ADULT SCHOOL
Learning for Life

STUDENT FINANCIAL AID AVAILABLE!
If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code:042270.

Which career excites you?

Cosmetology
IT - Computer Technology
Graphic Design (Video/Web/Print)

Office Occupations
Office Clerk / Administrative Assistant / Accounting Clerk

Medical Careers
Medical Front Office / Billing and Coding / Medical Assistant / Pharmacy Tech

You can do it and we will help!
WHY ENROLL AT ABC ADULT SCHOOL?

- Financial Aid Available
- Low cost compared to private schools & colleges
- Professional & friendly staff
- Free and safe parking
- Wide range of classes offered (career preparation, leisure classes, high school diploma program, English/Citizenship classes, parent education, program for senior citizens)

Check-out our low prices!

JOB CENTER FOR STUDENTS!

Our goal is not only to prepare you for a job, but also to help you find a career! The ABC Adult School Job Center is located on the Cuesta Campus in room G3 and employs a full time Job Developer to assist students in the following areas:

Career Counseling
- Guidance in career decisions and assessments available to insure the best educational path to success.
- Recommendations for Career Tech Diplomas and Industry Certifications to enhance employment skills.
- Resume building seminars and coaching focused on your particular career choice.

Search for Jobs
- Job Center computers available to students for job search, resume construction and on-line job applications.
- Job posting and announcement boards inside and outside Job Center (Room G3). Job leads book is located in Job Center.
- Library and reference materials.
- Job search skills covering: resume writing and critique, interviewing, utilizing internet employment databases, etc.

Attend a Job Fair
- ABC Adult School hosts a Spring Job Fair with invited employers who match our student's employment targets.

J.O.B. (Join Our Business) Day
- Come hear representatives from many different careers talk about what it takes to make it in the job world. Make connections and network. The third Wednesday of every month from 1:30 - 2:30 pm in room G3.

New Student Orientation
- If you are new or just have some questions about ABC Adult School, Career Paths or your future in general, come to one of our orientation sessions. See page 13 for dates and times.

ABC Adult School provides job search assistance; there is no implied promise of employment.

ABC ADULT SCHOOL

MAIN CAMPUSES

(See map of locations on page 43.)

CUESTA CAMPUS • (562) 229-7960
12254 Cuesta Drive, Cerritos, CA 90703
Monday - Thursday 7:30 am - 8:00 pm
Friday 7:30 am - 3:30 pm

CABRILLO LANE CAMPUS • (562) 809-9011
20122 Cabrillo Lane, Cerritos, CA 90703
Monday - Thursday 8:00 am - 8:00 pm
Friday 8:00 am - 3:30 pm

HOW TO REGISTER FOR CLASSES?

Online Registration
1. Online registration is convenient, easy and no extra charge for all classes!
2. Online registration begins on Friday, December 14, 2018 at 9 am.
   Go to: www.abcadultschool.edu
3. Enter the class(es) you want to enroll in. All students must print and bring their confirmation receipt to the first class meeting. If you need additional information or experience any problems, please call (562) 229-7960 for assistance.

No online registration for classes held at the Cerritos Senior Center. Sign-up must be done on site. For more information call: (562) 916-8550.

Walk-in Registration
Friday, January 11, 2019, 8 am

Cuesta Campus:
- Career and Technical Education – Cuesta, Room G-4
- Fine Arts/Home Economics/ABC Fitness – Cuesta, Main Office
- English as a Second Language – Cuesta, Main Office
- Parent Education – Cuesta, Main Office
- Academics – Cuesta, Main Office

Cabrillo Lane Campus:
- Fine Arts/Home Economics/ABC Fitness – Cabrillo Lane Office
- Parent Education – Cabrillo Lane Office
- Career and Technical Education – Cabrillo Lane Office
- English as a Second Language – Cabrillo Lane Office

WE ACCEPT VISA - MASTERCARD - ATM - CASH

*PLEASE NOTE: Prices listed in the brochure do not include the cost of books, supplies and/or materials.

STUDENT FINANCIAL AID AVAILABLE!

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TABLE OF CONTENTS

GED/HiSET/High School Diploma .............. 38-39
Academic Basic Skills .................................. 39
Graduation Ceremony ................................... 39
GED (Preparation, Test and Certification)........ 39
HiSET (Preparation, Test and Certification) .... 39
Learning Center Study Hall ......................... 38
Structured School Diploma Courses NEW ........ 39
Structured High School Equivalency Prep Courses NEW 39
TASC (Preparation, Test and Certification) .... 39

Career Technical Education Center ............. 6-23
A Smart Life with the Internet (인터넷과 함께 하는 스마트한 삶) ............... 14
A+ Computer Repair .................................... 17
A+ Internship / Technician ......................... 17
Access ..................................................... 14
Accounting .............................................. 16-17
Adobe Lab .............................................. 19
Adobe Premiere, After Effects ................. 20
Adobe Animate, Dreamweaver, InDesign, Illustrator, Photoshop ........ 18-19
AutoCAD ............................................... 14
Bookkeeping/Accounting ......................... 16
Career Paths .......................................... 6-12
Caregiver .............................................. 22
Computer Essentials .................................. 14
Computer Forensics ................................ 18
Computer Repair and Upgrade - Basic .......... 18
Cosmetology .......................................... 21
Data Entry .............................................. 15
Digital Photography/Lightroom CC ............... 15, 19
Dreamweaver CC ...................................... 18
Electronic Health Records ......................... 22
Excel ..................................................... 15
Graphic Design/Web Design ....................... 18-19
Hair Stylist ............................................. 21
HTML5 ................................................... 19
Illustrator CC .......................................... 18-19
InDesign CC ........................................... 19
Introduction to Medical Occupations .......... 22
Job Search Workshop ................................ 13
Keyboarding .......................................... 15
Loan Signing Specialist ......................... 16
Make-Up Artist / Hair Stylist NEW ............... 21
Medical Assistant .................................... 22
Medical Office and Billing Specialist ....... 23
Medical Terminology and Anatomy ........... 23
Medical Programs ..................................... 22-23
Movie Production ..................................... 20
Network+ .............................................. 18
Notary Public ......................................... 16
Office Skills Lab ..................................... 15
Payroll Tax Accounting ......................... 17
Pharmacy Technician ............................... 23
Photoshop CC ......................................... 19
PowerPoint 2016 ...................................... 16
QuickBooks .......................................... 17
QuickBooks Online .................................. 17
Server 2016 ......................................... 18
Social Media for Business ...................... 16
Spanish for the Workplace .................... 16
Tax Preparer ......................................... 17
Video Production .................................... 20
Word 2016 ............................................. 16

Parent Education ................................. 4-5

English as a Second Language (ESL) ........... 35-37
Citizenship .............................................. 37
Distance Learning/Learn English at Home .... 37
ESL Online Classes NEW ...................... 37

Community Education ......................... 24-34
Online Learning ..................................... 24

Painting Classes
Botanical Watercolor Painting, Chinese Brush Painting and Decorative Painting .... 25
Oil, Portrait and Watercolor Painting .......... 26-27

Arts, Crafts and More
Beaded Jewelry ..................................... 27
Behind the Classics NEW ......................... 27
Calligraphy .......................................... 27
Floral Design ......................................... 28
Glass Fusing .......................................... 28
Jewelry Making ...................................... 28

