San Juan School for Adults

Spring 2017

Catalog of Classes

Where Learning Never Ends...

www.sanjuan.edu/sunrisetc
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

Online & mail-in options are only available for CTE and Community Education class registrations.

Sunrise Tech Center Registration & Enrollment

ALL INFORMATION REQUIRED TO ENROLL

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: _________________________________________

Additional information needed for classes starting with 06xxxx & 17xxxx (pages 4-8) 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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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 – 4:00 pm
Tuesday ............................................................. 9:30 am – 6:00 pm
Wednesday ....................................................... 9:30 am – 4:00 pm
Thursday ............................................................. 10:30 am – 6:00 pm
Friday ............................................................... 9:00 am – 3:00 pm

School not in session:
January 1 - 6 ........................................................... Winter Recess
January 16 ........................................................ Martin Luther King Jr. Day
February 20 - 24 ................................................ Presidents’ Week
April 10 - 14 ........................................................ Spring Break
May 29 ................................................................ Memorial Day

Important dates:
January 9 ........................................................ Classes Begin
June 8 ............................................................... Classes End
March 6 - 22 ...................................................... Art Show at Mesa Verde Gallery
March 22 .......................................................... Art Show Reception
May 10 .............................................................. Heritage Day
June 15 ............................................................ Commencement Ceremony
June 19 - July 28 ............................................... Summer School

Services Offered to Students:
1. Student Center, with:
   a. Study area, WiFi, 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.

GED, High School and ESL 
Summer School Classes

GED and high school classes will be 
available during the six week summer 
session. Sessions will be four mornings 
per week.

We will offer a limited number of ESL 
classes over the summer for beginning 
to intermediate level students at two 
sites: Sunrise Tech Center and 
Creekside Adult Center.
**English as a Second Language (ESL)**

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.

Classes are currently available, depending on student level and site, 2 to 4 days per week in the mornings, afternoons, or evenings and are typically 4-8 hours per week.

**ESL Transition Course**

ESL Transition Classes will help you increase your language skills and gain knowledge about the world of work and various career fields in the U.S. Learning is done through face-to-face classroom meetings and accessible online interactive materials. To enroll in this class, students must go through ESL registration for class placement.

**Become a United States Citizen**

The citizenship preparation class offers adults interested in becoming a US citizen, the opportunity to learn more about the history and the government of United States. Students are preparing for the USCIS Oral Interview, as they study to improve their English reading, writing, and speaking skills.

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**Adult Education Success Story**

Mojde Noroozi Larki came from Iran where she was an architect. She is a student in our ESL class, and has been volunteering in one of our beginning low classes. She did not hesitate when asked by her teacher, Marge Matoba, to help in the classroom. Asked about how she likes her volunteering job, she says, “I’m glad I’m working with people who need help.” She has been a great help in the literacy class as well as a big asset to our program. Mojde enjoys her classes and thinks they help her to improve and refine her communication skills. She also listens to podcasts, read novels or other easy read books in English, and watches TV. She loves nature and spends some of her time jogging and riding her bike.

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**Winter 2017 Classes Start January 9, 2017**

**Orientation, Assessment, and Registration:**

- **At Sunrise Tech Center, Room 9**
  (7322 Sunrise Blvd, Citrus Heights, CA 95610)
  
  **Days/Times:**
  - Every other Tuesday at 5:30 pm and
  - Every other Wednesday at 1:00 pm
  **Start/End:** January 11 - June 6, 2017

- **Encina High School Room SN-#1**
  (1400 Bell St., Sacramento, CA 95825)
  
  **Days/Times:**
  - Every Monday at 1:15 pm
  **Start/End:** January 23 – June 5, 2017

- **Creekside Adult Center, Room 12**
  (2641 Kent Dr., Sacramento, CA 95821)
  
  **Days/Times:**
  - Every other Friday at 1:00 pm
  - Every Wednesday at 5:30 pm
  **Start/End:** January 11 - June 2, 2017

Please allow one to two hours to complete testing, orientation, and registration process. Remember children are not allowed at registration.

For a complete schedule of registration dates, visit our web site at www.sanjuan.edu/sunrisetc and go to the **English Language Learners** section.

