

Register for classes online!
www.escondidoadultschool.org

ESCONDIDO ADULT SCHOOL

WINTER - 2020



LIFELONG
LEARNING





WINTER 2020

Welcome to our winter catalog. The New Year will soon be upon us. Here at Escondido Adult School, we are proud to be in the adult education business. We believe in the importance of basic skills for everyone and we help people get the basic skills they need to thrive in the world. "Do the basics brilliantly and mastery will follow!"

We help our students transform themselves into graduates and English language speakers. They can follow this up with other fundamental skills that just about everyone needs. How about touch-typing and working with Microsoft Office Programs such as Word and Excel?

People need jobs that can turn into a career. We offer some job and career classes that transform people into nursing assistants, medical assistants, animal caregivers, pharmacy technicians, phlebotomists, and welders. Where would we be without welders? Our programs help people earn better paying jobs through the skills they learn.

Speaking of jobs, even though unemployment is low, most people still want to earn more. The first step is to learn more and make yourself more valuable.

Make 2020 the year you make that first step. You will never be younger than you are today and there is no finer investment than an investment in yourself. As an example, I have just learned to touch type after years of two finger typing. Perhaps I will get around to writing that book now...

Look through our winter catalog and find the right investment for you.

Best Regards,
Brian Head, Principal

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ASSURANCE OF NON-DISCRIMINATION

Escondido Union High School District prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived ancestry, age, color, disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sex, sexual orientation, pregnancy, marital or parental status or association with a person or group with one or more of these actual or perceived characteristics. ([EUHSD BP 0410, BP/AR 5145.3, BP/AR 4030, BP 5131.2](#))

UNIFORM COMPLAINT PROCEDURES

The Governing Board recognizes that the district has primary responsibility for ensuring that it complies with the state and federal laws and regulations governing educational programs. The district shall investigate and seek to resolve complaints at the local level. The district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity. A complete copy of the uniform complaint procedures is available in the principal's office. The Governing Board has designated the following compliance officer to receive and investigate complaints and ensure district compliance with law:

Dr. Olga West
Assistant Superintendent
Human Resources
Equity and Title IX Compliance Officer
302 North Midway Drive
Email: owest@euhsd.org

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ESCONDIDO ADULT SCHOOL



OFFICE & HOURS

ESCONDIDO ADULT SCHOOL
220 West Crest St.
Escondido, CA 92025

Hours 8:30 AM – 8:30 PM **Monday – Thursday**
 8:00 AM – 2:30 PM **Friday**

Phone 760-737-8000
Fax 760-747-2017

HOLIDAYS AND RECESSES

- Dec 23 – Jan 3 Winter Break
- Jan 20 Martin Luther King Day
- Feb 14 & 17 Presidents' Days
- Apr 6 – 13 Spring Break

ESCONDIDO ADULT SCHOOL MISSION STATEMENT

Escondido Adult School is committed to serving our diverse community by providing quality programs that engage individuals in lifelong learning to develop their roles as productive members of our local and global community.

Schoolwide Learner Outcomes

As a result of this mission, students at the completion of their Escondido Adult School experience will improve their ability to:

- Set personal goals and demonstrate progress toward them
- Communicate and collaborate effectively
- Think critically to solve problems
- Use resources, including technology, to research, organize, and communicate information

MINIMUM ENROLLMENT IS REQUIRED FOR ALL CLASSES. TO AVOID CANCELLATION OF THE CLASS YOU WANT, PLEASE REGISTER AT LEAST ONE WEEK PRIOR TO START DATE.

ESCONDIDO ADULT SCHOOL

REGISTRATION INFORMATION



ESL DAY AND EVENING CLASSES SEE PGS 10, 11

HIGH SCHOOL DIPLOMA / HSE PREPARATION SEE PGS 8, 9

FOR ALL OTHER CLASSES REGISTER

Online www.escondidoadultschool.org

Fax 760-747-2017

By mail or in person

Walk-in registrations welcome

Escondido Adult School
220 West Crest St.
Escondido, CA 92025

•NO PHONE REGISTRATION•

Cancellation / Refund Policy

You may cancel enrollment up to 24 hours before your class begins. If the adult school cancels a class, all fees are returned. Refunds for cancellations may take 1-2 weeks to process. Unused attendance is not transferable to another session and no cancellations are accepted after the class begins even if you have not attended.

There will be no refunds after the first class meeting.

ESCONDIDO ADULT SCHOOL NO FEES POLICY

Escondido Adult School does not charge fees for the English Second Language learning classes (ESL), High School Diploma, High School Equivalency, or the Adult Basic Education classes.

Student Parking

Students have several parking options when attending the Crest Street campus. Students are highly encouraged to use the shared parking lot across and just down the street next to the Tri-Ad building. Park in the school's designated spaces marked '**EAS**'. Parking is also available alongside and behind the school building. Students can use the extensive street parking available on W. Crest Street.

Parking for the disabled is available in designated bays at the rear of the building for students with official disabled parking permits. Parking at Adult School is free of charge.

ESCONDIDO ADULT SCHOOL REGISTRATION FORM

Last Name

Please Print

First Name

Middle

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Home Phone Number

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Cell Phone Number

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Address

----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Street

Apt / Spc

City

Zip Code

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Email

Female ☐ Male ☐

Ethnic Group

- ☐ Alaskan Native
☐ American Indian
☐ Asian
☐ Black / African American

- ☐ Filipino
☐ Hispanic / Latino
☐ Middle Eastern
☐ Pacific Islander
☐ White

Birthdate

Month	Day	Year

NATIVE LANGUAGE SPOKEN AT HOME

Emergency Contact Name / Relationship

Emergency Contact Phone

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Winter 2020 Course #

Title

Fee

Total \$

No cancellations are accepted after the class begins even if you have not attended.

There will be no refunds after the first class meeting.

Please enclose payment with your registration. If registering by fax, 760-747-2017, you must pay by credit card. If using U.S. mail, you may pay by check or credit card. Do not mail cash. Your signature is required regardless of payment method. Make checks payable to Escondido Adult School.

There will be a \$25 charge for all returned checks.

Payment Method

- ☐ Cash
☐ Check (enclosed)
☐ Visa
☐ MasterCard
☐ Amex



Credit Card #:

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Expiration (Mo / Yr)

- ☐ Discover
☐ Other



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LIABILITY WAIVER: By signing below, the student agrees that neither Escondido Adult School nor its employees shall be liable for any and all injuries, loss, or other damages that may be suffered by student by reason of voluntary participation in class activities. 44325

Signature (required)

Date

EMAIL CONFIRMATION WILL BE SENT

STAFF INITIALS

ESCONDIDO ADULT SCHOOL REGISTRATION FORM	
Student Types (Mark all that apply)	PRIVACY STATEMENT
☐ Regular Adult ☐ EDD ☐ Single Parent ☐ CalWORKS / TANF ☐ Dept. of Rehab ☐ Probation / Parole ☐ Veteran ☐ IEP / 504 ☐ Homeless ☐ Career Center	What information do we collect? We are required by funding sources to collect certain information when you register for our classes on our website, fax, mail-in, or in person. Storage of confidential information All personal information is kept confidential and stored securely. We are in compliance with the California Online Privacy Protection Act. Contacting Us If there are any questions regarding this privacy statement, you may contact us using the information below; Escondido Adult School 220 West Crest Street Escondido, CA 92025 760-737-8000
Highest Grade Completed	
Elementary ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ 1 2 3 4 5 6 7 8 Secondary ☐ ☐ ☐ ☐ 9 10 11 12 Majority of my schooling was outside the U.S. ☐	Labor Force Status
Highest Educational Level	☐ Employed ☐ Unemployed ☐ Employed with notice ☐ Not in labor force
☐ None ☐ AA / AS Degree ☐ H. S. Diploma ☐ 4 Yr. College Grad ☐ GED Certificate ☐ Graduate Studies ☐ Tech Certificate ☐ Other I earned the above outside the U.S. ☐	
Income Category Information	
Single	Couple
Maximum Annual Income \$ _____ ☐ No Income	Maximum Annual Income \$ _____ ☐ No Income
# Dependents 1 2 3 4 5 6 7 8 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	# Dependents 1 2 3 4 5 6 7 8 ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

**DIPLOMA / HIGH SCHOOL EQUIVALENCY
ADULT BASIC EDUCATION CLASSES**



**SCHOOL BEGINS MONDAY,
JANUARY 6, 2020**

NEW STUDENT ORIENTATION / REGISTRATION

All new or returning adult education students who want to complete their high school diploma, prepare for a high school equivalency certificate, or improve basic reading and math skills must attend a mandatory orientation. At these orientations, students register, complete a reading assessment, and meet with a counselor to discuss options and schedule classes. No appointment is necessary, but space is limited so it is important to arrive during the times specified.

**Orientations are held on
Mondays between 1:00 PM and 6:00 PM.
and on Thursdays, between 1:00 PM and 4:00 PM.
Please do not arrive earlier than 1:00 PM
or later than 4:00 PM or 6:00 PM on specified days.
Bring a copy of your high school transcript with you
to the orientation.**

Students must be 18 years old to register.