Cooking and Baking Arts
Baking/Cuisine (Chinese) ....................... 28
Buttercream Flower Cupcakes .................. 29
Fun with Macarons NEW ......................... 29
Easter Cookies NEW ................................ 29

The Sewing Arts
Brazillian Stitchery ................................ 29
Hand Bags and Purse Design ................. 29
Pattern Making/Sewing ......................... 30
Quilting .............................................. 30
Sewing Projects for the Home - A Beginners Dream ..... 30

Upholstery Basic Techniques
Upholstery Basic Techniques .................. 30

Music Classes
Erhu, Piano .......................................... 31

Health and Fitness
Aerobics for Seniors ............................... 31
Aquatic Cardio Fitness ......................... 31
Back, Hips and Shoulders ..................... 31
Back to Basics: Balance, Mobility and Strength NEW .... 32
Ballroom Dancing .................................... 32
Cardio Kick Boxing ................................ 32
Cardio Zumba ....................................... 32
Chi Kung and Gentle Yoga ...................... 32
Chinese Folk Dancing ......................... 33
Fit Camp .............................................. 33
Gentle Yoga NEW .................................. 33
Line Dance with Jessie ............................ 33
Morning Workout with Todd .................. 34
Pilates and Yoga with Diane .................. 34
Power Sculpt ....................................... 34
Tai Chi ................................................. 34

Adults with Disabilities ......................... 5
“PARENT & ME”
PARENT PARTICIPATION PRESCHOOL / PARENT EDUCATION

*Online registration begins Friday, December 14, 2018 at 9:00 am for all Parent Education classes. Register online at www.abcadultschool.edu Click on the online Parent Education registration link.

Learn, Understand and Grow With Your Child!

The Parent Education Program is based on the premise that learning is a natural ongoing process. Classes are designed to train parents to create supportive and positive learning environments for their children that will stimulate their physical, intellectual, social and emotional growth. This is done through participation, observation and discussion. The curriculum is a readiness program that includes pre-reading, math concepts, science, music and motor skill development, in addition to various parenting topics. CHILDREN AND PARENTS LEARN TOGETHER!

Registration* The Spring semester is January 28, 2019 through June 13, 2019.

Due to limited enrollment, registration is on a first come, first served basis. Online registration begins Friday, December 14, 2018 at 9:00 am. On site registration will start on January 11, 2019 at 8:00 am at the Cuesta site, 12254 Cuesta Dr., Cerritos.

*Choose your classes carefully! There will be a charge of $5 to transfer or $10 processing fee to drop a class before the first day of class. NO REFUNDS WILL BE GIVEN AFTER THE FIRST CLASS MEETING.

The adult is the student so the person that will be bringing the child is the one that should be enrolled.

Requirements for Registration

It is NOT necessary for children to be potty trained. Children MUST meet the age requirement of the class. Second adult from the same family must register in the Cuesta office in order to get the 2nd adult discount. You may do this beginning January 11, 2019. FEE FOR THE SECOND ADULT WILL BE $40.00 PER SEMESTER.

Immunization

Proof of current immunizations is required before a child may attend a Parent Education class. The immunizations required for school enrollment: DPT or DT, MMR, Hepatitis B, Hib and Varicella. Adult must have proof of Pertussis, Measles and Influenza Immunity and a current Tuberculosis clearance.

Registration Fee

2 - hour per week classes $72 + $10 material fee = $82 per Semester (Infant & Night Classes)
3 - hour per week classes $108 + $10 material fee = $118 per Semester
4 - hour per week classes $144 + $20 material fee = $164 per Semester
6 - hour per week classes $216 + $20 material fee = $236 per Semester
9 - hour per week classes $324 + $30 material fee = $354 per Semester

NOTE: $10 - $30 material fee is per child. An additional fee will be charged for an extra child and this fee will be collected in class on the first day.

Important Policies

- All adults attending class must be registered. This is not negotiable.
- All children must be accompanied by a registered adult.
- A second adult may register at a reduced fee. This registration must be done at the Cuesta office.
- A visitor must fill out the required forms and may stay to observe only for up to 30 minutes.
- An adult that would like to participate in an entire class may do so by filling out the appropriate forms and paying a $5 fee. This guest must be accompanied by a registered adult.
- All students must sign waiver forms that apply to scheduled classroom time and field trip activities.
ADULTS WITH DISABILITIES

Life Skills and Functional Academics
This course is designed to provide adults with disabilities students with educational foundation to manage their personal care and hygiene. This may include, but not limited to, subjects such as health and safety, grooming, hygiene, social skills and budgeting and purchasing of personal care products. Class is for facility residents only.

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<th>Teacher</th>
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<td>M-F 10:20 am – 12:00 pm</td>
<td>Cervantes</td>
<td>*CMA</td>
<td>1/28 – 3/28</td>
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<tr>
<td>M-F 10:20 am – 12:00 pm</td>
<td>*CMA</td>
<td>4/1 – 6/12</td>
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Work Skills and Functional Academics
This class will help students gain problem solving and critical thinking skills necessary to operate in the workplace and other social environments by creating stimulating physical, cognitive, and relational environments, which will be both personalized, and in-group settings. Class is for facility residents only.

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<tr>
<td>M-Th 1:00 pm – 3:15 pm</td>
<td>*Founders House of Hope</td>
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<td>M-F 1:00 pm – 3:00 pm</td>
<td>*CMA</td>
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<tr>
<td>M-Th 1:00 pm – 3:15 pm</td>
<td>*Founders House of Hope</td>
<td>4/1 – 6/11</td>
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</table>

*CMA Site: 18432 South Gridley Road, Artesia, CA 90701 (562) 860-2479
*Founders House of Hope Site: 18025 Pioneer Boulevard, Artesia, CA 90701 (562) 860-3351
Earn a Career Path Technical Diploma!

Earn a Career Path Technical Diploma by taking a prescribed number of professional courses directed to specific careers. The Career Path Technical Diploma is designed to verify to business and industry that you have the skills required for entry-level positions. The ABC Adult Education Program is accredited by the Western Association of Schools and Colleges (WASC), and the Council on Occupational Education (COE), and exclusively employs State of California certificated teachers.

- The order of the classes is the suggested sequence. Some classes may be taken concurrently.

- When the Career Program core classes are completed, additional classes may be added if time permits.

- To qualify for a certificate, students must get a passing grade of 70% or better and attend class according to the course syllabus (at least 80% of the scheduled time).

- Not all classes are offered each nine-week session.

- Most Career Programs can be completed in 12 months or less by most full-time students.

- Certain certificates over 6 months old may require a basic test to ensure skills are current prior to issuance of Career Technical Diploma (Keyboarding and Data Entry).

- Students without a high school diploma or a GED will receive a Certificate of Proficiency in lieu of the Career Technical Diploma.

- Students must meet all the general admission requirements for ABC Adult School as stated on our website.

- Students must meet the requirement of keyboarding at 40 words per minute before graduation.

- Students must meet certain individual requirements set forth for each program. These requirements may be found on our website in the Program of Study Data Sheet.

CTEC students qualify to sit for National Certification in:

- A+ Certification
- Microsoft Specialist
- Medical Assistant National Certification Exam (CMAA)
- Pharmacy Technician Certification Board (PTCB) and State Certified License
- Medical Insurance Specialist
- Adobe Certification (Photoshop, Flash, and Dreamweaver)
- QuickBooks Certification
- Cosmetology (State Certified License)

GRADUATION CEREMONY

Wednesday, June 12, 2019 at 5 pm
In June, ABC Adult School celebrates commencement. Adult students who have completed the district requirements for a high school diploma, passed the GED, TASC or HiSET examination, or completed a Career Technical Education Diploma are encouraged to participate wearing the traditional cap and gown in the presence of family and friends.

