 - 5:00 pm
Start/End: 5/12 - 5/28
Course #: 064401

For Spring 2015
Receive a $50 completion incentive when you earn the Office Assistant Certificate
*must be requested at STC office

Windows 8
Introduction to Microsoft’s newest operating system. This basic hands-on instruction will focus on skill development for many of the new features including how to manage windows and folders, sort and filter files, run programs. “Essential Windows 8.1 Skills” textbook and included (a $65 value).

Instructor: McElhinney
Tuition: $120
Instruction hours: 18 hours/ 6 classes
Days/Times: T/Th, 2:00 - 5:00 pm
Start/End: 2/10 - 3/5
Course #: 065001

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, as well as Windows 8 basics. No book required. Handouts will be available.

Instructor: McElhinney
Tuition: $80
Instruction hours: 22.5 hours/ 9 classes
Days/Times: W/F, 9:00 - 11:30 am
Start/End: 1/14 - 2/11
Course #: 064104

Days/Times: W/F, 9:00 - 11:30 am
Start/End: 3/25 - 4/29
Course #: 064105

Basic Computer Education 2
Project-based class. PowerPoint, Excel and desktop publishing will be covered. Learn Clip Art, WordArt and borders. Create flyers, cards, and labels. 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: 22.5 hours/ 9 classes
Days/Times: W/F, 9:00 - 11:30 am
Start/End: 2/13 - 3/20
Course #: 064106

Days/Times: W/F, 9:00 - 11:30 am
Start/End: 5/1 - 5/29
Course #: 064107

Under Enrolled Classes are Subject to Cancellation One Week Prior to Start
Health Care Certificate Program

Revised times for the Spring 2015 semester to earn your certificate in a single semester!

Clinical Medical Assistant (*Externship included)

Students will receive industry standard clinical/back office training. This comprehensive certificate program covers patient interview skills, patient positioning, vitals, blood pressure, injections, ECG. This class also covers clinical medical terminology, insurance coding and billing, customer service, scheduling of appointments, and medical office computer training. Medical Assistant program comes with a Certificate of Completion and *externship placement.

Prequisites: 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, scrubs required. Current CPR certification is required. An optional CPR class will be offered at an extra cost to student, instructor will schedule. Some books included.

Instructor: Whittemore/House
Tuition: $2,300
Instruction hours: 354 hours/ 59 classes
Days/Times: MTWTh 9:00 - 3:30 pm
Start/End: 1/12 - 5/7
Externship hours: 160 hours/ 4 weeks
Days/Times: Varies
Start/End: 5/11 - 6/4
Course #: 066002

*Students must meet externship qualifications: Students are evaluated based on their performance during their course. Medical Assistant passing course work with 90% or better.
1. The student must complete 100% of their course work.
2. The student attendance rate must be 90% course hours.
The instructor of the medical program will meet with administrator of the Career Technical Education (CTE) department and review the student’s progress (listed above), resume, typing certificate, tuberculosis screening, externship application, immunization record, confidentiality agreement / HIPPA certification. *Please know that some providers will require a confidentiality agreement, criminal background check and/or a drug test.

Take your first step into the world of medicine by attending the FREE Q&A and Facilities Tour for CTE Medical classes, December 16 at 1:00pm. RSVP to 971-7654.

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.

Instructor: John House, MBA,CPC.
Tuition: $195
Instruction hours: 32.5 hours/10 classes
Days/Times/Dates:
T/Th, 5:30 - 8:30 pm, 2/3 – 3/5
Sat, 9:00 - 2:40 pm, 3/7
T, 6:00 – 8:00 pm, 3/10
Course #: 172201

Career Technical Education

Certified Professional Coder (CPC) Examination Preparation Workshop

• Study Strategies
• Examination taking tips

Workshop will include:
• Joining AAPC (cost to be borne by examinee)
• Registering for the examination (cost to be borne by examinee)
• Use of the CPT, ICD-9-CM Vols.1 and 2, and HCPCS manuals (cost to be borne by examinee)
• Role of the Association of American Professional Coders (AAPC) in the CPC examination
• Medicare billing
• Information Management
• Medical Terminology by body system
• HIPPA
• Highlight of procedural coding for Surgery, Medicine, Laboratory and Pathology, Radiology, and Anesthesia. Highlight for coding Evaluation and Management. Highlights of diagnostic coding for medical specialties.
• Review of E and V codes
• Review of HCPCS
• Three mini mock examinations
• A full mock examination (5 hours, 40 minutes) on Saturday 3/7
• Review of mock examination the following Tuesday, 3/9