**All high school diploma students must meet
the requirements of the 190 credit high school
diploma plan awarded by the
Escondido Union High School District.**

**Escondido Adult School High School Diploma
190 Credit Plan**

SUBJECT	CREDITS
English	40
Fine Arts/ Foreign Language	10
Health/Safety Education	5
Mathematics	10
Algebra	10
Physical Science	10
Biological Science	10
World Cultures	10
U. S. History	10
American Government	5
Economics	5
Career Technical Education	5
Computer Literacy	5
Electives	55
TOTAL	190

DIPLOMA / HIGH SCHOOL EQUIVALENCY ADULT BASIC EDUCATION CLASSES

HIGH SCHOOL EQUIVALENCY (HSE) PREPARATION

Students can take classes to prepare for the five tests of the HiSET exam or the four tests of the GED®. Both certificates are recognized as the equivalent to a high school diploma.



DIPLOMA / HIGH SCHOOL EQUIVALENCY PREPARATION				
COURSE TITLE	DAY(s)	TIME	ROOM #	INSTRUCTOR
Pre-HSE	M–Th	8:30 AM–10:30 AM	Rm 212	Konia
HSE	M–Th	10:30 AM–12:30 PM	Rm 212	Konia/Murphy
Pre-HSE	M W	6:00 PM–9:00 PM	Rm 212	Konia
HS Diploma/HSE	M–F	8:30 AM–12:30 PM	Rm 201	Ruhe
HS Diploma/HSE	M–Th	1:00 PM–3:00 PM	Rm 201	Ruhe/Murphy
HS Diploma/HSE	M –Th	3:00 PM–5:30 PM	Rm 201	Murphy
HS Diploma/HSE	M W	6:00 PM–9:00 PM	Rm 201	Murphy
HS Diploma/HSE	T Th	6:00 PM–9:00 PM	Rm 201	Murphy

PRE-HSE TRANSITION CLASSES

These ongoing transition classes are for students who first need to improve basic reading, writing, and math skills before moving into high school equivalency preparation. Instruction is delivered through a combination of computer-based programs and teacher-led small group work in a supportive atmosphere. Students sometimes need to review basic skills such as reading or math for employment certification, or simply for their own personal satisfaction.

H.S. DIPLOMA / HSE, HIGH SCHOOL EQUIVALENCY

Students who wish to prepare for the high school equivalency test or complete classes for their high school diploma can take any of the required five credit classes in our teacher-guided, self-paced learning labs. Students can join the labs on an ongoing basis.

**ALL STUDENTS FOR ANY OF THE ABOVE CLASSES OR LABS
MUST BE 18 YEARS OLD AND FIRST ATTEND
A MONDAY OR THURSDAY ORIENTATION**

**YOUR FAVORITE CLASS MAY CANCEL
IF YOU DON'T REGISTER EARLY!**

ESL CLASSES

ENGLISH AS A SECOND LANGUAGE

SATELLITE CLASSES				
Register on site		for more information		760-737-8000
Level	Location	Days	Time	Teacher
Multi	Farr Elementary	T – Th	8:15 AM–10:45 AM	Munnelly
Multi	Conway	M – W	8:15 AM–10:45 AM	Connally
Multi	Felicita	T – Th	8:15 AM–10:45 AM	Levine
Multi	Orange Glen HS	M / W	6:00 PM–9:00 PM	Levine

*Registration is limited
to the first 20 students*

Morning Registration

- *Wednesdays 8:00 AM*

Evening Registration

- *Wednesdays 6:00 PM*

Arrive early!

Llegue temprano!



DAY CLASSES					
Level	Days	Time	Teacher	Room	
Beginning ESL Literacy	M T W TH	8:30 AM–11:30 AM	Gonzalez	205	
Beginning Low 2	M T W TH	8:30 AM–11:30 AM	Trask	208	
Beginning High	M T W TH	8:30 AM–11:30 AM	Porter	211	
Intermediate Low	M T W TH	8:30 AM–11:30 AM	Williams	209	
Intermediate High	M T W TH	8:30 AM–11:30 AM	Heredia	202	
Advanced	M T W TH	8:30 AM–11:30 AM	Moore	210	
IET: Basic Nursing Assistant / Caregiver	Intermediate Low / High & Advanced	M T W TH	12 N–2:00 PM	Moore & Snow	206

EVENING CLASSES				
Level	Days	Time	Teacher	Room
Beginning ESL Literacy	M T W TH	6:00 PM–9:00 PM	Salazar	205
Beginning Low 2	M T W TH	6:00 PM–9:00 PM	Mitchell	208
Beginning High	M T W TH	6:00 PM–9:00 PM	Ko	211
Intermediate Low	M T W TH	6:00 PM–9:00 PM	Williams	209
Intermediate High / Advanced	M T W TH	6:00 PM–9:00 PM	Moore	210

ESL CLASSES

ENGLISH AS A SECOND LANGUAGE

Classes are offered at six levels of proficiency. Classes develop the four language skills of speaking, reading, writing, and listening. Courses integrate grammar and vocabulary with basic skills instruction to meet students' immediate needs in the areas of employment, health, housing, banking, and nutrition. Knowledge of American culture and idiomatic English are stressed. Register at individual sites.

Se ofrecen clases en seis niveles. Cada curso incluye comprensión, conversación, lectura, y escritura. La gramática y el vocabulario están integrados al conocimiento básico y práctico del idioma Inglés y su uso en áreas tales como empleo, salud, vivienda, nutrición y contacto con bancos. Se pone énfasis tanto en la cultura americana y en los modismos de Inglés. Inscripciones en cada escuela individual.

**¡TOME EL EXAMEN DE GED O HISET
EN ESPAÑOL CON NOSOTROS!**

La escuela es un centro autorizado y actualmente ofrece los exámenes los martes por la noche a las seis de la tarde. A través de la escuela existe una gran variedad de exámenes y certificados que pueden ser administrados. Estos exámenes y certificados son patrocinados por diferentes organizaciones por ejemplo: Cisco, CompTIA, CBEST, CSET, y muchas otras así como también el examen regular de GED. Todos los exámenes están programados para tomarse en línea (por Internet) a través de las organizaciones mencionadas anteriormente.

El Estado de California ha aprobado el examen llamado HiSET que es el equivalente al diploma de preparatoria al igual que el GED. Los dos exámenes son tomados en el laboratorio de computadoras de la escuela. Los candidatos pueden tomar la serie de exámenes de GED los martes por la noche a partir de las 6:00 PM los candidatos pueden tomar la serie de exámenes del HiSET los jueves por la noche. El costo para cualquiera de los dos exámenes es de \$140.

Los Estudiantes que deseen tomar las clases de preparación para los exámenes deben atender una orientación, que se da cada lunes a la 1:00 PM ó a las 6:00 PM, en la escuela de adultos. Las clases se dan en Inglés solamente.

Candidatos que quieran programar y tomar el examen entren a la página www.ged.com para el GED, y para el HiSET www.hiset.org. Los candidatos tienen que crear una cuenta para que puedan programar el examen y puedan pagar por los exámenes en línea.

No hay programación de exámenes ó pagos en la oficina.

**¡Inscríbase pronto, las clases se llenan rápido!
Classes fill fast, please register early!**

LEARN WITH US / TEST WITH US

EARN A STATE OF CALIFORNIA HIGH SCHOOL EQUIVALENCY CERTIFICATE THROUGH THE HiSET OR GED® TESTS

The State of California has now approved the HiSET test, in addition to the GED® as an approved test leading to a California High School Equivalency Certificate. Both the HiSET and the GED® series of tests are taken in the EAS computer -based testing lab. On Tuesday evenings from 5 PM, candidates can take the GED® series of tests and on Thursday evenings from 5 PM, candidates can take the HiSET series of tests. The cost for GED® is \$140, and the cost for the HiSET is \$143.75.

Students who wish to take classes to prepare for the tests should attend the regular Monday orientations held at the school on Mondays between 1:00 PM and 6:00 PM and on Thursdays between 1:00 PM and 4:00 PM. Test candidates who simply wish to schedule and take the tests should go to www.hiset.org for the HiSET, or www.ged.com for the GED® test.

Candidates at these sites create an account and then are able to schedule and pay for the tests online. No scheduling or payment is done at the school office.

The school is an authorized Pearson Vue Test Center and currently offers testing on Tuesday evenings. Through Pearson Vue, a wide variety of tests and certifications can be administered from a large number of sponsoring organizations e.g. Cisco, CompTIA, CBEST, CSET, and many others, as well as the regular GED® testing. All testing is scheduled online through the appropriate Pearson Vue website from the sponsoring organization.

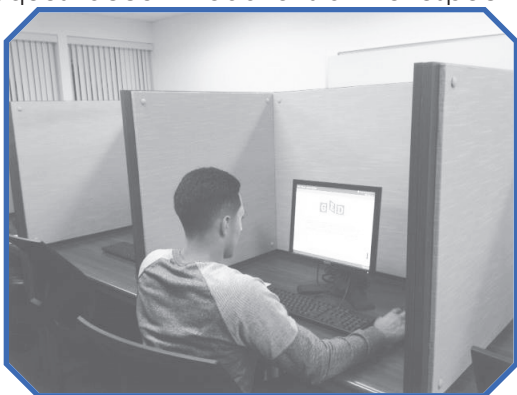
The HiSET series of five tests consists of :

- Language Arts, Reading – 65 minutes
- Language Arts, Writing – 120 minutes
- Mathematics – 90 minutes
- Social Studies – 70 minutes
- Science – 80 minutes

The GED® series of four tests consists of:

- Reasoning through Language Arts – 150 minutes
- Mathematical Reasoning – 120 minutes
- Science – 90 minutes
- Social Studies – 70 minutes

Test-takers with disabilities seeking accommodations should apply and request accommodations at the respective GED® and HiSET web sites.