STUDENT FINANCIAL AID AVAILABLE!

Federal PELL grants are available to eligible students. If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code: 042270.
OFFICE OCCUPATIONS

**OFFICE ASSISTANT**

The objective of the Office Assistant Program is to prepare students for the following jobs: Office Clerk, Office Helper, Computer Operator, Receptionist. An Office Assistant Clerk will be able to perform the daily office tasks such as answering phone calls, customer service, basic correspondence, data entry, and create simple brochures and fliers.

- Are you organized?
- Do you enjoy working with the public?
- Do you like working with computers?
- Do you enjoy talking on the telephone?
- Do you use social media?

**THIS CAREER MAY BE FOR YOU!**

The median wage is $16.10 an hour State wide.  
*(Office Clerk)*


Certain classes may be offered at night.

**CLASSES INCLUDE:**
- Keyboarding ........................................ 90 hours
- Data Entry ........................................ 70 hours
- Computer Essentials .......................... 90 hours
- Social Media for Business ................. 90 hours
- Word (Beginning) .............................. 90 hours
- Excel (Beginning) ............................. 90 hours
- Access ............................................. 90 hours
- PowerPoint ...................................... 90 hours
- Apprenticeship/Job Prep ................. 20+ hours

**TOTAL HOURS ....................... 720**

**POSSIBLE JOB OPPORTUNITIES:**
- Receptionist
- Greeter
- Office Clerk
- Secretary

**CERTIFICATIONS AVAILABLE:**
IC³, Microsoft Word, Microsoft Excel (Core Level)

**COST FOR PROGRAM:** Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The average cost per course in this program is only $40. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost, please see the Program Cost section on page 12.

**STUDENT FINANCIAL AID AVAILABLE!** Federal PELL grants are available to eligible students. If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code: 042270.

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**ADMINISTRATIVE ASSISTANT**

An Administrative Assistant graduate will be able to work in a business office as a manager, executive secretary, or as the right hand of the administrator. He/she will be able to use all components of the Office Suite to create all business correspondence, including spreadsheets, presentations, and to perform basic accounting tasks. He/she can assist the administrator with planning his/her calendar, check and answer emails and keep the office organized. This program will also prepare students to pass the Microsoft Industry Certification Core and Expert Level Certification exam.

- Are you organized?
- Are you a take charge kind of person?
- Do you enjoy talking on the telephone?
- Do you enjoy working with the public?
- Do you like working with computers?
- Do you use social media?

**THIS CAREER MAY BE FOR YOU!**

The median wage is $19.38 an hour State wide.  
*(Office Assistant)*


Certain classes may be offered at night.

**CLASSES INCLUDE:**
- Keyboarding ........................................ 90 hours
- Data Entry ........................................ 70 hours
- Computer Essentials or Social Media ........... 90 hours
- Word (Beginning) .............................. 90 hours
- Word (Advanced) ............................... 90 hours
- Excel (Beginning) ............................. 90 hours
- Excel (Advanced) ............................. 90 hours
- Bookkeeping/Accounting ..................... 90 hours
- Access ............................................. 90 hours
- PowerPoint ...................................... 90 hours
- Apprenticeship/Job Prep ................. 20+ hours

**TOTAL HOURS ....................... 900**

**POSSIBLE JOB OPPORTUNITIES:**
- Office Manager
- Administrative Assistant
- Secretary
- Personal Assistant

**CERTIFICATIONS AVAILABLE:**
IC³, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, QuickBooks

**COST FOR PROGRAM:** Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The average cost per course in this program is only $40. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.
OFFICE OCCUPATIONS

ACCOUNTING CLERK
A graduate of the Accounting Program will be able to work in accounting firms, banks, and small businesses. They will be able to perform duties such as accounts payable and receivable, payroll for small companies, use QuickBooks software program efficiently, track inventory, audit accounts, balance sheets, and create spreadsheets. Also this program will prepare students to pass the industry certification for QuickBooks.

- Do you enjoy working with numbers?
- Are you a puzzle/problem solver?
- Do you like working with computers?
- Are you organized?

THIS CAREER MAY BE FOR YOU!

The median wage is $21.63 an hour State wide.

Certain classes may be offered at night.

CLASSES INCLUDE:
- Keyboarding ........................................... 90 hours
- Data Entry ............................................. 70 hours
- Computer Essentials ............................... 90 hours
- Social Media for Business ....................... 90 hours
- Excel (Beginning) ................................. 90 hours
- Excel (Advanced) ................................. 90 hours
- Bookkeeping/Accounting ....................... 90 hours
- QuickBooks ......................................... 90 hours
- Tax Preparation or Payroll ...................... 36 hours
- Apprenticeship/Job Prep ....................... 20+ hours

TOTAL HOURS .................................. 756

POSSIBLE JOB OPPORTUNITIES:
- Accounting Clerk
- Purchasing Clerk
- Office Clerk
- Accounts Payable/Receivable

CERTIFICATIONS AVAILABLE:
Microsoft Excel, QuickBooks

COST FOR PROGRAM: Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The average cost per course in this program is only $40. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.

STUDENT FINANCIAL AID AVAILABLE! Federal PELL grants are available to eligible students. If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code:042270.

MEDICAL OCCUPATIONS

MEDICAL OFFICE & BILLING SPECIALIST
The Medical Office & Billing Specialist Program prepares students to find a career, or a job in small medical offices, clinics, or a billing service company. Upon completion of the program students will be able to perform the following tasks: maintain office records, billing and correspondence, make appointments, customer service, greet patients, access and maintain/update patient medical health records.

- Do you enjoy helping people?
- Are you organized?
- Are you a problem solver?
- Do you like numbers?

THIS CAREER MAY BE FOR YOU!

The median wage is $18.77 an hour State wide. (Medical Secretary)

Day and evening classes available.

CLASSES INCLUDE:
- Keyboarding ........................................... 90 hours
- Data Entry ............................................. 70 hours
- Computer Essentials ............................... 90 hours
- Introduction to Medical Occupations ........ 90 hours
- Word (Beginning) ................................. 90 hours
- Bookkeeping/Accounting ....................... 90 hours
- Medical Terminology and Anatomy .......... 180 hours
- Medical Billing and Office Specialist ........ 180 hours
- Electronic Health Records ....................... 90 hours
- Apprenticeship/Job Prep ....................... 20+ hours

TOTAL HOURS .................................. 990

POSSIBLE JOB OPPORTUNITIES:
- Medical Billing in a Doctor’s Office
- Medical Billing in a Hospital
- Medical Office Receptionist
- Medical Office Manager
- Medical Billing as an independent contractor

CERTIFICATIONS AVAILABLE:
Medical Coding, Electronic Medical Records

COST FOR PROGRAM: Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The cost of courses in this program range from $40 to $115. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.
MEDICAL OCCUPATIONS

MEDICAL ASSISTANT

The Medical Assistant Program is a competency-based program which provides students with skills necessary to be able to work in a medical office or medical group. The program includes instructions on medical and surgical asepsis, physical exam of the patient, electrocardiography, and administration of medication, nutrition, vital signs and medical terminology. Students will also get training on the National Certification Exam.