Required texts: Current editions of the following:
• CPT (professional edition)
• ICD-9-CM Vols.1-2 (professional or expert editions)
• HCPCS (professional or expert editions)

Instructor: House
Tuition: $375
Instruction hours: 85.5 hours/ 59 classes
Days/Times: MTWTh 9:00 - 10:30 am
Start/End: 1/12 - 5/7
Course #: 066803

Don’t Wait To Register

NEW! Revised times for the Spring 2015 semester to earn your certificate in a single semester!

Terminology is predominantly anatomy-based but basic principles in physiology are also introduced. This class qualifies as a prerequisite for Billing and Coding which will be offered in Fall 2015. Book included.

Instructor: House
Tuition: $375
Instruction hours: 85.5 hours/ 59 classes
Days/Times: MTWTh 9:00 - 10:30 am
Start/End: 1/12 - 5/7
Course #: 066803

Health Care Certificate Program

Revised times for the Spring 2015 semester to earn your certificate in a single semester!
Photoshop Elements 11 – Level 3
Students will continue to learn more tips and tricks with layers, masking, blending modes, filters and brushes. Class is taught in a PC lab and is applicable to version 8 -13 owners. Handouts will be provided. **Prerequisite:** completion of Levels 1 and 2 or instructor approval.

**Instructor:** Salisbury  
**Room:** 15 at Sunrise Tech Center  
**Tuition:** $25  
**Instruction hours:** 5 hours/ 2 classes  
**Days/Times:** T, 6:00 - 8:30 pm  
**Start/End:** 4/28 – 5/5  
**Course #:** 081706

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).

**Instructor:** Belt  
**Room:** 14 at Sunrise Tech Center  
**Tuition:** $250  
**Instruction hours:** 35 hours/ 14 classes  
**Days/Times:** T/Th, 6:00 - 8:30 pm  
**Start/End:** 2/3 – 3/26  
**Course #:** 065602

**Days/Times:** T/Th, 6:00 - 8:30 pm  
**Start/End:** 4/7 – 5/21  
**Course #:** 065603

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  
**Room:** 14 at Sunrise Tech Center  
**Tuition:** $70  
**Instruction hours:** 18 hours/ 6 classes  
**Days/Times:** T, 1:00 - 4:00 pm  
**Start/End:** 1/27 – 3/10  
**Course #:** 083902
Community Based Education

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
Room:  21 at Sunrise Tech Center
Tuition:  $50 per level
Instruction hours: 20 hours/ 10 classes ea.
Level 1:  Days/Times: M, 10:00 - 12:00 pm
Start/End:  1/26 - 4/13
Course #:  080617

Level 2:  Days/Times: M, 1:00 - 3:00 pm
Start/End:  1/26 - 4/13
Course #:  080618

Art

Afternoon Drawing
This course is designed for all students interested in developing or honing their drawing skills. Part 1, 2, 3, 4—Each of these five week sessions will blend technical skill building with experimental play. Using photo references, still life and imaginations, explore principles and elements of design (i.e., line, positive/negative shape, unity, shape, texture, color) to create artwork using drawing media selected by the student. Bring your favorite media (e.g., graphite, colored pencils, oil pastels, charcoal, ink, and whatever else may be tucked back in that closet or drawer) and unleash your creative spirit. Each week will focus on a specific element or principle of design. Demonstrations on use of various media will be provided.

Instructor:  Starks
Room:  16 at Sunrise Tech Center
Tuition:  $50 per part
Instruction hours: 13.75 hours/ 5 classes each
Part 1  Days/Times: T, 12:00 - 2:45 pm
Start/End:  1/6 - 2/3
Course #:  083304

Part 2  Days/Times: T, 12:00 - 2:45 pm
Start/End:  2/10 - 3/17
Course #:  083305

Part 3  Days/Times: T, 12:00 - 2:45 pm
Start/End:  3/24 - 4/28
Course #:  083306

Part 4  Days/Times: T, 12:00 - 2:45 pm
Start/End:  5/5 - 6/2
Course #:  083307

Afternoon Watercolor
This course accommodates both new and returning students. Part 1—Get acquainted with attributes of watercolor pigments. Paint simple compositions to help you understand the lovely transparent quality watercolors can create. Part 2—Build on technical skills as you create vibrant watercolor paintings. Part 3, 4—Push watercolor beyond tradition. Incorporate other water media (gouache, watercolor pencil and acrylic) as enhancements to your watercolor paintings. Play with watercolor mediums to create unusual effects.