PEARSON VUE
TESTING CENTER
ONSITE
TESTING LAB

CAREER & TECHNICAL EDUCATION HEALTH SCIENCE AND MEDICAL TECHNOLOGY

**BASIC READING AND MATH TEST
DATES FOR ALL MEDICAL CLASSES
EXCEPT PHLEBOTOMY (These students do not do CASAS
Assessment)**

**MONDAYS 10:00 AM – 11:00 AM
TUESDAYS 5:00 PM – 6:00 PM**

**CHECK IN AT THE ADULT SCHOOL OFFICE
WALK-INS WELCOME**

**MONDAYS
JAN 6, 13, 27
FEB 3, 10, 24
MAR 2, 9, 16, 23, 30**

**TUESDAYS
JAN 7, 14, 21, 28
FEB 4, 11, 18, 25
MAR 3, 10, 17, 24, 31**

**Escondido Adult School Medical programs provide training
that prepares students for state exams, licensing, and
employment.**



Escondido Adult School offers classes in the healthcare field. Students who complete our programs can enter into the medical workforce with the knowledge and skills needed to become an integral part of any healthcare team. We accept payments from third party agencies such as: Career Center, Dept. of Rehab, Workers Comp, and WIOA.

**Partial payments may be made in advance,
but *tuition must be paid in full before you begin class.*
A school medical uniform (scrubs) in royal blue,
and a program patch are required**

CAREER & TECHNICAL EDUCATION
HEALTH SCIENCE AND MEDICAL TECHNOLOGY

Patient Care

CERTIFIED NURSE ASSISTANT (CNA) SNOW

#4025.02 M–Th 1/13–3/30 3:00 PM–9:00 PM RT \$1495

This course provides entry level training leading to nurse assistant certification. Instruction covers basic nursing skills, medical terminology, basic anatomy and physiology, ethics, and safety. Included are classroom, laboratory, and clinical experiences. Upon successful completion, students are qualified to take the California State Board Certified Nurse Assistant written and clinical examinations. **10 wks No class 1/20, 2/17**

Textbook fee approx \$43 Workbook fee approx \$15

Prerequisite: Successful completion of basic reading and math comprehension test. **See page 13**

CNA Orientation to be held
Thursday, December 19, 2019
from 6:00 PM to 7:00 PM
at Escondido Adult School

This orientation is open to the general public.
No children please

CERTIFIED HOME HEALTH AIDE WALDRON

#4015.02 MWTh 1/6–1/23 3:00 PM–9:00 PM RT \$500

This class is for certified nurse assistants (CNA) who want to get their Home Health Aide state certification in order to work with hospice and home health agencies. The course fulfills the California Department of Public Health requirements to become a Certified Home Health Aide.

Course covers: personal care services, nutrition, cleaning and care tasks in the home, changing bed linen, preparing meals, assisting patient in and out of bed, bathing, dressing, and grooming. **3 wks No class 1/20**

Book: Home Health Aide Handbook included.

Prerequisites: Prior to enrollment, attend a mandatory orientation and provide the following verifications: copy of US Gov't ID, copy of Social Security card, copy of valid up-to-date CNA card, copy of valid up-to-date BLS CPR card, completed Adult Ed registration form (front and back), 283B Nurse Assistant and / or Home Health Aide application, picture ID badge, physical form (physical & TB clearance), uniform (royal blue scrubs), analog watch with a sweep / second hand and gait belt, medical patch, and payment of \$500 due upon enrollment.

Contact Oscar Lopez at 760-737-8015 for more information.

CAREER & TECHNICAL EDUCATION HEALTH SCIENCE AND MEDICAL TECHNOLOGY

Support Services

MEDICAL ASSISTANT, ADMINISTRATIVE

ZENDEJAS

#4050.02 M–Th 3/9–6/18 6:00 PM–9:00 PM DLA C103 \$995

Average annual salary \$24,250–\$33,465.

This class prepares the student to work in the front office of a doctor's office, or clinic, or other administrative areas of healthcare facilities. Instruction covers, but is not limited to, history of medicine and medical assisting, medical law & ethics, communication skills, patient education, telephone and reception, managing appointments, written communication, health information management and protection, electronic applications in the medical office, medical office management, health insurance and reimbursement, diagnostic coding, and outpatient procedural coding. Also covered are web-based Electronic Health Records (EHR) and a full course in medical terminology. The class is a prerequisite to Medical Assistant, Clinical. Must be able to type a minimum of 45 wpm by the end of this course. For Typing Lab see page 24. **14 wks No class 4/6–4/10, 5/25**

Textbook fee approx \$280. Covers both Medical Admin and Clinical classes

Must pass basic reading and math tests prior to orientation.

See page 13 for dates and times

High school diploma or high school equivalency certificate required

**The Orientation date for prospective students who
have passed the required test for upcoming classes is
February 20, 2020
6:30 PM–7:30 PM at
Escondido Adult School**

**Tuition: *Balance is due in full, two weeks prior to
start of class.*
School medical uniform required**

COMING IN THE FALL 2020!

MEDICAL ASSISTANT, CLINICAL

STAFF

#4075.01 M–Th Sept to Feb 6:00 PM–9:00 PM DLA C103 \$1595

Average annual salary \$26,400–\$35,000

This course is for students who have completed Medical Assistant, Admin. Medical Assistant, Clinical prepares the student to assist physicians in the back office. Instruction includes but is not limited to assisting with minor office surgery, instruments and their care, PFT testing, EKG testing, glucose and strep tests, pharmacology, phlebotomy, hematology, microbiology and immunology, clinical chemistry, medical asepsis, CPR, basic metrics, lab safety, and basic laboratory procedures with a focus on collection and handling of specimens including venipuncture essentials. **On completion of MA Admin and MA Clinical, externship information is available upon request.**

School fees are subject to change

Prerequisite: Completion of MA Administrative class

Tuition: Balance is due in full, two weeks prior to start of class.

School medical uniform required

Winter 2020

CAREER & TECHNICAL EDUCATION
HEALTH SCIENCE AND MEDICAL TECHNOLOGY

Support Services

MEDICAL BILLING & CODING					GARCIA
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#4100 Sat 3/21–9/5 9:00 AM–1:00 PM EAS 110 \$1895

Students must wear Royal Blue scrubs to class.

This course introduces the student to:

- Health insurance and reimbursement
- Medical Billing and Coding
- Health Insurance industry, legal and regulatory issues, and differences in reimbursement methodologies
- Principles of medical billing related to proper claim form preparation, submission and payment processing, including the follow-up process
- Must be able to type 45 wpm by the end of this course.
- For Typing Lab see page 24.

200 hours – 25 weeks

Upon successful completion of this course, externship information is available upon request.

The National Certification is done through the following accredited certification facilities: AAPC, AHIMA NHA, AMA, NCCCT
Cost varies according to organization. Approx. \$180–\$425.

No class 4/11

Class Textbooks

Textbooks included in tuition fee:

- Understanding Health Insurance 14th Edition, textbook and workbook
- Medical Terminology 8th Edition, textbook and workbook

Class Textbooks sets used in class only

- CPT Professional Edition (2019),
- ICD-10CM Volumes 1 & 2 (2019),
- HCPCS Level II Professional (2019)

Recommended Textbooks / Supplies not included in tuition fee

- Medical Dictionary, Merriam Webster , available in front office \$7

This course is recommended for anyone who is preparing for a career in a medical billing department in a physician's office, clinic, or similar positions.

Mandatory Orientation to be held
Thursday March 5, 6:30 PM to 7:30 PM
in Room 211 at
Escondido Adult School

YOUR FAVORITE CLASS MAY CANCEL
IF YOU DON'T REGISTER EARLY!

CAREER & TECHNICAL EDUCATION

HEALTH SCIENCE AND MEDICAL TECHNOLOGY

Patient Care



PHARMACY TECHNICIAN TRAINING PROGRAM
MILLER-GREEN

#4175.02

M W Th

2/24–5/21

5:00 PM–8:30 PM

EAS 206

\$995

This class prepares the student for a career as a technician in retail pharmacy, hospital pharmacy, mail order pharmacy, or other locations. Classroom instruction includes pharmacy history, medication safety, HIPPA, law, abbreviations, terminology, brand-generic drugs, basic pharmacy calculations, basics of diseases/disorders and the drugs used to treat them. 12 weeks of classroom instruction is followed by a 120 hour externship in a local pharmacy. **12 wks No class**

Textbook and workbook approximately \$121. Uniform \$26.99
After completion of classtime additional fees include:
State license \$140. Background check / Fingerprint \$70
Drugscreen \$62
School medical uniform and patch required.
All fees listed approx.

Must pass basic reading and math tests prior to orientation.