- Do you like healing people?
- Do you enjoy helping people?
- Are you “hands on”?
- Are you a problem solver?

THIS CAREER MAY BE FOR YOU!

The median wage is $17.10 an hour State wide.
Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

Day and evening classes available.

CLASSES INCLUDE:

- Keyboarding . . . . . . . . . . . . . . . . . . . . . 90 hours
- Computer Essentials . . . . . . . . . . . . . . . . 90 hours
- Introduction to Medical Occupations . . . . . . . 90 hours
- Administration of Medication . . . . . . . . . . . . . 144 hours *
- Back Office Procedure . . . . . . . . . . . . . . . . 144 hours *
- Laboratory Procedures . . . . . . . . . . . . . . . . 144 hours *
- Electronic Health Records . . . . . . . . . . . . . . 90 hours
- Externship . . . . . . . . . . . . . . . . . . . . . . . . . 160 hours

TOTAL HOURS . . . . . . . . . . . . . . . . . . . . . . . . . 952

POSSIBLE JOB OPPORTUNITIES:

- Medical Assistant
- Medical Assistant Front Office
- Phlebotomist
- Medical Office Manager

CERTIFICATIONS AVAILABLE:

National Medical Assistant Clinical Certification (CMAA), Phlebotomy

COST FOR PROGRAM: Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The cost of courses in this program range from $40 to $425. We recommend you take a minimum of 2 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.

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PHARMACY TECHNICIAN

Pharmacy Technician Program prepares students to successfully attain training and qualifications to become a Pharmacy Technician. Students will learn the basic concepts of Pharmacology, knowledge of practice settings, standards and ethics, State Board of Pharmacy laws and regulations, basic pharmacy calculations, drug dosages, forms, record keeping, labeling and customer service. Students are also trained to pass the Pharmacy Technician State License.

- Are you a problem solver?
- Do you like science?
- Do you enjoy helping people?
- Are you “hands on”?

THIS CAREER MAY BE FOR YOU!

The median wage is $18.36 an hour State wide.
Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

Day and evening classes available.

CLASSES INCLUDE:

- Keyboarding . . . . . . . . . . . . . . . . . . . . . 90 hours
- Data Entry . . . . . . . . . . . . . . . . . . . . . . . . . 90 hours
- Computer Essentials . . . . . . . . . . . . . . . . 90 hours
- Introduction to Medical Occupations . . . . . . . 90 hours
- Pharmacy Practice . . . . . . . . . . . . . . . . . . . 108 hours
- Pharmacy Calculation . . . . . . . . . . . . . . . . 108 hours
- Pharmacology and Medication . . . . . . . . . . . . . 108 hours
- Electronic Health Records . . . . . . . . . . . . . . 90 hours
- Externship . . . . . . . . . . . . . . . . . . . . . . . . . 100 hours

TOTAL HOURS . . . . . . . . . . . . . . . . . . . . . . . . . 874

POSSIBLE JOB OPPORTUNITIES:

- Pharmacy Technician Retail
- Pharmacy Technician Hospital
- Pharmacy Technician Nursing Home

CERTIFICATIONS AVAILABLE:

National Pharmacy Technician (PTCB), State of California Licensure

COST FOR PROGRAM: Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The cost of courses in this program range from $40 to $405. We recommend you take a minimum of 2 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.
WEB/GRAPHIC DESIGN

WEB DESIGN

Join the exciting world of Web Design! The Web Design Program is geared to prepare students to use the professional industry software package (Adobe Suite) to create interactive websites, animation for the web, publish and maintain websites, and optimize websites to be able to promote and advertise products and services online. Students can start their own business or freelance. Also they can find jobs as a Junior Web Designer. This program also prepares students to pass the Adobe Industry Certification and become an ACA (Adobe Certified Associate).

- Are you creative or artistic?
- Are you a visual person?
- Do you like to communicate with others?
- Do you enjoy social media?
- Do you like working with computers?

**THIS CAREER MAY BE FOR YOU!**

The median wage is $37.45 an hour State wide.
(Website Developer)

Day and evening classes available.

**CLASSES INCLUDE:**
- Keyboarding ........................................ 90 hours
- Computer Essentials or Social Media ...... 90 hours
- Intro to Web Design ............................... 90 hours
- HTML 5 (Beginning) ......................... 90 hours
- HTML 5 (Advanced) ......................... 90 hours
- Photoshop ........................................ 90 hours
- Dreamweaver (Beginning) .............. 90 hours
- Dreamweaver (Advanced) .................. 90 hours
- InDesign (Beginning) ................ 90 hours
- InDesign (Advanced) ............. 90 hours
- Illustrator (Beginning) .............. 90 hours
- Illustrator (Advanced) .................. 90 hours
- Digital Photography ...................... 70 hours
- Photoshop (Advanced) .................. 90 hours
- Photoshop (Beginning) .............. 90 hours
- Computer Essentials or Social Media .... 90 hours
- Any business that has an internet presence

**POSSIBLE JOB OPPORTUNITIES:**
- Web Designer
- Advertising
- Web Merchant
- Any business that has an internet presence

**CERTIFICATIONS AVAILABLE:**
- Adobe Dreamweaver,
  Adobe Flash

**COST FOR PROGRAM:**
Payment is made to ABC Adult School when you register for an individual course. This means you "pay as you go". Your cost per quarter depends on the number of courses you choose to take each quarter. The average cost per course in this program is only $40. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.

$ STUDENT FINANCIAL AID AVAILABLE! Federal PELL grants are available to eligible students. If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code: 042270.

GRAPHIC MEDIA DESIGN

The Program objective of the Graphic Media Design is to give students an understanding of the printing industry fundamentals, and to train students to create professional publications for advertising and marketing products or services. Students are trained to become a successful Design Technician, Graphic Designer, or Desktop Publisher. The training includes creating newsletters, publications, fliers, design logos, brand products and services. This program also trains them to earn an industry certification (ACA) Adobe Certified Associate.

- Are you creative or artistic?
- Do you appreciate something laid out well?
- Are you a visual person?
- Do you like to communicate with others?
- Do you like working with computers?

**THIS CAREER MAY BE FOR YOU!**

The median wage is $26.48 an hour State wide.
(Graphic Design)

Day and evening classes available.

**CLASSES INCLUDE:**
- Keyboarding ....................................... 90 hours
- Computer Essentials or Social Media ...... 90 hours
- Photoshop (Beginning) .................. 90 hours
- Photoshop (Advanced) .................. 90 hours
- Illustrator (Beginning) .............. 90 hours
- Illustrator (Advanced) .................. 90 hours
- Digital Photography ...................... 70 hours
- InDesign (Beginning) .............. 90 hours
- InDesign (Advanced) ............. 90 hours
- Apprenticeship/Portfolio .................. 20+ hours

**TOTAL HOURS .................. 810**

**POSSIBLE JOB OPPORTUNITIES:**
- Graphic Designer
- Photographer
- Advertising Agency
- Any business incorporating printed and electronic media

**CERTIFICATIONS AVAILABLE:**
- Adobe Photoshop, Adobe Illustrator, Adobe InDesign

**COST FOR PROGRAM:** Payment is made to ABC Adult School when you register for an individual course. This means you "pay as you go". Your cost per quarter depends on the number of courses you choose to take each quarter. The average cost per course in this program is only $40. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.
WEB/GRAPHIC DESIGN

ANIMATED MEDIA DESIGN (VIDEO MEDIA DESIGN)

This program will train students to create and produce short form video productions, social media video (production), along with editing, video special effects (animated content), special titling and composite production (post production). Graduates can work for advertising companies, video production and post production houses, design firms, advertising and social media firms. Create the content and animated effects you see in films, TV shows, video games and commercials. Students use professional tools including a Livestream switcher, video production studio, Adobe Premiere and After Effect.