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Spring 2016 - Congressman Dr. Ami Bera explains to future citizens how a bill becomes a law

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Don’t Wait To Register
Sunrise Tech Center is a Pearson VUE-Authorized Test Center. Please go to www.ged.com for more information about the tests. You will need to create an account with GED® Testing Service to allow you to schedule a test.

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.

Enrollment in High School Classes require an on-site meeting with our counselor at the Sunrise Tech Center location. Please call (916) 979-8047 Tuesdays between 4:30 - 7:00 to speak with a counselor.

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, Encina High School, and new location Creekside Adult Center.

GED® Test Preparation class: Register in room SN1 at Encina most Tuesdays at 12:30 or at Sunrise Tech Center every Monday at 2:30 pm in room 10 or Creekside Adult Center every Wednesday at 5:30 pm
Please remember children are not allowed at registration.

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

Please be aware all GED® registration, payment, and test scores are exclusively accessed through GED® testing service at www.ged.com
Office Assistant Certificate Program

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 net 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 certificate.

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

Optional Additional Certification:
5. Quickbooks 2013, Comprehensive

Office 2013, Building a Foundation
Introduction to Word, Excel, PowerPoint and Outlook. Students will develop practical skills they can apply immediately to the office environment in this step-by-step, skills-based learning class. 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 flash drive included (a $145 value).

Instructor: McElhinney
Room: 11 at Sunrise Tech Center
Tuition: $195.00
Instruction hours: 30 hours/10 classes
Days/Times: T/Th, 2:00 - 5:00 pm
Start/End: 1/10 - 2/9
Course #: 065103

Days/Times: T/Th, 5:30 - 8:30 pm
Start/End: 1/10 - 2/9
Course #: 065104

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, proofreading 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 flash drive included (a $120 value).

Instructor: McElhinney
Room: 11 at Sunrise Tech Center
Tuition: $185.00
Instruction hours: 30 hours/10 classes
Days/Times: T/Th, 2:00 - 5:00 pm
Start/End: 2/14 - 3/23
Course #: 069203

Days/Times: T/Th, 5:30 - 8:30 pm
Start/End: 2/14 - 3/23
Course #: 069204

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 flash drive included (a $120 value).

Instructor: McElhinney
Room: 11 at Sunrise Tech Center
Tuition: $185
Instruction hours: 30 hours/10 classes
Days/Times: T/Th, 2:00 - 5:00 pm
Start/End: 3/28 - 5/4
Course #: 064603

Days/Times: T/Th, 5:30 - 8:30 pm
Start/End: 3/28 - 5/4
Course #: 064604

Microsoft Office student Sue Erickson
**Career Technical Education**

**Advanced Word & Advanced Excel**

Advanced Word: Build on the concepts learned in Word 2013, and learn some advanced techniques. Advanced Excel: Expand your knowledge of formulas, charts, and worksheets & workbooks. Learn macros, pivot tables, and other techniques. **Prerequisite:** Office 2013, Building a Foundation, Word 2013 Comprehensive, and Excel 2013 Comprehensive courses. Same book used in all three classes will be used in this class.

- **Instructor:** McElhinney
- **Room:** 11 at Sunrise Tech Center
- **Tuition:** $100
- **Instruction hours:** 30 hours/10 classes
- **Word Days/Times:** T/Th, 2:00 - 5:00 pm
- **Start/End:** 5/9 - 6/8
- **Course #:** 069206

**Excel Days/Times:** T/Th, 5:30 - 8:30 pm
- **Start/End:** 5/9 - 6/8
- **Course #:** 064802

**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 flash drive included (a $140 value).

- **Instructor:** Belt
- **Room:** 14 at Sunrise Tech Center
- **Tuition:** $250
- **Instruction hours:** 30 hours/10 classes
- **Word Days/Times:** T/Th, 2:00 - 5:00 pm
- **Start/End:** 5/9 - 6/8
- **Course #:** 069206

**Instruction hours:** 30 hours/10 classes
- **Excel Days/Times:** T/Th, 5:30 - 8:30 pm
- **Start/End:** 5/9 - 6/8
- **Course #:** 064802

**Computer Education**

**Computer Basic 1**

Learn the new Windows 10 Start menu, explore program controls, and the taskbar. Learn cut, copy, and paste. Create, edit, print, and save documents. You will create an Office Online account, work with apps, use email, and the internet. Students will learn how to save files and create folders both on the local PC and in the cloud. Outlook Online, Word Online, and OneDrive will be introduced. Classroom Textbook supplied. Flash Drive required, can be purchased on campus. ISBN #: 1-59136-791-3