See page 13 for dates and times

Prerequisite: High school diploma or high school equivalency certificate

Pharmacy Tech
Orientation to be held
Tuesday, February 11, 2020
5:30 PM to 6:30 PM
in Room 206 at
Escondido Adult School



CPR / BASIC LIFE SUPPORT

SNOW / MURPHY

#4031.02	Sat	11/16	8:00 AM–1:00 PM	EAS 202	\$60
#4032.02	Sat	12/14	8:00 AM–1:00 PM	EAS 202	\$60
#4033.02	Sat	1/11	8:00 AM–1:00 PM	EAS 202	\$60
#4034.02	Sat	1/25	8:00 AM–1:00 PM	EAS 202	\$60
#4035.02	Sat	2/8	8:00 AM–1:00 PM	EAS 202	\$60
#4036.02	Sat	2/22	8:00 AM–1:00 PM	EAS 202	\$60
#4037.02	Sat	3/14	8:00 AM–1:00 PM	EAS 202	\$60
#4038.02	Sat	3/28	8:00 AM–1:00 PM	EAS 202	\$60

This course provides healthcare professionals and novices, the ability to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking in a safe, timely, and effective manner. Intended for certified or non-certified, licensed or non-licensed healthcare professionals.
1 class each date

Class covers CPR and Basic Life Support of adults, children, and infants.
Two-year card and certification fees included in registration fee.

CAREER & TECHNICAL EDUCATION

HEALTH SCIENCE AND MEDICAL TECHNOLOGY

Patient Care

PHLEBOTOMY			DONOVAN	
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Sat	1/18–3/7	9:00 AM–3:00 PM	EAS 104	\$2350
or M–Th	3/16–4/2	5:30 PM–9:00 PM	EAS 104	\$2350

Phlebotomy Technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy Technician, collecting blood samples from patients in a hospital, clinical laboratory, medical office, or clinic. Through lectures and hands-on training, learn about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance. This course provides a complete learning experience, with 48 hours of classroom instruction and a 40-hour hands-on externship, which prepares you to take the National Certification exam to become a Certified Phlebotomy Technician1 (CPT1). A certificate of completion is awarded upon successful completion of the course. Average hourly salary for Phlebotomists in California is \$19.21, which is 31% above the national average.

8 wks 3 wks

Prerequisite:

High school diploma or high school equivalency certificate

School medical uniform required.

Class fee does not include required State License fee of \$100 or the National Certification exam fee of \$117.

To register for the
1/18/2020 class
attend a
mandatory
orientation on
1/4/2020
10:00 AM–12N
Room 104



To register for the
3/16/2020 class
attend a
mandatory
orientation on
3/7/2020
10:00 AM–12N
Room 104

*Class is presented through AUMT Institute,
The Phlebotomy School*
Contact Jennifer Niess for more information:
(951) 692-7437

YOUR FAVORITE CLASS MAY CANCEL
IF YOU DON'T REGISTER EARLY!

CAREER & TECHNICAL EDUCATION

AGRICULTURE & NATURAL RESOURCES

Veterinary Assisting Program

COMING IN FALL 2020!

ANIMAL CARE SPECIALTIES

JOVANOVIC

#4425.01 M W TBD 3:00 PM–7:00 PM SPHS, Ag Bldg \$TBD
Occasional Friday labs / field trips ** Rm 701

The first step toward becoming a Veterinary Assistant

Provides entry-level job skills for the animal care industry. Instruction includes medical terminology, anatomy and physiology, infectious diseases, handling and restraint, medication and grooming, surgical preparation, safety and other topics. This class prepares the student to work as a receptionist and /or assist in clinical procedures at animal shelters. Students are encouraged to complete a minimum of 60 hours of on-the-job experience. A certificate of competency is awarded the student on completion of the course. **14 wks**
No class 11/11, 11/25–11/29



VETERINARY ASSISTING TECHNOLOGY

JOVANOVIC

#4435.02 M W 1/27–5/15 3:00 PM–7:00 PM SPHS, Ag Bldg Rm 701 \$695
Some Fridays
*F Lab - as scheduled

Provides additional medical job skills for the animal care industry. Instruction includes radiology, anesthesia, hematology, urinalysis, dentistry, pharmacology, and parasitology. General introduction of lab animal / pocket pets, equine, avian and reptiles are explored. Students are encouraged to complete a minimum of 120 hours of on-the-job experience. A certificate is awarded upon completion of the course.

14 wks No class 2/17

Prerequisite: Animal Care Specialties or other – contact instructor

** Both classes have 5 – 8 labs per semester consisting of field trips to the San Diego Safari Park, animal hospitals, and in-class labs on blood, urine, and parasites.*

CAREER & TECHNICAL EDUCATION

BUILDING & CONSTRUCTION TRADES

Residential & Commercial Construction

INTRODUCTION TO COMPUTER AIDED DRAFTING – AUTOCAD

PEREZ

#4312.02	T Th	1/7–2/13	6:00 PM–9:00 PM	SPHS 508	\$195
#4313.02	T Th	2/25–4/2	6:00 PM–9:00 PM	SPHS 508	\$195

This course introduces hands-on mechanical drawing and computer aided design (CAD) using Autocad Software. Instruction focuses on preparing and editing drawings, storage and retrieval of drawings, and production of commercial quality drawings on a plotter. Students gain skills in computer terminology and techniques in Windows. Multi-level class, Level 1, basic draw and modify commands, Level 2, formats and settings, Level 3, drafting fundamentals and plotting. **6 wks 6 wks**

WELDING AND METAL FABRICATION BEGINNING

SMITH

#4236.02	M W	1/6–2/19	6:00 PM–9:00 PM	SPHS 507	\$195
#4237.02	M W	2/24–4/1	6:00 PM–9:00 PM	SPHS 507	\$185

This course provides training in the practical use of welding equipment. Employment possibilities are in welder-repair and welder-fabrication. Instruction includes general shop practice, and safety training in the use of equipment and machinery related to welding. Text book theory is NOT the focus of the class, but rather practical, hands-on experience with welding equipment. Some reading and lecture is required.

Students become familiar with different welding and cutting processes such as, Shielded Metal Arc (SMAW/Stick welding), Gas Metal Arc Welding (MIG), Gas Tungsten Arc Welding (TIG or Heli-arc welding). The course also focuses on cutting steel with both oxy-acetylene and Plasma Arc systems.

Prerequisites: Average hand-eye coordination, ability to work in awkward positions. Students must wear high-top shoes and work clothes. (No shorts) Approximately 60 hours of attendance are required for course completion. Upon completion, a certificate of competency is awarded for the course.

Students are required to provide their own Personal Protective Equipment (PPE) which consists of :

- **Welding Hood – Auto darkening preferred but not mandatory. If not auto darkening it must have a minimum of a shade 10 fixed lens**
- **Safety glasses – If wearing prescription glasses, the safety glasses must fit over them or the prescription glasses must be safety rated, including shields**
- **Gloves minimum of 2 pair, 1 pair for SMAW / GMAW, and 1 pair GTAW specific gloves**
- **Long sleeve shirt, a welding jacket is preferred**

Note: Materials fee varies by project. 7 wks 6 wks No class 1/20, 2/17

CAREER & TECHNICAL EDUCATION

BUILDING & CONSTRUCTION TRADES

Residential & Commercial Construction

WELDING AND METAL FABRICATION ADVANCED				SMITH
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#4241.02	T Th	1/7–2/20	6:00 PM–9:00 PM	SPHS 507	\$195
#4242.02	T Th	2/25–4/2	6:00 PM–9:00 PM	SPHS 507	\$185

This course provides training in advanced welding techniques and positions in 4 main processes (SMAW, GTAW, GMAW, and FCAW). The class concentrates on skills work, or fabrication of small projects of the students choice with the instructor's approval, Student's project materials are funded by the student with the use of the shop equipment provided by Escondido Adult School.

Prerequisites: Complete at least 7 weeks of the Beginning Welding Course. Must have instructor's permission to take the Advanced course.

Students must wear closed toe shoes (boots preferred) and work type clothes. No shorts or short sleeved shirts allowed. No welding is allowed without the proper attire.

Students are required to provide the following Personal Protective Equipment (PPE) and tools:

- Welding Hood
 - Welding Gloves
 - Safety Glasses
- Long sleeve shirt or welding jacket
 - Welpers, used during the GMAW process
 - Vice grips or some form of locking plier

Purchase welding tools from Harbor Freight, Home Depot, or Lowes
Note: Materials fee varies by project.

7 wks 6 wks



A student discount is available from Airgas to help offset the PPE cost. Pick up an Airgas coupon from the Escondido Adult School office.

YOUR FAVORITE CLASS MAY CANCEL

IF YOU DON'T REGISTER EARLY!

CAREER & TECHNICAL EDUCATION

BUSINESS AND FINANCE

Accounting Services

EXCEL 2016 LEVEL 1	CADWELL
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#4896.02 M 1/6–2/10 6:00 PM–9:00 PM EAS 110 \$75

Learn the power of Excel in this beginning course. From basic formulas to formatting, students learn to create their own spreadsheets. **5 wks**

No class 1/20
Required Textbook: Excel 2016, Level 1 approx. \$25.
Students bring flashdrive to class to save their work
Computer skills needed: Window basics

EXCEL 2016 LEVEL 2	CADWELL
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#4897.02 M 2/24–3/23 6:00 PM–9:00 PM EAS 110 \$75

Go beyond just the numbers. Streamline, work smart, and visualize. In this course students learn to create tables, Pivot tables / Pivot charts, VLookup, and much more! **5 wks**

Required Textbook: Excel 2016, Level 1 approx. \$25.
Students bring flashdrive to class to save their work



MEET TAMMY CADWELL
Tammy has been teaching computer applications and accounting since 2004. Tammy's passion is accounting and accounting computer applications. She teaches her two favorite computer programs, Microsoft Excel, and Quickbooks. With an accounting degree from California State University, San Marcos, Tammy works full-time as an accountant and loves to share her passion with her students. Please join Tammy this winter in Excel on Monday evenings, and / or Quickbooks, on Tuesday evenings.