Instructor:  Starks
Room:  16 at Sunrise Tech Center
Tuition:  $50 per part
Instruction hours: 13.75 hours/ 5 classes each
Part 1  Days/Times: W, 12:00 - 2:45 pm
Start/End:  1/7 - 2/4
Course #:  083804

Part 2  Days/Times: W, 12:00 - 2:45 pm
Start/End:  2/11 - 3/18
Course #:  083805

Part 3  Days/Times: W, 12:00 - 2:45 pm
Start/End:  3/25 - 4/29
Course #:  083806

Part 4  Days/Times: W, 12:00 - 2:45 pm
Start/End:  5/6 - 6/3
Course #:  083807

Limited basic materials provided. Students encouraged to bring supplies listed on Art Supply list posted on www.sanjuan.edu/sunrisetc in the Community Based Education Section.
Evening Watercolor

This class is open to beginning and experienced students. Learn painting basics and how to use them to create finished pieces. **Part 1:** Focuses on the basics of watercolor painting: materials, brush strokes, washes, and glazing. **Part 2:** You are encouraged to develop your own personal style as you continue to learn various painting techniques. **Part 3:** Is centered on trying unusual methods of painting with watercolors. **Part 4:** "Unleashed painting", create your own unique piece of art incorporating all of the fun techniques and styles learned in class, and then some. Let your mind go wild and unleash your inner artist.

**Instructor:** Morrison  
**Room:** 16 at Sunrise Tech Center  
**Tuition:** $50 per part  
**Instruction hours:** 12.5 hours/5 classes each  
**Part 1**  
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**Part 2**  
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**Part 3**  
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**Part 4**  
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<td>T, 5:30 - 8:00 pm</td>
<td>5/5 - 6/2</td>
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How to Use a Digital Camera – SLR and Point & Shoot Cameras
Are you tired of not knowing how to use your digital camera? Learn the basics of digital photography: camera menus, shooting modes, flash, stopping action, avoiding blurry photos, using the LCD screen, photo-sizing, as well as what all those icons do on your camera. We’ll discuss useful hints for taking “gorgeous photos”. You may take this class even if you do not own a digital camera. No experience necessary.

Instructor: Salisbury
Room: 15 at Sunrise Tech Center
Tuition: $35
Instruction hours: 7.5 hours/ 3 classes
Days/Times: M, 1:00 - 3:30 pm
Start/End: 1/12 – 2/2
Course #: 081502
Days/Times: T, 6:00 - 8:30 pm
Start/End: 1/13 – 1/27
Course #: 081503

Advanced Photography for SLR Photographers
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 will also 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 S, or Tv, or Av, M). Handouts will be provided. No experience necessary.

Instructor: Salisbury
Room: 15 at Sunrise Tech Center
Tuition: $30
Instruction hours: 6 hours/ 2 classes
Days/Times: M, 1:00 - 4:00 pm
Start/End: 3/16 – 3/23
Course #: 081202

Manage Your Photo Collection with Picasa
Learn how to use Google Picasa, an intuitive and “Free” program to organize, do basic editing, email and share your photos. Getting photos stored and organized on your PC can be confusing, then basic touching up and sharing with friends and family can be a real challenge. 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
Room: 15 at Sunrise Tech Center
Tuition: $25
Instruction hours: 5 hours/ 2 classes
Days/Times: M, 1:00 - 3:30 pm
Start/End: 4/6 – 4/13
Course #: 081302

Get to Know your Smart Phone
Android phones (made by Samsung, HTC, LG, Motorola, etc.) have skyrocketed in popularity over the past few years. This course offers hands-on instruction on how to setup and use your phone on a day-to-day basis. We will cover the Android app store so you can synchronize your calendar, contacts, emails, etc. 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 iPhones or iPads please. No experience necessary.