- **Instructor:** McElhinney
- **Room:** 11 at Sunrise Tech Center
- **Tuition:** $90
- **Instruction hours:** 30 hours/10 classes
- **(Select Part 1 or 2)**
- **Part I Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 1/9 - 2/13
- **Course #:** 064104
- **Part 2 Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 3/29 - 5/8
- **Course #:** 064105

**Computer Basic 2**

Do more with your computer after learning the basics. This project based business oriented class prepares students for work, as well as home projects. Projects covered are resumes, cover letters, flyers, and tables. In Excel students construct simple formulas, and depict data using column and pie charts. PowerPoint topics include creating a new presentation, working with layouts and design themes, creating animations and transitions. Classroom Textbook supplied. Flash Drive required, can be purchased on campus. ISBN #: 1-59136-659-3

- **Instructor:** McElhinney
- **Room:** 11 at Sunrise Tech Center
- **Tuition:** $90
- **Instruction hours:** 24 hours/8 classes
- **(Select Part 1 or 2)**
- **Part I Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 2/15 - 3/27
- **Course #:** 064106
- **Part 2 Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 5/10 - 6/7 (4 weeks)
- **Course #:** 064107

**Computer Education**

**Computer Basic 1**

Learn the new Windows 10 Start menu, explore program controls, and the taskbar. Learn cut, copy, and paste. Create, edit, print, and save documents. You will create an Office Online account, work with apps, use email, and the internet. Students will learn how to save files and create folders both on the local PC and in the cloud. Outlook Online, Word Online, and OneDrive will be introduced. Classroom Textbook supplied. Flash Drive required, can be purchased on campus. ISBN #: 1-59136-791-3

- **Instructor:** McElhinney
- **Room:** 11 at Sunrise Tech Center
- **Tuition:** $90
- **Instruction hours:** 30 hours/10 classes
- **(Select Part 1 or 2)**
- **Part I Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 1/9 - 2/13
- **Course #:** 064104
- **Part 2 Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 3/29 - 5/8
- **Course #:** 064105

**Computer Basic 2**

Do more with your computer after learning the basics. This project based business oriented class prepares students for work, as well as home projects. Projects covered are resumes, cover letters, flyers, and tables. In Excel students construct simple formulas, and depict data using column and pie charts. PowerPoint topics include creating a new presentation, working with layouts and design themes, creating animations and transitions. Classroom Textbook supplied. Flash Drive required, can be purchased on campus. ISBN #: 1-59136-659-3

- **Instructor:** McElhinney
- **Room:** 11 at Sunrise Tech Center
- **Tuition:** $90
- **Instruction hours:** 24 hours/8 classes
- **(Select Part 1 or 2)**
- **Part I Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 2/15 - 3/27
- **Course #:** 064106
- **Part 2 Days/Times:** M/W, 9:00 am - 12:00 pm
- **Start/End:** 5/10 - 6/7 (4 weeks)
- **Course #:** 064107

**Adult Education Success Story**

**Jae Cornelison**

Many years I drove past Sunrise Tech Center, never realizing what was offered at the campus. Little did I know, adults were getting accredited certificates from this school to improve their lives! One day, I saw a sign out front advertising “Computer Classes.” I was so excited to have a chance to advance professionally. I needed specific certificates showing my broader knowledge of the Microsoft Office Suite. I was ready for a life UPGRADE!

After taking Office, Word, and Excel, I learned many new things like Mail Merge in Word and graph manipulation in Excel. Even better, I learned that I am no longer afraid to try new computer programs! I can confidently extend help to others in need. I am enjoying my new job and promotion as the Sunrise Tech Center Intermediate Clerk Typist as well!
Health Care Certificate Program

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, and ECG. This class also covers clinical medical terminology, customer service, scheduling of appointments, and medical office computer training. Medical Assistant program comes with a Certificate of Completion and *externship placement. Prerequisite: 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
Room: 22 & 15 at Sunrise Tech Center
Tuition: $2,500
Instruction hours: 306 hours/51 classes
Days/Times: MTWTh 9:00 - 3:30 pm
Start/End: 1/17 - 4/27
Course #: 066002

Externship hours: 160 hours/4 weeks
Days/Times: Varies
Start/End: 5/1 - 5/25
Course #: 066402

*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% of 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.