QUICKBOOKS 2019	CADWELL
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#4895.02 T 1/28–3/31 6:00 PM–9:00 PM EAS 110 \$145

Learn to effectively use the most widely accepted accounting system currently found in small businesses and other organizations. Master this powerful, yet easy to use accounting software program for sales, purchases, accounts payable / receivable, banking and credits, payroll, budgeting, and reporting year-end transactions. **10 wks**

Required Textbook Quickbooks 2019 approx. \$106
Students bring flashdrive to class to save their work
Computer skills needed: Windows basics

CAREER & TECHNICAL EDUCATION

INFORMATION AND COMMUNICATION TECHNOLOGIES

Information Support and Services



MEET MARGARITA (RITA) SCHWARTZ

Rita is originally from Russia and has over 30 years of experience teaching computer applications and mathematics in adult education and in high schools. She holds a Bachelor of Science degree in Mathematics and Physics (dual major) with honors, and has held a State of California adult education credential since 2002. Her morning Microsoft Office Training class focuses on essential program skills used in the office workplace; Word, Excel, PowerPoint, and Access. Another essential office skill, touch-typing, is

offered in her afternoon Typing Lab. She is a highly motivated, enthusiastic and dedicated educator who wants all her students to be successful learners.

MICROSOFT OFFICE TRAINING					SCHWARTZ
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#4985 M – Th 10/21/19–6/18/20 9:00 AM–12 N EAS 110 \$95

OPEN ENTRY – OPEN EXIT REGISTER FOR 6 WEEKS

Get hands-on training in Word, Excel, PowerPoint and Access to meet your full potential in the workplace!

This course provides preparation for employment for office occupations such as administrative assistant, general office clerk, receptionist, etc.

- Training available at beginning, intermediate, and advanced levels for Word, Excel, PowerPoint, or Access.
- Learn at your own pace with teacher support.
- Supplemental training in basic math, spelling, keyboarding, Windows 10, file management, or verbal communications is available also.
- Prepare for employment tests.
- Learn computer skills that will help you get hired!
- For each level completed students are awarded a Certificate of Competency with a list of competencies.
- eLab is an online training system. Students purchase Labyrinth eLab license keys for \$11 each.

Please bring a USB flash drive to class to save your work. **6 wks**

No class 11/11, 11/25–11/29, 12/23–1/3, 1/20, 2/17, 4/6–4/9

Winter 2020

CAREER & TECHNICAL EDUCATION
INFORMATION AND COMMUNICATION TECHNOLOGIES

Information Support and Services

TYPING LAB					SCHWARTZ
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#4950 MWTh 9/9–6/18 1:00 PM–4:00 PM EAS 110 \$45

Learn to type! Boost your typing speed and accuracy! Add a typing certificate to your resume! Students work through the lessons at their own pace. **Enroll anytime...6 wks.**

No class on 11/11, 11/25–11/29, 12/23–1/3, 1/20, 2/17, 4/6–4/9



TYPING CERTIFICATE TESTING

Monday – Wednesday – Thursday
1:00 PM–3:15 PM

Earn a typing certificate during Typing Lab hours!

Typing certificates available for those who qualify.

Monday, Wednesday, and Thursday

Typing certificate candidates should arrive from

1 PM – 3:15 PM only,

as the lab closes promptly at 4:00 PM

The fee of \$35 includes 4 attempts, 3 hard-copy certificates and a PDF certificate sent to the candidate's email. No appointment is necessary.

**Note: Arrive for testing no later than 3:15 pm.
Photo I.D. Required – Walk-ins Welcome**



OFF CAMPUS CLASSES

	LOCATION	PAGE
CNA	RT	PG 14
MEDICAL ASST. CLINICAL	DLA	PG 15
VET ASST. PROGRAM	SPHS	PG 19
COMPUTER AIDED DRAFTING (CAD)	SPHS	PG 19
WELDING	SPHS	PG 20
GET FIT HAVE FUN!	CLC	PG 31
HOMEOWNER HANDYMAN	SPHS	PG 34
WOODWORKING	EHS	PG 34
FOR INFORMATION ON LOCATIONS SEE MAP ON PAGE 37		

CAREER & TECHNICAL EDUCATION

INFORMATION AND COMMUNICATION TECHNOLOGIES

Information Support and Services



MEET CHARLES ILLINGWORTH

Charles began working in the computer industry in 1967 with a major computer manufacturer. After nearly 30 years, he retired from the field. Never one to rest on his laurels, Charles took classes, earned his teaching credential, and began teaching computer applications at Eldorado College in Escondido until its closing in 1997. He then began teaching for Workforce Partnership in their Occupational Training Services department. He later taught at Palomar College, San Marcos during the day, and at the Escondido Adult School in the evening.

Although Charles retired in June of 2018, he found he missed teaching and returned to the adult school in January of 2019 to continue teaching beginning computer classes. He thoroughly enjoys helping his students develop computer skills so they may become more effective employees.

His sense of humor helps his students relax and feel more comfortable while learning what is considered to be, a somewhat challenging subject. He promotes a "laidback" class environment, and encourages questions and creativity.

Charles' hobbies include leaping tall buildings in a single bound, using virtual reality, and writing both factual and fictional literature. Come join us and have fun learning!

COMPUTER BASICS	ILLINGWORTH
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#4912.02	M W	1/13-3/4	6:30 PM-8:30 PM	EAS 204	\$125
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This down-to-earth, basic computer class is designed for anyone who has little or no knowledge of the computer world. Some topics covered in class include: parts of the computer, keyboard and mouse functions, the difference between desktop and laptop, browsing the Internet and using Email, simple troubleshooting techniques, as well as use of the built-in help feature. Software basics, file creation, and picture transfers from cameras and phones will also be introduced in class. Learn all this in an easy going relaxed environment. **7 wks No class 1/20, 2/17**

WINDOWS, WORD, EXCEL, POWERPOINT	ILLINGWORTH
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#4913.02	T Th	3/10-4/30	6:30 PM-8:30 PM	EAS 212	\$125
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This class is designed for the student with some basic knowledge of computers. Discover how to use Microsoft Windows 10 in conjunction with MS Word, Excel, and PowerPoint applications. Learn how to manipulate files, insert text and picture files into MS Word. The course is taught in a relaxing, hands-on, user-friendly atmosphere. **7 wks No class 4/6-4/10**

CAREER & TECHNICAL EDUCATION

INFORMATION AND COMMUNICATION TECHNOLOGIES

Information Support and Services

Meet Wanda Doran

Over the years, Wanda has been employed in various capacities within the IT field. She also has many years of experience working with application software, dating back to private industry. From there, teaching caught her eye and Wanda became drawn to the Microsoft Office Suite, specializing in Word and Excel. She has taught Microsoft Office within San Diego's private vocational school system, including adjunct computer applications instructor at Palomar College which lasted several years.

Her focus and determination encourages students to participate and do their best. Wanda has a sense of personal satisfaction in helping others as well as a genuine passion for teaching. In short, she found her niche.



MAXIMIZE YOUR TIME WITH THESE EASY TO-FOLLOW, HANDS-ON, SHORT-TERM CLASSES.

Students follow along on a classroom PC while the teacher lectures using an overhead projector. No Word or Excel experience necessary. Participants should know how to use a mouse and have basic typing skills. Limited seating. Optional: Bring a flash drive to save your work.

WORD LEVEL 1					DORAN
#4920.02	Sat	1/18-2/8	9:00 AM-11:00 AM	EAS 204	\$75
Create letters, memos and flyers, format documents, insert dates, drop caps, margins, indents, copy vs. move, tables, and more. Optional: Bring a flash drive to save your work 4 wks					

EXCEL LEVEL 1					DORAN
#4925.02	Sat	1/18-2/8	11:30 AM-1:30 PM	EAS 204	\$75
Produce and format worksheets, autofit columns, create basic formulas, functions, charts and more. Optional: Bring a flash drive to save your work. 4 wks					

YOUR FAVORITE CLASS MAY CANCEL IF
YOU DON'T REGISTER EARLY!

CAREER & TECHNICAL EDUCATION

INFORMATION AND COMMUNICATION TECHNOLOGIES

Information Support and Services

These easy to follow, lecture based, hands-on classes are designed for the person with a basic knowledge of Word and Excel. All material is covered in a clear and concise way in a relaxed atmosphere.
Optional: Bring a flash drive to save your work.

WORD LEVEL 2	DORAN
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#4921.02 Sat 2/22-3/14 9:00 AM-11:00 AM EAS 204 \$75

Learn many different features of Word including Tabs, Headers & Footers, Columns, Graphics, and more. Optional: Bring a flash drive to save your work. **4 wks**

EXCEL LEVEL 2	DORAN
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#4926.02 Sat 2/22-3/14 11:30 AM-1:30 PM EAS 204 \$75

Understand how to work with various Excel functions including Date Arithmetic, IF Functions, Range Names, and the Vlookup Functions. Optional: Bring a flash drive to save your work. **4 wks**



The following one-day classes are designed for students familiar with Word and Excel that want to become more efficient through the use of shortcuts and handy tricks. Don't miss these classes!
Optional: Bring a flash drive to save your work.