- Are you amazed when you see a particularly good special effect?
- Are you creative or artistic?
- Do you like to create alternative worlds?
- Are you a visual person?
- Do you like working with computers?

THIS CAREER MAY BE FOR YOU!

The median wage is $39.08 an hour State wide. (Multi-media Artist and Animators)


Day and evening classes available.

CLASSES INCLUDE:
- Keyboarding ........................................ 90 hours
- Social Media for Business ...................... 90 hours
- Live TV Studio: Narratives, Interviews and Performances .... 90 hours
- Live TV Studio: Business and Promotional Productions for Social Media and Broadcasting .......... 90 hours
- Photoshop (Beginning) ........................... 90 hours
- After Effects (Beginning) ..................... 90 hours
- Premiere (Beginning) ............................. 90 hours
- Premiere (Advanced) ......................... 90 hours
- Job Prep or Apprenticeship .................... 20+ hours
- Choose at least 2 .................................. 180 hours
- Photoshop (Advanced) | After Effects (Advanced) 
- Illustrator (Beginning) | Illustrator (Advanced)

TOTAL HOURS .................................. 810

POSSIBLE JOB OPPORTUNITIES:
- Video Editor
- Computer Gaming
- Photographer
- Movie Studio
- Videographer
- TV Studio

CERTIFICATIONS AVAILABLE: Adobe Photoshop, Adobe After Effects

COST FOR PROGRAM: Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The average cost per course in this program is only $40. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.

STUDENT FINANCIAL AID AVAILABLE! Federal PELL grants are available to eligible students. If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code:042270.

IT TECHNICIAN

IT TECHNICIAN

This program prepares and trains students to become an A+ Certified Technician, Computer Repair Technician, and a computer Systems Hardware Analyst. Students will be able to build, identify, and troubleshoot hardware and software, upgrade computers, install and configure a computer network. Also students will be able to pass the A+ test and be certified.

- Do you like taking things apart and putting them back together again?
- Do you like technology?
- Do you like problem solving?
- Do you like working with computers?

THIS CAREER MAY BE FOR YOU!

The median wage is $19.66 an hour State wide. (Computer Repair)


Day and evening classes available.

CLASSES INCLUDE:
- Keyboarding ........................................ 90 hours
- Basic Computer Repair or Approved Elective .......... 90 hours
- A+ Part 1 .............................................. 180 hours
- A+ Part 2 .............................................. 180 hours

Choose two of the following:
- Computer Forensics ................................ 90 hours
- Server + .............................................. 90 hours
- Network + ........................................... 90 hours
- Security + ........................................... 90 hours
- Internship / Tech 1 ................................. 90 hours
- Internship / Tech 2 ................................. 58 hours

TOTAL HOURS .................................. 868

POSSIBLE JOB OPPORTUNITIES:
- Computer Repair
- Network Technician
- Computer Installer
- Electronic Retail
- Computer Troubleshooter
- Computer Infrastructure

CERTIFICATIONS AVAILABLE: A+ Certification

COST FOR PROGRAM: Payment is made to ABC Adult School when you register for an individual course. This means you “pay as you go”. Your cost per quarter depends on the number of courses you choose to take each quarter. The cost of courses in this program range from $40 to $100. We recommend you take a minimum of 3 courses per quarter to finish in a reasonable amount of time. For total cost of this program, please see the Program Cost section on page 12.
Listed below is the total estimated cost for each of our 11 programs/pathways. This is an estimate. Your costs may vary. Additional fees may apply. Program cost includes books, industry certification test fees, and administration fees except Cosmetology which requires additional licensing fees. Some fees are paid directly to an outside vendor. Unless otherwise stated, programs are paid for at registration each quarter as courses are taken. Your immediate costs depend on how many courses you take each quarter. For more specific questions, please contact the CTEC Office on the Cuesta Campus of ABC Adult School. Months listed below are estimates assuming a student is taking 3 to 4 courses a quarter.

- **Accounting Clerk**
  756 total hours $1,369 over 9-12 months

- **Administrative Assistant**
  900 total hours $1,560 over 12 months

- **Animated Media Design**
  810 total hours $1,135 over 9-12 months

- **Cosmetology**
  1600 total hours $5,999 over 20-24 months

- **Graphic Media Design**
  810 total hours $1,195 over 9-12 months

- **IT Technician**
  868 total hours $2,836 over 12 months

- **Medical Assistant**
  952 total hours $2,678 over 12 months

- **Medical Office and Billing Specialist**
  990 total hours $1,785 over 12 months

- **Office Assistant**
  720 total hours $1,265 over 9-12 months

- **Pharmacy Technician**
  874 total hours $2,749 over 12 months

- **Web Design**
  810 total hours $1,066 over 9-12 months

The median wage is $12.02 an hour State wide.

**(Hairdressers, Hairstylists, and Cosmetologists)**


**CLASS INCLUDES:**

Classes Include 1600 hours of state mandated training in Hair Cutting, Hair Styling, Hair Coloring, Facial and Hair Removal, Chemical Services, Manicure and Pedicure, Make Up, Skin Care and Clinical.

**POSSIBLE JOB OPPORTUNITIES:**

- Hairdresser
- Esthetician
- Hair Stylist
- Barber
- Cosmetologist
- Salon Receptionist

**CERTIFICATIONS AND LICENSURE AVAILABLE:**

California Cosmetology License, Cosmetology, Esthetician, Barber

**COST FOR PROGRAM:** You may pay the entire $5999 all at once, pay using Pell Grant funding during the disbursement windows for those who qualify, or you may use the following payment plan: The initial quarter has a cost of $1,200 and then $1,200 every 9 weeks, 4 times an academic year, until the total amount is paid. For the total cost of this program, please see the Program Cost section on page 12.

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**STUDENT FINANCIAL AID AVAILABLE!** Federal PELL grants are available to eligible students. If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code:042270.
Why should I get Certified?
- Certification provides an industry recognized standard for measuring the mastery of Microsoft and Adobe applications.
- Certification is recognized by employers as valuable in the selection process for new employees and for internal promotions.
- Certification is a challenge and a personal accomplishment.
- Proficiency is demonstrated to employers.

Please call Rachelle Schulz at (562) 229-7960 ext. 25175 or email: Rachelle.Schulz@abcusd.us for more information and appointments. (Teacher is Adobe, and Microsoft Certified.) Pre-registration, payment and reservations required for each test.

Calling hours: Monday thru Thursday between 9:00 am - 11:30 am

IC3, Microsoft, QuickBooks, AutoCAD, A+ Certification, CompTIA, and Adobe vouchers can be purchased online from Certiport website http://certiport.com or from PearsonVue at http://www.pearsonvue.com/
- $5 for each practice test or enroll in the Test Prep Lab for $40
- $25 proctoring fee for vouchers purchased on the internet
- $20 proctoring fee for typing test

Orientation New Students/Transition Students

All new students, transition students, financial aid students, should attend one of our orientations held each month throughout the year. Get inside in how to navigate ABC Adult School in the best way and how to be successful. Even learn how to apply for financial aid.