*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.

Instructor: Whittemore
Room: 15 at Sunrise Tech Center
Tuition: $375
Instruction hours: 75 hours/50 classes
Days/Times: MTWTh 9:00 - 10:30 am
Start/End: 1/17 - 4/27
Course #: 066802

*Eligible for Community College credits through American River College

Summer School Medical Courses
Health Care Clinical Skills Refresher for MA, LVN, RN and MA National Certification test Prep through NHA. Must have been through a Medical Assistant program/Nursing program in the past. Proof of HS diploma or GED and proof of MA or Nursing Program also TB test before start date of program. NHA exam is scheduled for the last week. 6 week session 9-12 M-Thurs. Cost is $350. Class may not run if minimum enrollment is not met.

Take your first step into the world of medicine by attending the FREE Q&A and Facilities Tour for CTE Medical classes.
• Monday, December 5 at 1:00 pm
• Monday, January 9 at 1:00 pm

Medical student practicing blood pressure testing

Sunrise Tech Center offers the National Healthcareer Association (NHA) certification exam to our completing Clinical Medical Assistant students. (Additional costs apply)
Partnerships

Parent Education Opportunities at Creekside Adult Center
The San Juan Unified School District Family and Community Engagement department is pleased to announce that it will be offering the following Family Education classes in the Spring. Classes will be held at Creekside Adult Center. Cost is $75 for non-San Juan families or $25 for San Juan families. You can learn more about these classes at www.sanjuan.edu/familyed, or can contact San Juan Family Education at (916) 971-7929.

Parent Project is a national program created by parents to provide parenting strategies for parents/guardians dealing with difficult adolescent behaviors. This 10-week class is court-approved and provides tools on how to set limits while rebuilding the relationship with the teen. Classes are offered in English and Spanish and will be held Mondays 5 p.m. to 8 p.m. starting February 27th, ending May 15th. No classes on April 10th and April 17th.

Loving Solutions is a 10-week court-approved parent training program designed specifically for parents raising strong-willed younger children and younger adolescents. Loving Solutions gives parents/guardians strategies and tools to positively respond to children with love and kindness, while integrating discipline. Classes are offered Wednesdays 5 p.m. to 7 p.m. starting March 1st, ending May 10th. No classes on April 12th

Limited scholarships available for San Juan families. Childcare provided.

Family and Community Engagement will be hosting Pre-K & Kindergarten Enrollment Fairs at the following locations in the spring:
- Thursday, March 9, 2017 from 11:00 am to 1:00 pm at Sunrise Tech Center
- Thursday, March 16, 2017 from 11:00 am to 1:00 pm at General Davie
- Thursday, March 23, 2017 from 11:00 am to 1:00 pm at Marvin Marshall

For information on required documents, contact FACE at (916) 971-7929.

Apprenticeships
SJUSD adult education has partnerships with local apprentice programs to provide apprenticeship training to become fire fighters and roofers. The sponsors work with employers to provide training and employment to move the apprentice forward by offering classroom instruction combined with on-the-job training. The approved apprentice training programs meet the requirements of the Division of Apprentice Standards. All apprentices must be registered through DAS to be adult education students.

CFFJAC
California Fire Fighters Joint Apprenticeship Committee provides apprenticeship training in various aspects of firefighting. Further details can be found at the website www.cffjac.org or by calling 648-1717.

VRW-JAC
Valley Roofers and Waterproofers Joint Apprenticeship Committee. Union roofers apply hot and cold roofing and waterproofing, asphalt, shingles, tile and single-ply roofing materials. Roofers also install hot build-up and single-ply roofing systems on commercial/industrial structures, as well as install moisture-resistant products on below-grade structures and other surfaces to prevent water intrusion into the buildings. http://sacramentobuilds.com/rooferwaterproofer-apprenticeship-program/

Meristem student learning woodworking

Meristem
Meristem was funded under the California Apprenticeship Initiative (CAI) as a pre-apprenticeship program, to create an innovative training program for young adults with behavioral and developmental disabilities. The program will allow them to gain meaningful vocational training, real-world work experiences, and long-term occupational employment. For more information visit the website www.meristem.pro or call 916-827-5257.
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 of 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: $55 per part
Instruction hours: 20 hours/10 classes each
Part 1 Days/Times: M, 10:00 - 12:00 pm
Start/End: 1/23 – 4/3
Course #: 080601
Part 2 Days/Times: M, 1:00 - 3:00 pm
Start/End: 1/23 – 4/3
Course #: 080602

Art

This class is designed for beginning students who are interested in learning basic drawing techniques and developing their own style and creativity. Each five week session will be a continuation of the previous class and students are encouraged to attend all three sessions.