WORD TIPS	DORAN
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#4924.02 Sat 3/21 9:00 AM-1:00 PM EAS 204 \$25

Topics covered: SmartArt, Screenshots, Field Codes, Navigation Pane, Hidden Text, Page Breaks, Automatic Date, Time and Page Numbers, Charts, Customized Bullets, Decorative Lines, Character Spacing, Symbols & International Characters, Selection Techniques and much more. Optional: Bring a flash drive to save your work. **1 wk**

EXCEL TIPS	DORAN
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#4927.02 Sat 3/28 9:00 AM-1:00 PM EAS 204 \$25

Topics covered: Autofit Columns & Rows, Password File Protection, Protect Worksheets, Screenshots, SmartArt, Paste Special, Sort & Transpose, Automatic Dates & Times, Hyperlinks, Data Consolidation, Auto Complete, Remove Duplicates, Conditional Formatting, and much more. Optional: Bring a flash drive to save your work. **1 wk**

CAREER & TECHNICAL EDUCATION

INFORMATION AND COMMUNICATION TECHNOLOGIES

FOREIGN LANGUAGES

Information Support and Services

SPANISH BASICS I DILLARD

#4612.02	M	1/6-2/24	7:00 PM-9:00 PM	EAS 104	\$75
#4613.02	M	3/2-3/30	7:00 PM-9:00 PM	EAS 104	\$65

Learn basic Spanish for conversation in everyday situations. This course is designed for beginners or for those who know *un poco* and want to review and expand their communication skills. No previous courses required. Join us and learn to understand, speak, read, and write Spanish in a comfortable, fun atmosphere! Textbook: *Easy Spanish Step by Step* approx. \$15 available in office **6 wks 5 wks**

SPANISH BASICS II DILLARD

#4614.02	W	1/8-2/12	7:00 PM-9:00 PM	EAS 202	\$75
#4615.02	W	2/19-3/25	7:00 PM-9:00 PM	EAS 202	\$75

This class is designed for those who have completed Spanish Basics, or those who have had more experience with the language and would like to improve their fluency. If you are comfortable using basic complete sentences, and have a basic working Spanish vocabulary of nouns and verbs, this is the class for you. Textbook: *Easy Spanish Step by Step* approx. \$15 available in office **6 wks 6 wks**

COMMUNITY EDUCATION

PERSONAL ENRICHMENT FAMILY SERVICES

55+ SOLUTIONS FOR REAL LIFE ISSUES! TIMKO

Beginning September 6, 2019 and continuing on the first Friday of every month through June 5, 2020.

#6010	F	9:30 AM-11:30 AM	EAS 111	No Fee
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In this series of open-forum workshops we address topics of current interest or concern to individuals 55 and older, their caregivers, and families. Topics may include Medicare, Social Security, caregiver resources, senior resources and programs, saving money on prescription drugs, and more. Participants are encouraged to ask questions and discuss real-life situations. Specialists in the field share their expertise, provide resources, and address possible solutions.

MEDICARE FUNDAMENTALS TIMKO

#6025	W	11/13	1:00 PM-3:00 PM	EAS 111	No Fee
#6025	W	3/18	1:00 PM-3:00 PM	EAS 111	No Fee

Come join our free Medicare workshop. Obtain the tools and resources needed to understand your Medicare options and benefits. Learn about the different Medicare choices – original Medicare, Medicare Advantage plans, supplemental (Medigap) plans, and prescription drug plans. Use of the Medicare online tools is demonstrated.

**COMMUNITY EDUCATION
PERSONAL ENRICHMENT**

FINE ARTS

JOYFUL DRAWING **CLARK**

#6171.02 T 1/14–3/31 9:00 AM–12:00PM EAS 104 \$125

Put on a happy face and get in touch with your inner artist. In this course students learn to see their own experiences as subjects. Both man-made and nature objects will be explored. Various black and white and colored media will be introduced, such as graphite pencil, colored pencil, pen and ink, watercolor, and printmaking. **Course is for all levels.**

Supply lists handed out on the first day of class. Students may spend \$50 or more on supplies. 9 wks No class 1/21, 2/18, 2/25

EXPLORING WATERCOLOR – AM & PM **CLARK**

#6173.02 M 1/13–3/30 9:00 AM–12:00 PM EAS 104 \$125
#6174.02 M 1/13–3/30 1:00 PM–4:00 PM EAS 104 \$125

Using the colorful medium of watercolor, students learn to see the world around them through the eyes of an artist. The course is for beginning to advanced-intermediate students and covers the Elements of Art and the Principles of Design / Composition, so students can apply them to create successful paintings. Various subjects and techniques are presented with a light-hearted approach. **9 wks No class 1/20, 2/17, 2/24**

**MIXED MEDIA APPROACHES IN WATERCOLOR
AND ACRYLIC** **SHAFFER GARCIA**

#6192.02 F 1/17–4/3 9 AM–12 N EAS 104 \$150

Experimental watermedia approaches to watercolor and acrylic are explored with a focus on composition, negative painting, and textures in still life, landscape, and figurative works. Learn to build up layers with translucent hues and simple printmaking techniques. Metaphors and messages play a thoughtful role in student's works with added bits of collage and text. **10 wks No class 2/14, 3/20**

OPEN STUDIO ART CLASS **WHEAT**

#6162.02 T 1/14–2/18 1PM–4 PM EAS 104 \$60
#6163.02 T 2/25–3/31 1PM–4 PM EAS 104 \$60

Reconnect with your creative side in an atmosphere of fellow artists. Students work independently in a one-on-one class helped by the instructor. This class is open to: Acrylic, Oil, Drawing, and Watercolor. Open Studio Classes are suitable for beginners as well as advanced students. **6 wks 6 wks**

***Art Supplies required for all classes:** Students may spend \$50 or more on art supplies. Continuing students periodically need to renew or expand basic supplies. A supply list is provided and explained at the first class session.

**COMMUNITY EDUCATION
PERSONAL ENRICHMENT**

FINE ARTS

WATERCOLOR FUN 4 EVERYONE **ROTH**

#6187.02	Th	1/16–2/20	9 AM–12 N	EAS 104	\$60
#6188.02	Th	2/27–4/2	9 AM–12 N	EAS 104	\$60

In this fun, relaxed watercolor class students learn drawing and painting skills that enable them to create paintings of a variety of subjects, including but not limited to, windows, doors, bicycles, cats, dogs, buildings, and landscapes. Students will see all techniques demonstrated in class and learn how to decide what colors to mix, how to arrange the composition, how to find time to paint, how to silence that 'inner art critic', and how to come up with creative ideas. **6 wks 6 wks**

IKEBANA FLOWER DESIGN **TAKEYA**

#6031.02	W	1/15–1/22	2:00 PM–4:00 PM	EAS 104	\$35
#6032.02	W	2/12–2/19	2:00 PM–4:00 PM	EAS 104	\$35
#6033.02	W	3/11–3/18	2:00 PM–4:00 PM	EAS 104	\$35

Ikebana, the art of traditional Japanese flower arranging, is fun, exciting, and easy to learn. Design arrangements using a variety of fresh or dried flowers and plant material. Learn to create professional looking arrangements for everyday or special occasions. Students take their arrangements home. Class is appropriate for all levels, beginning to advanced. Bring garden clippers, a container for your arrangements, and a Kenzan flower frog – or you can purchase one in class for \$20.00. There is a \$7.00 materials fee for each class, or bring your own materials. **2 wks 2 wks 2 wks**

**COMMUNITY EDUCATION
PERSONAL ENRICHMENT**

HEALTH AND FITNESS

WILDERNESS BASICS **SHAFFER**

#6395.02	Tues	1/7–3/17	7:00 PM–9:30 PM	SPHS Library	\$175
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This course introduces people to camping and backpacking in the wilderness. Eleven evenings of lecture on a variety of essential topics that include weather, wilderness ethics, food, first aid, and a range of equipment do's and don'ts to ensure not only survival, but comfort while backpacking. After lectures on desert and mountain travel, students accompany leaders on four weekend outings into the mountains, the desert, and even the snow. Ability to walk with a backpack on uneven trails is important for the outings. Upon completing this class, students feel safe and confident outdoors, are able to survive emergencies, and appreciate and work to preserve our wild heritage. Fees include workbook, textbook, outing maps, and compass. Additional costs may be incurred for snow camp (\$25) and equipment and clothing needed for the outings. Register on-line. **11 wks**



For more information about this course, please visit:
<http://wbcnc.sierrasd.org>

COMMUNITY EDUCATION
PERSONAL ENRICHMENT

HEALTH AND FITNESS

CHAIR YOGA **RITTS**

#6335.02 Sat 2/15–3/14 11:00 AM–12:00 PM EAS 111 \$30

Chair Yoga is a gentle style of yoga that uses a chair instead of a yoga mat. Students practice yoga by sitting in a chair or standing next to one for support. Chair Yoga promotes increased circulation, flexibility, mobility, clarity of mind, reduction of stress, and better sleep.
5 wks