Orientations are held EVERY THIRD Tuesday at the Cuesta Campus and EVERY THIRD Thursday at the Cabrillo Lane Campus:
- January 15, March 19, May 21, July 16
  Cuesta Campus: 10:00 am
  Cabrillo Lane Campus: 2:00 pm
- January 17, March 21, May 23, July 18
  Cabrillo Lane Campus: 10:00 am
  Cuesta Campus: 2:00 pm
- February 19, April 16, June 11 (second Tue.)
  Cuesta Campus: 2:00 pm
  Cabrillo Lane Campus: 10:00 am

Job Search Workshops

These are free workshops where students work on many facets of the job search process, write their resume, fill out job applications, access job leads and get advice and feedback from our Job Developer. All workshops are offered at the Cuesta site and free for our students.

Location: Cuesta G-3
Day / Time: Wednesdays, 2:45 - 3:45 pm
- Self-Assessment – Strengths and Skills That Help You Become a Stronger Candidate. Developing Your Resume and Cover Letter (Bring your existing resume and cover letters if you have them.)
- Accessing Job Leads and Job Search
- Tailoring Your Job Applications
- Present Your Best Self and Interview Skills

Dates will be announced in classes in advance and posted in the Job Center.
Access 2016
This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2016, including the skills necessary to create a new database, construct data tables, design forms and reports, build relationship between tables, and create queries.
Prerequisites: Keyboarding at 20-25 wpm and Computer Essentials. (Additional fee for book) Industry Certification is available.
M – F 6013040 Mares 8:00 am – 10:00 am Cuesta $40 4/1 – 6/12

AutoCAD 2D
Learn the essentials necessary to begin your own design and drafting tasks. Learn to develop working drawings with projects in both mechanical and architectural design. (Additional fee for book)
T/Th 6015036 Urbano 5:50 pm – 9:00 pm Cuesta $40 1/29 – 3/28

AutoCAD 3D
Learn the essentials necessary to begin your own design and drafting tasks in 3D. Learn to develop working drawings with projects in both mechanical and architectural design. Recommended: AutoCAD 2D. (Additional fee for book)
T/Th 6015546 Urbano 5:50 pm – 9:00 pm Cuesta $40 4/2 – 6/11

A Smart Life with the Internet - Part I (인터넷과 함께 하는 스마트한 삶)
이 클래스는 한인을 위한 클래스로 인터넷과 스마트폰 사용을 통해 좀 더 풍요로운 삶을 살아가기 위한 것입니다. Gmail 사용법 및 google drive 사용과 SNS 사용법을 배우고 스마트폰과 컴퓨터를 연동하는 법을 배웁니다.
This class is designed for Korean learners and will be taught in Korean. This class will make your life refined to fit to the new century in regards to technology. You will learn how to communicate with a Gmail account, a google drive, as well as synchronizing your smart phone and your computer.
T/Th 6048084 Im 4:00 pm – 6:00 pm Cabrillo Lane $40 1/29 – 3/28

A Smart Life with the Internet - Part II (인터넷과 함께 하는 스마트한 삶 - 중급)
한국어로 강의가 되는 이 클래스는 컴퓨터와 스마트폰의 기본 지식이 있는 사람을 위한 클래스입니다. 컴퓨터와 스마트폰을 연동하는 것을 더 깊이 있게 배우며 Google drive, google forms, google docs 등을 배우고 문서작성인 Word를 좀 더 깊이 있게 공부합시다.
This class is designed for those who have a basic knowledge of a smart phone (including synchronizing its uses with the computer), word processing, and the Internet. The use of google drive, google forms, and google docs will be taught, as well as an in-depth learning of Microsoft Word. This class will be taught in Korean.
T/Th 6048294 Im 4:00 pm – 6:00 pm Cabrillo Lane $40 4/2 – 6/11

Computer Essentials
Designed for those who know nothing or very little about computers. This class will cover hardware, software and the basics of Windows, Internet, Gmail, Google Apps (Google docs, sheets, slides, forms, and much more). Prerequisite: Keyboard at 20 wpm for day classes.
(Additional fee for book)
M – F 6032030 Barbosa 8:00 am – 10:00 am Cuesta $40 1/28 – 3/29
M – F 6032083 Grissom 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29
M/W 6032036 Mares 5:50 pm – 9:00 pm (Teachers are Microsoft Certified) Cuesta $40 1/28 – 6/10
M – F 6032093 Grissom 12:40 pm – 2:40 pm (Teacher is Microsoft Certified) Cabrillo Lane $40 4/1 – 6/12
**Data Entry**

Learn how to type by touch on the computer with an individualized, self-paced program. Ten-key program is also taught for quick data entry of numbers. Learn alpha and numeric data entry with real life scenarios including invoices, time logs, and statistical information. Students will use Access forms for data entry and OPAC test for ten-key training and keyboarding practice. *Open entry class. Call for more information and availability.

- **M - F 6050580** Grissom 8:00 am – 10:00 am Cabrillo Lane $40 1/28 – 3/29
- **M - F 6050531** Barbosa 10:10 am – 12:10 pm Cuesta $40 1/28 – 3/29
- **M - F 6050532** Mares 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29
- **M - F 6050583** Grissom 12:40 pm – 2:40 pm Cabrillo Lane $40 1/28 – 3/29
- **T/Th 6050536** Caliz 5:50 pm – 9:00 pm Cuesta $40 1/28 – 3/29

**Digital Photography/Lightroom CC**

The digital imaging class is designed to help you learn how to purchase and operate a digital camera, take better pictures, transfer the pictures to your computer, burn a CD, and edit the pictures using Adobe Lightroom CC. Discover the various ways to display your photos online. Camera is required. *(Additional fee for book)*

- **M - F 6073332** Poirier 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29
- **M - F 6073342** Poirier 12:40 pm – 2:40 pm Cuesta $40 4/1 – 6/12

**Excel 2016 - Beginning & Advanced (Daytime), Level 1 & 2 (Nighttime)**

This exciting class will cover the powerful features of computerized spreadsheets. Before you know it, you will be creating spreadsheets, entering data, recording macros, working with scenarios, using Vlookup and Hlookup, Pivot tables, entering formulas and creating impressive looking charts and reports. **Prerequisite:** Keyboard 20-25 wpm. *(Additional fee for book)* *Day classes are open entry classes. Call for more information and availability.

- **M - F 6043032(Beg)** Muto 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29
- **M - F 6044032(Adv)** Muto 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29
- **T/Th 6042036(Level 1)** Echols 5:50 pm – 9:00 pm Cuesta $40 1/29 – 3/28
- **M - F 6043042(Beg)** Muto 12:40 pm – 2:40 pm Cuesta $40 4/1 – 6/12
- **M - F 6044042(Adv)** Muto 12:40 pm – 2:40 pm Cuesta $40 4/1 – 6/12
- **T/Th 6042546(Level 2)** Echols 5:50 pm – 9:00 pm Cuesta $40 4/2 – 6/11

Elaine Echols is an experienced facilitator with expertise in training and development. She has over twenty-five years of hands-on facilitation of both technical and non-technical subject areas teaching in the United States, Canada, China and the Pacific Rim. She has been teaching Microsoft Applications for over 12 years.