Instructor: Salisbury
Room: 15 at Sunrise Tech Center
Tuition: $35
Instruction hours: 7.5 hours/ 3 classes
Days/Times: M, 1:00 - 3:30 pm
Start/End: 2/9 – 3/2
Course #: 083402
Days/Times: M, 1:00 - 3:30 pm
Start/End: 4/20 – 5/4
Course #: 083403
Days/Times: M, 6:00 - 8:30 pm
Start/End: 5/12 – 5/26
Course #: 083404

Get Organized with Evernote
Store everything you need and make it available everywhere. Organize your life by writing down your ideas either on your computer or phone and synch easily from one device to another. Save notes, web clippings, audio, images, tags and filters, and more. It’s great to have ALL the information you need indexed and searchable across every single platform you have. Evernote is a free program that works on your PC, Mac, and your Smart Phone. Prerequisite: Basic computer skills.

Instructor: Salisbury
Room: 15 at Sunrise Tech Center
Tuition: $25
Instruction hours: 5 hours/ 2 classes
Days/Times: M, 1:00 - 3:30 pm
Start/End: 5/11 – 5/18
Course #: 081401

Don’t Wait To Register
Guitar

Have fun with music and meet interesting people while learning the guitar in this relaxed atmosphere. The instructor plans class content on the interests of the students, making each class new and different. You will learn the basics to the advanced depending on your level and interest: simple chords, finger picking, use of the pick, strumming patterns, blues, and guitar tab, all while learning and singing songs. This class accommodates beginner to intermediate students. Continuing students are welcome. (Please no 12 string or electric guitars)

Instructor: Spivack
Room: 19 at Sunrise Tech Center
Tuition: $40 per class
Instruction hours: 7.5 hours/5 classes
Days/Times: W, 12:15 – 1:45 pm
Start/End: 2/4 – 3/11
Course #: 082303

Days/Times: Th, 6:45 – 8:15 pm
Start/End: 2/5 – 3/12
Course #: 082304

Days/Times: W, 12:15 – 1:45 pm
Start/End: 3/18 – 4/22
Course #: 082305

Days/Times: Th, 6:45 – 8:15 pm
Start/End: 3/19 – 4/23
Course #: 082306

Music

Sacramento Concert Band
(@Rio Americano HS)
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 High School in the band room.

Instructor: Parker
Room: Band Room at Rio Americano HS
Tuition: $110
Instruction hours: Ongoing
Days/Times: M, 6:30 - 9:30 pm
Start/End: 1/5 - 6/1
Course #: 082211

Film

Film as Literature
(@Rio Americano HS)
Part 1: The Art of Alfred Hitchcock. This class will investigate the themes of the double, the voyeur, and the innocent person involved in an intrigue through 6 films: Shadow of a Doubt, Strangers on a Train, Rear Window, Vertigo, the 39 Steps, and North by Northwest. Part 2: The Art of Christopher Nolan. This class will examine the technological, psychological, and ethical implications of the cinematic art of Chris Nolan through: Inception, Inception, Memento, Batman Rises, and The Dark Knight. Part 3: The Art of David Lean. This class will explore the epic films of David Lean around the topics of war, revolution, and empire through British classics such as The Bridge on the River Kwai, Lawrence of Arabia, Doctor Zhivago, and A Passage to India. Class meets at Rio Americano High School in room A7. CEUs available.

Instructor: Vanlencich
Room: A7 at Rio Americano HS
Tuition: $50 per part
Instruction hours: 15 hours/6 classes ea.
Part 1 Days/Times: Th, 6:30 - 9:00 pm
Start/End: 1/15 - 2/26
Course #: 084201

Part 2 Days/Times: Th, 6:30 - 9:00 pm
Start/End: 3/5 - 4/16
Course #: 084202

Part 3 Days/Times: Th, 6:30 - 9:00 pm
Start/End: 4/23 - 5/28
Course #: 084203

Jon Spivack, Guitar Instructor

Piano and voice classes may be offered in Fall 2015. Please call 971-7654 to add your name to our interest list

Under Enrolled Classes are Subject to Cancellation One Week Prior to Start
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 sub-test. 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 at www.ged.com

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

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

ASE/HS Classes (Adult Secondary Education and High School diploma)

San Juan School for Adults offers high school credit classes 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 school year (non-refundable).

Enrollment in High School Independent Study and High School Credit Recovery Classes require an on-site meeting with our counselor at the Sunrise Tech Center location. Please call (916) 979-8047 for the counseling office hours.