Part 1: Students will learn introductory drawing techniques through an exploration of line, value, shape, space, texture, and composition. Students will use these techniques to explore different subject matter and will focus on observational drawing. Part 2: This class will continue to develop observational drawing skills and will include an introduction to color theory and the use of colored pencils. Part 3: Students will develop their own personal expression through the exploration of different mediums and will incorporate these mediums into projects of their choice, with instructor assistance.

Instructor: Fellos
Room: Room 50 at Del Campo
Tuition: $50 per part
Instruction hours: 12.5 hours/5 classes each
Part 1 Days/Times: Th, 4:00 - 6:30 pm
Start/End: 1/19 – 2/16
Course #: 083308
Part 2 Days/Times: Th, 4:00 - 6:30 pm
Start/End: 3/2 – 3/30
Course #: 083309
Part 3 Days/Times: Th, 4:00 - 6:30 pm
Start/End: 4/6 – 5/11
Course #: 083310

Watercolor

This class is open to new and returning students. The joy of learning to paint with this loose and colorful medium will be achieved through a variety of fun and entertaining lessons. Each 5 week session will build on previous classes, but is not a prerequisite to enroll in subsequent sessions.

Part 1: This class incorporates the basics of watercolor painting and builds on skills. Part 2: Students are encouraged to develop their own personal style as they continue to learn various painting techniques. Part 3: This class will be centered around incorporating artistic methods of painting with watercolors. Part 4: “Unleashed Watercolor” will allow you to create your own unique pieces 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: 13.75 hours/5 classes each
Part 1 Days/Times: T, 12:00 - 2:45 pm
Start/End: 1/10 – 2/7
Course #: 083607
Part 2 Days/Times: T, 12:00 - 2:45 pm
Start/End: 2/14 – 3/21
Course #: 083608
Part 3 Days/Times: T, 12:00 - 2:45 pm
Start/End: 3/28 – 5/2
Course #: 083609
Part 4 Days/Times: T, 12:00 - 2:45 pm
Start/End: 5/9 – 6/6
Course #: 083610

Evening

Instructor: Morrison
Room: 16 at Sunrise Tech Center
Tuition: $50 per part
Instruction hours: 12.5 hours/5 classes each
Part 1 Days/Times: T, 5:30 – 8:00 pm
Start/End: 1/10 – 2/7
Course #: 083705
Part 2 Days/Times: T, 5:30 – 8:00 pm
Start/End: 2/14 – 3/21
Course #: 083706
Part 3 Days/Times: T, 5:30 – 8:00 pm
Start/End: 3/28 – 5/2
Course #: 083707
Part 4 Days/Times: T, 12:00 - 2:45 pm
Start/End: 5/9 – 6/6
Course #: 083708
Mixed Media
This class is open to all students. Mixed media is the technique of using two or more artistic mediums in a single composition. Projects will be created using papers, paint, pens and drawing equipment, stencils, embellishments, and other items. Let your creativity flow while learning a new art form. The teacher will provide some materials, but students are to bring the basic materials listed on the class supply list. Part 1: This class introduces students to the artistic uses of paper. Traditionally used as a base to be drawn and painted on, it will now become the star in multi-faceted pieces of art. We will use an array of different types of papers and accents to create unique wonders. Part 2: The concept, design and creation of mixed media pieces will be based on Themes. A variety of assignments will assist the students in furthering their artistic skills while allowing for personal style. Part 3: Explore the possibilities of creating dimensional mixed media pieces. Students will learn to incorporate found and chosen items to enhance their works.