**Keyboarding**

Learn how to type by touch on the computer with an individualized, self-paced program. Ten-key program also taught for quick data entry of numbers. Learn alpha and numeric data entry with real life scenarios including invoices, time logs, and statistical information. Students will use Access forms for data entry and OPAC testing for ten-key training and keyboarding practice. *Open entry class. Call for more information and availability.

- **M - F 6050580** Grissom 8:00 am – 10:00 am Cabrillo Lane $40 1/28 – 3/29
- **M - F 6050531** Barbosa 10:10 am – 12:10 pm Cuesta $40 1/28 – 3/29
- **M - F 6050532** Mares 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29
- **M - F 6050583** Grissom 12:40 pm – 2:40 pm Cabrillo Lane $40 1/28 – 3/29
- **T/Th 6050536** Caliz 5:50 pm – 9:00 pm Cuesta $40 1/29 – 3/28

**Office Skills Lab**

Have extra time to work on class assignments and/or work on your own to learn new software. You can also use the lab to practice for Industry Certification tests Office 2016, Adobe CC Suite, QuickBooks, IT Technician/CompTIA, and other programs available in the lab. Learn how to type by touch on the computer with an individualized, self-paced program. Ten-key program also taught for quick data entry of numbers.

**Certificates for Keyboarding, and Data Entry only. *Open entry class. Call for more information and availability.**

- **M - F 6050580** Grissom 8:00 am – 10:00 am Cabrillo Lane $40 1/28 – 3/29
- **M - F 6050531** Barbosa 10:10 am – 12:10 pm Cuesta $40 1/28 – 3/29
- **M - F 6050532** Mares 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29
- **M - F 6050583** Grissom 12:40 pm – 2:40 pm Cabrillo Lane $40 1/28 – 3/29
- **T/Th 6050536** Caliz 5:50 pm – 9:00 pm Cuesta $40 1/29 – 3/28

Continued on page 16 >
PowerPoint 2016

PowerPoint is Microsoft's industry-standard software application for designing and conducting presentations in any professional context. Students can create professional business and personal presentations. Learn numerous skills including how to add graphics, charts, sounds, animated clips and many other design elements. **Prerequisite:** Keyboarding 20 - 25 wpm.  **(Additional fee for book)**

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Spanish for the Workplace

Learn a new language! The Spanish for the Workplace class is designed for individuals who want to communicate more effectively with Spanish speakers on a day-to-day basis. Students will learn basic Spanish vocabulary and structures that will allow them to communicate in Spanish.

| M/W  | 6058036  | Barbosa | 5:50 pm – 9:00 pm | Cuesta | $40 | 1/28 – 3/27 |
| M/W  | 6058046  | Barbosa | 5:50 pm – 9:00 pm | Cuesta | $40 | 4/1 – 6/10  |

Social Media for Business

Learn how to use the latest social networking websites such as Facebook, Twitter, WordPress, YouTube, LinkedIn, Google Apps, and more to create your own space on the web. This class will guide you to promote yourself in the job market, advertise your own business, learn how to use Google Applications, sell items online, and/or just reconnect with friends and family. Additionally, you will attain a greater understanding of social networking sites and how to control privacy settings, while enjoying positive online experiences.

| T/Th | 6057536  | Barbosa | 5:50 pm – 9:00 pm | Cuesta | $40 | 1/29 – 3/28 |
| M – F| 6057540  | Barbosa | 8:00 am – 10:00 am| Cuesta | $40 | 4/1 – 6/12  |
| T/Th | 6057546  | Barbosa | 5:50 pm – 9:00 pm | Cuesta | $40 | 4/2 – 6/11  |

Word 2016 Beginning & Advanced (Daytime)

Learn to use the world's most powerful word processing program to create letters, reports, flyers and much more. Continuing students will learn additional advanced features such as tables, macros, importing graphics, formatting columns and more. **Prerequisite for Continuing Word:** Completed Beginning Word or have equivalent knowledge. **Prerequisite:** Keyboard at 25 wpm for day classes.  **(Additional fee for book)**

| M – F | 6063031(Beginning) | Mares | 10:10 am – 12:10 pm | Cuesta | $40 | 1/28 – 3/29 |
| M – F | 6064031(Advanced)  | Mares | 10:10 am – 12:10 pm| Cuesta | $40 | 1/28 – 3/29 |
| M – F | 6063040(Beginning) | Mares | 10:10 am – 12:10 pm| Cuesta | $40 | 4/1 – 6/12  |
| M – F | 6064041(Advanced)  | Mares | 10:10 am – 12:10 pm| Cuesta | $40 | 4/1 – 6/12  |

Bookkeeping/Accounting

This is a beginning course in practical accounting for small business. Hands-on manual training includes the accounting cycle, debit/credit rules, journalizing and posting business transactions, accounts payable, accounts receivable, preparing financial statements, performing closing entries, reconciling bank statements, and processing payroll.  **(Additional fee for books)**

| M – F | 6001030 | Nguyen | 8:00 am – 10:10 am  | Cuesta | $40 | 1/28 – 3/29 |
| T/Th  | 6001036 | Nguyen | 5:50 pm – 9:00 pm   | Cuesta | $40 | 1/28 – 6/12 |
| M – F | 6001042 | Nguyen | 12:40 pm – 2:40 pm  | Cuesta | $40 | 4/1 – 6/12  |

Loan Signing Specialist

Notary's who make the most money are also Certified Loan Signers. Loan signers in California charge on average between $75 and $200 per loan and the best loan signers are charging an average of $150 per loan. Many loan signers work full-time (3-4 loans per day and more) but just as many work part-time in the evening or weekends just to make some extra cash. Even making an average of $100 per loan signing at 1 loan per night and a couple on the weekend adds up to an excellent added income. This course will teach you to become a Certified Loan Signer.  **Cost:** $75 Reg (plus $45 materials fee and $30 test and certificate fee paid to the instructor - Test and certificate are optional. Fees are paid by cash or check only.)  CALL CTEC OFFICE FOR CLASS AVAILABILITY.

Notary Public

California needs professional Notaries! This class will provide new or previously commissioned Notaries with the education and skills needed to pass the state proctored examination. Students will also be able to detect fraud, become a more valued employee or start a successful new career. A certificate of completion will be issued. The State Proctored examination will be given at the completion of the class. A 2x2 color passport picture is required for the Notary Public exam. Lecture begins in the morning with exam following immediately afterwards.  **Cost:** $75 Tuition (plus $45 materials fee and a $40 State Proctor Exam Fee (Proctor fee is Check Only – Made payable to Secretary of State, paid to the instructor on the first night of class). Please bring a valid driver’s license, a 2x2 color passport photo and a #2 pencil.  CALL CTEC OFFICE FOR CLASS AVAILABILITY.
Payroll Tax Accounting
This course is designed for those students seeking immediate employment as payroll clerks. The course will cover fundamental principles of payroll tax law as defined by Federal, State, and local government. It will also include discussion of Social Security, Federal and State income taxes, Federal and State Unemployment Insurance, workmen's Compensation Insurance, and journal entries to record payroll information. It also includes personnel record requirements, data processing, and payroll systems. It is intended to provide business students with a working knowledge of current tax laws and practical applications. Students gain experience in input, processing, and reporting of payroll tax-related transactions and events within the context of both manual and computerized payroll systems.