GET FIT HAVE FUN **THYS**

#6301.02 T Th 1/14–2/20 10:30 AM–11:30 AM \$55
#6302.02 T Th 2/25–4/2 10:30 AM–11:30 AM \$55

Location – CLC – Comm Lutheran Church

Join the fun in this low-impact aerobic class that incorporates strength training, balance, and flexibility using a variety of exercises that reduce stress, increase energy, and improve physical and mental health. All fitness levels welcomed. Fitness, Friends, and Fun
No mats required. 6 wks 6 wks

RISE AND SHINE – GET FIT HAVE FUN **THYS**

#6303.02 T Th 1/14–2/20 8:45 AM–9:45 AM \$55
#6304.02 T Th 2/25–4/2 8:45 AM–9:45 AM \$55

Location – EAS Room 111

Activity holds a vital clue to adding years to your life. This fun, low impact class focuses on strength training, balance, and flexibility using a variety of exercises that contribute to physical, mental, and emotional well being.
Mats optional. 6 wks 6 wks

INTRODUCTION TO TOUCH FOR HEALTH **MONIOT**

#6338.02 Sat 3/21 9:00 AM–1:00 PM EAS 108 \$25

Enjoy better posture, greater physical and mental ease through this unique hands-on holistic method used worldwide. Touch for Health, an internationally recognized system, combines acupressure, muscle testing, massage, energy techniques, exercise science, and more, to improve your life with some of the best of eastern and western self-care tools. **1 class**

TRADITIONAL HATHA YOGA **MARQUEZ**

#6331.02 T & Th 1/14–2/20 3:30 PM–4:40 PM EAS 108 \$75
#6332.02 T & Th 1/14–2/20 4:45 PM–6:15 PM EAS 108 \$80
#6333.02 T & Th 2/25–4/2 3:30 PM–4:40 PM EAS 108 \$75
#6334.02 T & Th 2/25–4/2 4:45 PM–6:15 PM EAS 108 \$80

Yoga is a vehicle to greater awareness, physical strength, stamina, and concentration. Focus is on traditional yoga postures, breathing, and meditation. Relieve stress and enjoy a healthier lifestyle. Students develop at their own levels in this fun and energizing class. All levels are welcome.

6 wks 6 wks 6 wks 6 wks Please bring a yoga mat and small towel

COMMUNITY EDUCATION

PARENT PARTICIPATION CLASSES

PARENTS & CHILDREN LEARNING TOGETHER

Parents and children take classes together one, two, or three days per week. Classes include activities and ideas to help stimulate the physical, emotional, and intellectual development of your child. Registration fee includes \$5.00 lab fee.

12 wks No class 1/20, 2/17

Ages	Session		Date	Time		Teacher	Fee
18–36 mos	#6410.02	M	1/13–3/30 10 wks	9:00 AM–11:00 AM	EAS Rm 107	Nielsen	\$145
18–36 mos	#6420.02	W	1/15–4/1 12 wks	9:00 AM–11:00 AM	EAS Rm 107	Nielsen	\$165
18–36 mos	#6430.02	T	1/14–3/31 12 wks	9:00 AM–11:00 AM	EAS Rm 108	Avina	\$165
18–36 mos	#6440.02	Th	1/16–4/2 12 wks	9:00 AM–11:00 AM	EAS Rm 107	Nielsen	\$165
3–4 years	#6450.02	M W	1/13–4/1 12 wks	11:30 AM–1:30 PM	EAS Rm 107	Nielsen	\$210
3–4 years	#6460.02	T Th	1/14–4/2 12 wks	11:30 AM–1:30 PM	EAS Rm 107	Nielsen	\$210

PARENTS & CHILDREN LEARNING TOGETHER

Parent participation classes are double the fun and double the learning as parent and child learn side by side! These classes are a great way for parents to be actively involved in their child's preschool experience while simultaneously learning about child development and parenting. Each class includes parent discussion time where parenting topics are covered.

18-36 MONTHS

These classes provide parents and children an opportunity to attend class together once a week. Nursery rhymes, songs, fingerplays, games, and accompanying hands-on activities have lots of child appeal and provide wonderful learning opportunities for parents and children alike.

Siblings Welcome

3-4 YEARS

Parents and children attend classes together 2 times per week. Classes include activities and ideas to help stimulate the physical, emotional, and intellectual development of your child. Children have fun learning the letters of the alphabet and the sounds they make.

COMMUNITY EDUCATION
PARENT PARTICIPATION CLASSES



PRE-KINDERGARTEN (4-5 YEAR OLDS)

AVINA

#6470.02	M W Th	1/13-4/2	8:30 AM-11:00 AM	EAS Rm 108	\$340
#6480.02	M W Th	1/13-4/2	11:30 AM-2:00 PM	EAS Rm 108	\$340

This class is for 4-5 year old children to attend three days a week with parent involvement in the classroom on one of those days, and a 20 minute parent discussion on another day. This preschool program is designed to allow children ample opportunity to learn through play while also providing literacy, numeracy, language, phonics, and other kindergarten readiness skills.

12 wks No class 1/20, 2/17
Enrollment is limited to the first 20 registrations.

Priority registration for this class is given to parents and students who are currently enrolled in the program.

SATURDAY CLASSES

	PAGE
MEDICAL BILLING & CODING	PG 16
CPR / BASIC LIFE SUPPORT	PG 17
PHLEBOTOMY	PG 18
WORD & EXCEL 1 & 2	PG 26
WORD & EXCEL TIPS	PG 27
CHAIR YOGA	PG 31
TOUCH FOR HEALTH	PG 31
EBAY	PG 35
WRITE YOUR OWN STORY	PG 36

YOUR FAVORITE CLASS MAY CANCEL IF
YOU DON'T REGISTER EARLY!

COMMUNITY EDUCATION
PERSONAL ENRICHMENT

SPECIAL INTEREST
AROUND THE HOUSE

HOMEOWNER HANDYMAN 1				BOSSE	
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#6738.02	T	1/14-2/4	6:00 PM-9:00 PM	SPHS 506	\$80
#6739.02	T	2/11-3/3	6:00 PM-9:00 PM	SPHS 506	\$80

Is the cost of home maintenance hitting your wallet? Learn to do it yourself! Come develop basic electrical, plumbing, sprinkler, and drywall skills. Necessary tools are provided. 4 wks 4 wks

HOMEOWNER HANDYMAN 2				BOSSE	
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#6741.02	T	3/10-3/31	6:00 PM-9:00 PM	SPHS 506	\$80
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Confident in your handiness with basic home maintenance? Come build on a more advanced set of skills to tackle projects around the house. Power tools and hand tools are provided. 4 wks

Prerequisite: Homeowner Handyman 1



WOODWORKING				ZUBIETA	
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#6775.02	M	1/13-3/30	6:00 PM-9:00 PM	EHS 624	\$175
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Learn the safe operation and techniques of woodworking equipment. This is a multi-level class. First time students looking to learn the art of woodworking will build a project with the instructor along with the rest of the class. This project will assist in teaching the student basic foundations so the student can apply their knowledge and skills into future projects in a safe manner. This is a hands-on, learn-by-doing class! Intermediate and advanced students can design their own projects and work at their own pace while being able to use the instructor as a resource.

Materials fee varies by project 10 wks No class 1/20, 2/17

COMMUNITY EDUCATION
PERSONAL ENRICHMENT

SPECIAL INTEREST
FINANCIAL INTERESTS

MEET KYLEE MCDOWELL

Kylee received her Bachelor's degree in 2001 and soon after earned her Designated Subject Teaching Credential which authorized her to teach ROP Video Production at San Pasqual High School. She also started teaching at the adult school 18 years ago, after reading the "Do You Want To Teach A Class?" ad in one of our adult school catalogs.



Classes she has taught include Photoshop, Web Design (Dreamweaver), How to Use Your MAC, and Photoshop Elements. She has also taught the Microsoft Office classes and has been a substitute teacher for a variety of classes. She worked as a graphic designer on the adult school catalog for many years, and now teaches the How to Buy and Sell on eBay class.

BUY & SELL On eBay MCDOWELL

#6801.02	Sat	1/11-1/18	9:00 AM-12 N	EAS 204	\$50
#6802.02	Sat	3/14-3/21	9:00 AM-12 N	EAS 204	\$50

Learn techniques to buy and sell on eBay. Learn how to list items, upload pictures, properly describe, and post your items for sale. The class covers the importance of eBay's feedback system, payments, and shipping procedures. Using eBay is fast and easy and can be done from the comfort of home. Do it as a hobby or start your own business.

2 wks 2 wks

Prerequisites: Basic computer knowledge. All levels welcome.

MUSIC

GUITAR, BASS GUITAR, OR UKULELE JONES
BEGINNING / INTERMEDIATE

#6371.02	Wed	1/15-4/1	Beg	9:00 AM-11:00 AM	EAS 104	\$95
#6372.02	Wed	1/15-4/1	Int	11:00 AM-1:00 PM	EAS 104	\$95

This fun, educational class is for beginning through intermediate levels. Join in the fun and gain an understanding of the guitar and how to read and play music. Students are introduced to the basics of playing, and music fundamentals by learning fun contemporary songs. Students learn to tune their instrument, play chords and songs, and participate in ensemble playing.