Instructor: Morrison
Room: 16 at Sunrise Tech Center
Tuition: $50 per part
Instruction hours: 13.75 hours/5 classes each
Part 1 Days/Times: M, 12:00 - 2:45 pm
Start/End: 1/23 – 2/27
Course #: 083404

Part 2 Days/Times: M, 12:00 - 2:45 pm
Start/End: 3/6 – 4/3
Course #: 083405

Part 3 Days/Times: M, 12:00 - 2:45 pm
Start/End: 4/10 – 5/8
Course #: 083406

Drawing
This course is for anyone who wants to learn to draw with pencils, colored pencils and/or ink. Develop new skills or extend your previous knowledge through the use of various mediums and techniques that will be taught. The teacher has a limited amount of basic materials that can be used. Students are encouraged to bring the materials listed on the Supply List. Part 1: This class will be centered around graphite pencils. Exercises involving line, value, shape, shadow and light will teach the basics of drawing. Sketching will be incorporated. Part 2: Students will explore the numerous ways in which colored pencils may be used. Learning to blend color, color combinations and the color wheel will all be included. Part 3: Explore the mysteries of ink. This class will allow students to use technical pens and other types of ink to create original drawings. The popular drawing technique of “doodling” will be introduced. Part 4: “Unleashed Drawing” will allow the student to play with unusual techniques of drawing that include pencil, colored pencil and ink along with extreme textures, shapes and stencils.

Instructor: Avery
Room: 16 at Sunrise Tech Center
Tuition: $50 per part
Instruction hours: 13.75 hours/5 classes each
Part 1 Days/Times: Th, 12:00 - 2:45 pm
Start/End: 1/12 – 2/9
Course #: 083304

Part 2 Days/Times: Th, 12:00 - 2:45 pm
Start/End: 2/16 – 3/23
Course #: 083305

Part 3 Days/Times: Th, 12:00 - 2:45 pm
Start/End: 3/30 – 5/4
Course #: 083306

Part 4 Days/Times: Th, 12:00 - 2:45 pm
Start/End: 5/11 – 6/8
Course #: 083307

Evening
Instructor: Avery
Room: 16 at Sunrise Tech Center
Tuition: $50 per part
Instruction hours: 12.5 hours/5 classes each
Part 1 Days/Times: Th, 5:30 - 8:00 pm
Start/End: 1/12 – 2/9
Course #: 083505

Part 2 Days/Times: Th, 5:30 - 8:00 pm
Start/End: 2/16 – 3/23
Course #: 083506

Part 3 Days/Times: Th, 5:30 - 8:00 pm
Start/End: 3/30 – 5/4
Course #: 083507

Part 4 Days/Times: Th, 5:30 - 8:00 pm
Start/End: 5/11 – 6/8
Course #: 083508

Student artwork
Community Based Education

Beginning Acrylics
This class is open to beginning and experienced students. The fundamentals of painting with acrylics will be taught through a series of fun projects that allow the students to find and develop their own personal styles. Each 5 week session will build on previous classes, but is not a prerequisite to enroll in subsequent sessions. Learn painting basics and how to use them to create finished pieces.

Part 1: This class focuses on the basics of acrylic painting: materials, brush strokes, color theory, and mixing and applying the paint to canvas.

Part 2: Students are encouraged to develop their own personal style as they continue to learn various painting techniques. A variety of assignments will assist the students in furthering their artistic side.

Part 3: Increase your artistic skills by learning more techniques and styles that will elevate your painting process.

Part 4: “Unleashed Acrylics” will include unusual methods of painting with acrylics. Students will learn to use painting supplements to enhance their paintings.

Instructor: Morrison
Room: 16 at Sunrise Tech Center
Tuition: $50 per part
Instruction hours: 12.5 hours/5 classes each

Part 1
Days/Times: T, 3:00 - 5:30 pm
Start/End: 1/10 – 2/8
Course #: 083805

Part 2
Days/Times: T, 3:00 - 5:30 pm
Start/End: 2/14 – 3/21
Course #: 083806

Part 3
Days/Times: T, 3:00 - 5:30 pm
Start/End: 3/28 – 5/2
Course #: 083807

Part 4
Days/Times: T, 3:00 - 5:30 pm
Start/End: 5/9 – 6/6
Course #: 083808

Intermediate Acrylics
This class is for the more experienced student. A series of fun projects will allow the students to find and develop their own personal styles. Each 5 week session will build on previous classes, but is not a prerequisite to enroll in subsequent sessions. Students are encouraged to bring the materials listed on the Supply List.

Part 1: This class focuses on learning specific techniques with acrylics and will culminate with incorporating those techniques into a painting.