Concurrent High School Student Credit Recovery Classes – Credit recovery classes are available for high school seniors currently enrolled in San Juan Unified School District high schools. Seat-based courses are offered Tuesday and Thursday afternoons. Students work at their own pace with teacher assistance as needed. Please contact the high school counselor at your school of residence for more information. Counselor, parent, and adult education administration approval needed for admittance to this program.

Independent Study Classes – 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. $60 book deposit is required (refundable upon book return) in addition to the Evaluation & Transcript building fee of $40 per school year (non-refundable).

Seat-Based High School Classes - Adult students work at their own pace in multi-subject rooms with teacher assistance as needed. Evaluation & Transcript building fee = $40 per school year (non-refundable).

CAHSEE Preparation Classes - CAHSEE Preparation Courses and practice tests are available to help you gain the confidence and knowledge you need to pass the test. Evaluation & Transcript building fee = $40 per school year (non-refundable).

Students must register on-site at STC most Mondays at 2:30 pm in room 10 for all academic classes (above and below in blue). Please remember children are not allowed at registration and we do not accept credit or debit cards on site. (cash, check or MO only)

Classes are currently available, depending on Student academic goals and location, 2 to 3 days per week in the mornings, afternoons, or evenings.

Our Academic teachers:
- Tom Brewer
- Liz Friend
- Bob Lyda
- Shakera Osborne
- Lynn Starks
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. For all ABE classes Evaluation and Test Preparation Plan fee = $40 per semester (non-refundable).

Adult Basic Education Classes - Brush up on academic skills such as writing and math. This class is valuable for adults who need to improve their academic skills for employment, or to prepare for classes leading to a GED or High School Diploma, or for self-improvement. (Also available through Distance Learning). Evaluation and Test Preparation Plan fee = $40 per semester (non-refundable).

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. Offered at Sunrise Tech Center and Encina locations. (Also available through Distance Learning). Evaluation and Test Preparation Plan fee = $40 per semester (non-refundable).

English as a Second Language (ESL) classes are offered from 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. $40 per semester (non-refundable).

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

Distance Learning

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 come to room 13 to check out DVDs, workbooks, and receive teacher guidance. Multi-level English as a Second Language, Citizenship, and academic multi-level materials are available. For a schedule of the Distance Learning operational hours, please refer to our website, www.sanjuan.edu/sunrisetc in the Distance Learning section or call (916) 971-7408. $40 per semester (non-refundable).
Registration information
- You can register online, in person or by mail for most Career Technical Education and all Community Based Education classes.
- 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 minimum number of students are enrolled. Checks will be held until classes meet minimum enrollment.

Community Based Education classes 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.

Attendance is required to remain enrolled in classes. Students in academic classes will be dropped after 2 weeks of unexcused absences.

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, and evaluation and transcript building fees for High School Subjects and Basic Education.

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 will be cancelled one week prior to start date 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

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
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 preclude the accommodation of handicapped persons. The district recognizes its obligation to provide overall program accessibility, 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 may 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 971-5260.

The San Juan Unified School District recognizes its obligation to provide overall program accessibility throughout the district for handicapped persons. Contact the district coordinator (971-7193) 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 schools or their 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. Simick, 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 posted in a readable and understandable manner.

In the event that it is believed that the district is in violation of any civil rights or civil liberties laws in the administration of school program, students may seek assistance from the Office for Civil Rights or the U.S. Department of Education. The Uniform Complaint Procedure shall remain confidential as required by law.

The complaint is filed with the district and a copy of the district's decision. The appeal to the 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 complaintant has a right to file complaints directly to the CDE or to pursue remedies before civil courts or other public agencies.

Civil Law Remedies

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

Any individual, public agency or organization may file a written complaint of alleged noncompliance with the district (5 CCR 4620). 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 obtained 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.

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.

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Campus Locations

1. **Sunrise Tech Center**
   7322 Sunrise Blvd.
   Citrus Heights, 95610
   (916) 971-7654

2. **Encina High School**
   (Satellite Location)
   1400 Bell Street
   Sacramento, 95825
   (916) 971-7654

3. **Rio Americano HS**
   (Satellite Location)
   4540 American River Dr.
   Sacramento, 95825
   (916) 971-7654

**Main informational site:**
www.sanjuan.edu/adulted

**Campus Site:**
www.sanjuan.edu/sunrisetc

*San Juan Adult Education*
*San Juan Distance Learning Project*