12 wks

Tuner required

Book not required but encouraged

Book: Hal Leonard Guitar Method apprx \$6.00

Book: Hal Leonard Guitar Bass Method 1 apprx \$10.00

Book: Hal Leonard Ukulele Method 1 apprx \$6.00

COMMUNITY EDUCATION
PERSONAL ENRICHMENT

SPECIAL INTEREST

WRITER'S



CORNER

HOW TO BECOME A FREELANCE WRITER

HABERT

#6390.02 T 2/4-2/25 6:00 PM-8:30 PM EAS 210 \$65

Are you looking for a job you can do from home? Have you always wanted to be a writer? Combine your love for writing with a job that you can do from the comfort of your own home. This four week course teaches how to find paid writing jobs, how to write for magazines and the many other markets available to freelancers. Students learn to improve their writing through weekly instruction and tips to hone writing skills. Course is taught by author of several books and Publisher / Editor-in-Chief of San Diego Woman Magazine. Student's writing will be considered for publication in San Diego Woman Magazine. **4 wks**

YOU CAN FINALLY WRITE YOUR BOOK

HABERT

#6391.02 M 3/9-3/30 6:00 PM-8:30 PM EAS 210 \$65

If you have always wanted to write a book, but didn't know where to start, or how to go about it, this is the course for you. Class focuses on all genres including writing a book to grow your profile as an expert in your field. We also discuss the writing of fiction, nonfiction, how-to-books, cookbooks, Children's, and more. Learn the basics of writing, whether to traditionally publish or self-publish, and how to market and promote your finished product. Course is taught by Judith A Habert, book author and current Publisher / Editor-in-Chief of San Diego Woman Magazine **4 wks**

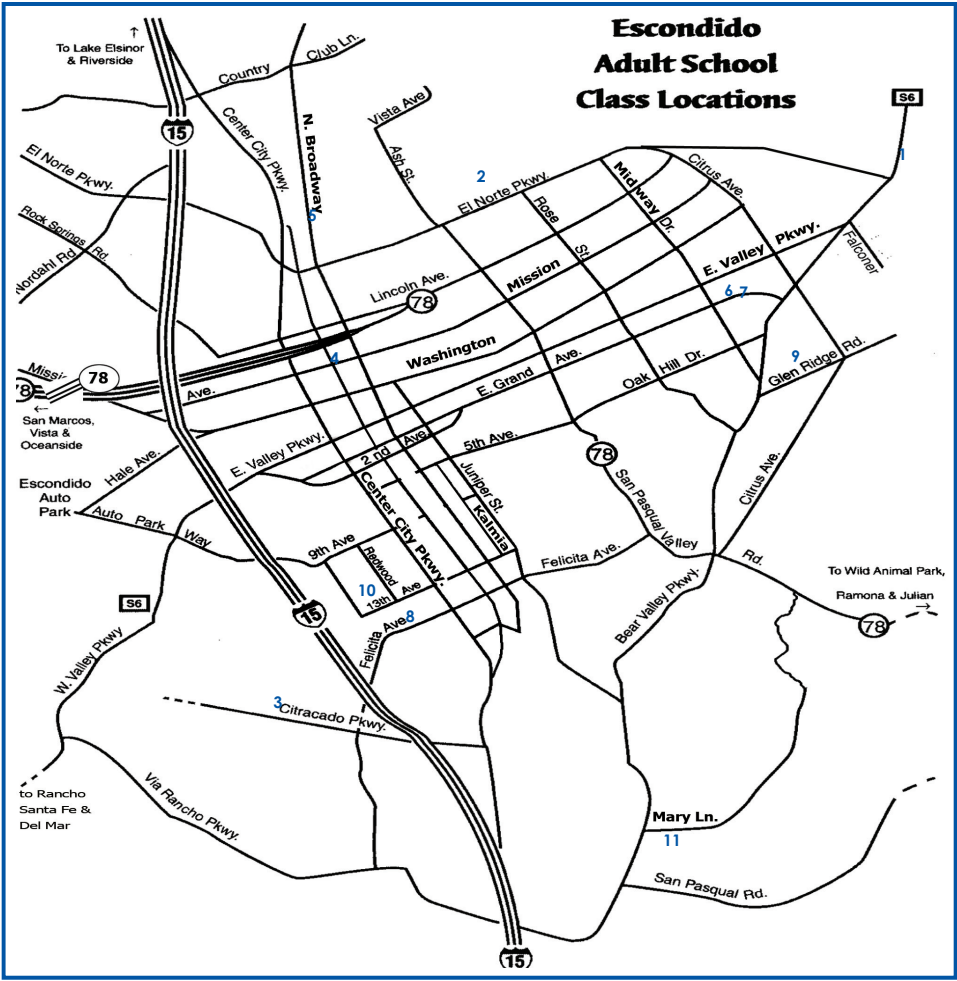
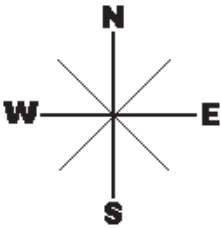
WRITE YOUR OWN STORY

HAYES CURTIS

#6380.02 Sat 2/29-3/28 9:00 AM-12:00 PM EAS 210 \$85

This class is for those who have a desire to tell their story for personal growth, a family legacy, or for publication. Specific writing tools and exercises, along with tons of inspiration, help the student get started. The risks and benefits of sharing personal stories are discussed and this class helps define and focus on the story that each wants to tell. This course is taught by Rhonda Hayes Curtis, award winning speaker and published author of her own memoir, *Love at the Last Minute*. **5 wks**

Escondido Adult School
220 West Crest St.
Escondido, CA 92025



CLASS LOCATIONS

- 1. CLC – Community Lutheran Church 3575 E. Valley Pkwy. 92027
- 2. Conway School 1325 Conway Dr 92027
- 3. DLA – Del Lago Academy 1740 Scenic Trail Way 92029
- 4. EAS – Escondido Adult School 220 W. Crest Street 92025
- 5. EHS – Esc. High School 1535 North Broadway 92026
- 6. EUHSD – District Office 302 North Midway Dr. 92027
- 7. EUHSD START Center 2065 E. Valley Pkwy. 92027
- 8. Felicita Elementary 737 W 13th. Av. 92025
- 9. OGHS – Orange Glen High School 2200 Glen Ridge Rd. 92027
- 10. RT – Redwood Terrace 710 W 13th Ave.,92025
- 11. SPSH – San Pasqual High School 3300 Bear Valley Pkwy. 92027

REGISTER EARLY!

Procedures for the Provision of Accommodations to Adult Students with Disabilities Who Participate in Adult Education programs Operated by the Escondido Union High School District

Under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008, the Escondido Union High School District Adult School shall take all necessary steps to ensure that no student with a verified disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination in an education program because of the absence of academic accommodations or auxiliary aids and services.

1. An adult student with a verified disability may be entitled to accommodations or auxiliary aids and services. The decision for the authorization of such accommodation is the responsibility of the Adult School Section 504 Committee after a review of documentation verifying the disability and any resulting educational limitations.
2. It is the responsibility of the student to file a written request for accommodation or auxiliary aids and services with the Principal or Assistant Principal of the Adult School. The request should be made on the Adult School form entitled "Request for Services/Accommodations" which may be obtained by contacting the principal, Brian Head, 760-737-8003. The student should provide documentation, such as medical, psychological or educational assessments of the impairment and functional limitation. The request should be submitted with adequate notice provided for an effective response.
3. The request will be reviewed by the Section 504 Committee. The Committee will promptly evaluate the request and make a determination about accommodations or auxiliary aids and services. Within 7 calendar days of all receipt of all required documents, the Committee will make a determination which will be communicated in writing to the student.
4. The Principal or Assistant Principal of the Adult School will be responsible for providing written notice of the approved accommodations or services to the student's instructors within 3 calendar days of the determination of the Committee.
5. If a student disagrees with the initial determination by the Committee, including a determination about the adequacy of documentation required to support an accommodation or auxiliary aids and services, or has other disputes about the provision of accommodations or services, the student may schedule a review meeting with the assistant principal to be held within 5 calendar days of the determination or other disputed action. If the issue is not resolved within 5 calendar days of the review meeting, the student may file a complaint through the District's Uniform Complaint Procedure described below. This review meeting is optional and the student may choose to directly file a complaint through the District's Uniform Complaint Procedure.
6. A student may file a complaint of discrimination on the basis of disability, including a complaint regarding the initial determination by the Committee or other disputes about the provision of accommodations, with the District's Uniform Complaint Procedure compliance officer as designated by the Governing Board. Such complaints may be made to:

Dr. Olga West
Assistant Superintendent
Human Resources
Escondido Union High School District
302 North Midway Dr.
Escondido, CA 92027

STUDENT RESOURCE SERVICES

Student Transitions Coordinator

Oscar Lopez is available for academic and career counseling to assist you in your educational goals to help you transition to the next step of your educational or career pathway. Are you ready for high school equivalency? College? Career Technical courses? Escondido Adult School partners with local Career Centers for employment related services.



Call to schedule an appointment:
760-737-8015
or email him at olopez@euhsd.org
Student Transitions Office
Room 105
M – TH, 10:00 AM – 6:00 PM
FRI 8:00 AM – 2:00 PM

THANK YOU TO THE FOLLOWING ORGANIZATIONS
FOR SUPPORTING OUR STUDENTS!



Student Support Counselor

Van Pham is available to help students through individual counseling, 504 / IEP Plan evaluation and accommodation, development for students with disabilities, community agency referrals, and more.



Call to schedule an appointment:
760-758-7122 ext. 80014
or email her at tpham@educationtocareer.net

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Escondido Adult School
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Phone: 760-737-8000
www.escondidoadultschool.org

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