Part 2: Students are encouraged to develop their own personal style as they continue to learn various painting techniques. A variety of assignments will assist the students in furthering their artistic side.

Part 3: Students will continue to learn different ways of painting as they focus on creating their own art works with guidance from the instructor.

Part 4: “Unleashed Acrylics”. Fun and unusual painting tips and tricks will be introduced to encourage students to branch out and explore new options in painting.

Instructor: Morrison
Room: 16 at Sunrise Tech Center
Tuition: $50 per part
Instruction hours: 13.75 hours/5 classes

Part 1
Days/Times: W, 12:00 - 2:45 pm
Start/End: 1/11 – 2/8
Course #: 083905

Part 2
Days/Times: W, 12:00 - 2:45 pm
Start/End: 2/15 – 3/22
Course #: 083906

Part 3
Days/Times: W, 12:00 - 2:45 pm
Start/End: 3/29 – 5/3
Course #: 083907

Part 4
Days/Times: W, 12:00 - 2:45 pm
Start/End: 5/10 – 6/7
Course #: 083908

Music

Sacramento Concert Band
(At El Camino 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 El Camino High School in the band room.

Instructor: Parker
Room: Band room at El Camino HS
Tuition: $110
Instruction hours: Ongoing

Days/Times: M, 6:30 - 9:30 pm
Start/End: 8/22 – 5/22
Course #: 082210
Community Based Education

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: 20 at Sunrise Tech Center
Tuition: $40
Instruction hours: 7.5 hours/5 classes
Days/Times: W, 12:15-1:45 pm
Start/End: 2/1 – 3/8
Course #: 083202

Ukulele
Have fun and meet people all while learning a new and easy instrument: The ukulele. This 5 week adult group class covers simple chords, strums, songs, and tuning. Beginners, returning students, and guitarists are welcome (the Uke and Guitar share many similarities; and the Uke is an inexpensive, convenient, and compact travel companion). You will need a soprano, concert, or tenor Uke. No baritones, please.

Instructor: Spivack
Room: 20 at Sunrise Tech Center
Tuition: $40
Instruction hours: 7.5 hours/5 classes
Days/Times: W, 12:15-1:45 pm
Start/End: 3/15 – 4/19
Course #: 082402

Smartphones - How to Use Your Samsung, Motorola, HTC & LG Smartphone
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, plus how to synchronize your calendar, contact and emails seamlessly to your windows computer. Also you will learn about your settings & notifications as well as deleting apps & organizing your home screen. Time will also be spent on learning to use the high quality camera on your phone. Find out what you can do besides make a phone call. This class is designed for beginners. 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: 1/23 - 2/6
Course #: 084003

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: 2/13 – 3/6
Course #: 081503

Photoshop Elements 11
The #1 selling consumer photo editing software. You will master working on photos by retouching and repairing them, correcting colors, making collages, adding new backgrounds, using healing brush, re-sizing images plus layer basics. Class is applicable to Photoshop versions 8 – 15 owners. Handouts will be provided. Prerequisite: Basic computer skills

Instructor: Salisbury
Room: 15 at Sunrise Tech Center
Tuition: $60
Instruction hours: 12.5 hours/5 classes
Days/Times: M, 1:00 - 3:30 pm
Start/End: 4/3 - 5/8
Course #: 081701

Tech

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 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 S, or Tv, A or Av, M). Handouts will be provided. 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: 3/15 – 4/19
Course #: 082402
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. A Social Security Number is required for attendance records.

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.

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.

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.

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

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.

Since 1957, San Juan Adult Education has helped over 8,800 students earn a high school diploma.

Since 2002, San Juan Adult Education has awarded over 3,000 GED® certificates.

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
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 any person by anyone inside or from the district. Sexual harassment is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting. Any student who engages in or commits harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee or individual 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 officials 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, career technical and vocational 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 by the district (CDE) within 15 days of 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.

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

2. Encina Preparatory HS
   (Satellite Location)
   1400 Bell Street
   Sacramento, 95825
   (916) 971-7654

3. Creekside Adult Center
   (Satellite Location)
   2641 Kent Drive
   Sacramento, 95821

4. Del Campo HS
   (Satellite Location)
   4925 Dewey Drive
   Fair Oaks, 95628

Campus Site:
www.sanjuan.edu/sunrisetc

San Juan Adult Education

Where Learning Never Ends...