M – F 6005031 Nguyen 10:10 am – 12:10 pm Cuesta $40 1/28 – 3/29

QuickBooks
Hands-on training in the use of QuickBooks accounting software. Topics covered include setting up reports and transaction processing for accounts receivable, accounts payable, merchandise, and payroll. Learn how to create a company and chart of accounts, make bank deposits, write checks, create invoices and cash sales, receive payments, enter and pay bills, set up sales and payroll tax and generate financial statements. (Additional fee for book)

M – F 6006032 Nguyen 12:40 pm – 2:40 pm Cuesta $40 1/28 – 3/29 (Teacher is QuickBooks Certified)

QuickBooks Online
Hands-on training in the use of QuickBooks Online accounting software. Topics include Accounts Receivable, Accounts Payable, Bank and Credit Cards transactions, Bank reconciliation. Transactions include creating invoice, pay bills, write checks, and receive payments.

M – F 6006341 Nguyen 10:10 am – 12:10 pm Cuesta $40 1/28 – 6/12 (Teacher is QuickBooks Certified)

Tax Preparer Essential
Students will learn basic federal income tax theory and concepts. Learn manual and computer assisted programs to prepare tax returns. An introductory course designed to prepare you for career opportunities in the tax preparation field. (Additional fee for book)

M – F 6008540 Nguyen 8:00 am – 10:00 am Cuesta $40 4/1 – 6/12

Certified Tax Preparer
Want to become a certified tax preparer? Nothing is as certain as an ever-changing tax code which makes mastering taxes confusing and frustrating. This course will guide you through the maze of tax preparation and help achieve your tax certification. The curriculum is designed to cover the fundamentals of income tax preparation. The course covers topics such as income, adjustments, tax credits, other taxes, depreciation, business taxes, ACA/Health Care and State filing requirements. The course is approved by the CTEC, which fulfills the mandated 60 hours of “qualifying education” (45 Hours of Federal Tax Law and 15 Hours of California Tax Law) to become a certified tax preparer. Disclosure: CTEC Course #2097-QE-0001. A listing of additional requirements to register as a tax preparer may be obtained by contacting CTEC at P.O. Box 2890, Sacramento, CA 95812-2890, toll-free by phone at (877) 850-2883, or on the internet at www.ctec.org.

M – Th 6002031 Le 10:10 am – 12:10 pm Cuesta $40 1/28 – 3/28

A+ Computer Repair PARTS 1 and 2 (18-week course)
A+ Part 1: This course provides a comprehensive introduction to managing and maintaining computer hardware and software. A+ computer repair closely integrates the CompTIA A+ Exam objectives to prepare students for the 220-1001 and 220-1002 certification exams, industry standards in the dynamic, fast-paced field of PC repair and information technology. This class has both core concepts and advanced topics, organizing material to facilitate practical application and encourage students to learn by doing. The course also includes Linux and Mac OS, and increased emphasis on mobile devices. Supported by a wide range of supplemental resources to enhance learning with Lab Manuals, Course Notes, online labs, that includes certification test prep and interactive exercises and activities, this proven course and offers students an ideal way to prepare for success as a professional IT support technician and administrator. Prerequisites: Windows OS, Computer Essentials, Basic Computer Repair or equivalent knowledge. This course is presented in two nine-week parts. (Additional fee for book)

M – F 6010530(1) Takhar 8:00 am – 12:00 pm Cuesta $50 + $50 1/28 – 3/29
M – F 6010740(2) Takhar 8:00 am – 12:00 pm Cuesta $50 + $50 4/1 – 6/12 (Teacher is A+ Certified)

A+ Internship/Technician
Practical, hands on practice of the concepts learned in the A+ courses. Preparation for the A+ Certification Exam. Students must have completed A+ Part 2 or internship to enroll in this course. SEE CTEC OFFICE FOR TIMES AND AVAILABILITY.

Continued on page 18 >
A+ Test Prep
A+ student will have the chance to prep for the A+ Certification Course. **Prerequisite:** Basic Computer Repair and A+ Part I and II. SEE CTEC OFFICE FOR TIMES AND AVAILABILITY.

Computer Forensics
The computer hacking forensic investigation class teaches the process of detecting hacking attacks and properly extracting evidence to report the crime and conduct audits to prevent future attacks. Computer Forensics is simply the application of computer investigation and analysis techniques in the interests of collecting potential legal evidence. **Prerequisites:** Good knowledge of Operating Systems, and good English skills. (Additional fee for book)

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Computer Repair & Upgrade - Basic
This class is structured to provide instructions for both the individual who wants to pursue a career in the Information Technology (IT) field, and the Home Users who wants to be able to maintain their own PC or laptops, with a basic working knowledge of computer hardware and operating systems. Students will install the Windows 10 Operating System and utilize various built-in utilities to maintain it. Students will learn basic hardware repair and upgrade procedures for repairing/upgrading PC’s and laptops. Additional subjects include how to use third-party utilities programs to maintain computers at peak performance; understand what malicious software is and how to prevent/remove viruses, spyware, ransomware, and other harmful programs. (Additional fee for book)

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<td><strong>Teacher is A+ Certified</strong></td>
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Network +
Knowing how to install, configure, and troubleshoot a computer network is a highly marketable and exciting skill. This class first introduces the fundamental building blocks that form a modern network, such as protocols, topologies, hardware, and network operating systems. It then provides in-depth coverage of the most important concepts in contemporary networking, such as TCP/IP, Ethernet, wireless transmission, and security. **Recommended:** Basic Computer Repair and A+. (Additional fee for book)

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Security +
This course offers a comprehensive guide for anyone wishing to take the CompTIA + SY0-401 Certification Exam. It introduces the fundamentals of network security, including compliance and operational security; threats and vulnerabilities; application data and host security; access control and identify management; and cryptography. The course covers new topics in network security as well, including psychological approaches to social engineering attacks, Web application attacks, penetration testing, data loss prevention, cloud computing, security, and application programming development security.

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Server 2016
This is the perfect course for learning Windows Server 2016 from the ground up! Designed to build a foundation in basic server administration, this course requires no previous server experience. It covers all critical Windows Server 2016 features, including the features unique to the new server operating system, from Windows Server 2016 features and versions to installing, configuring and using Hyper-V virtual server capabilities. Like other courses in the widely successful hands-on class, a variety of hands-on projects are located throughout each chapter, which can be completed in servers console, remote connection, Internet and virtual server environments. Hands-on Microsoft Windows Server 2016. (Additional fee for book) CALL THE CTEC OFFICE FOR CLASS AVAILABILITY.

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Adobe Dreamweaver CC - Part I & II
Learn how to build digital interactive web sites. Students will learn how to create and format pages, navigation bars and buttons, insert Flash movies and animations, add multimedia, insert hyperlinks, pictures and create tables. Work with frames, forms and layers and upload files to the Web to publish a web site. (Additional fee for book) CALL THE CTEC OFFICE FOR CLASS AVAILABILITY.

Adobe Illustrator CC - Introduction to Vector Graphics
Learn the ultimate industry standard drawing and illustration program. This is a beginning course devoted to helping students achieve a basic comfort level working in the Illustrator environment. It is project based and covers printing industry fundamentals, raster vs. vector art, color theory, typography, vector drawing and logo designs. (Additional fee for book)
### Adobe Illustrator CC - Business Branding and Web Portfolio
Learn the ultimate industry standard drawing and illustration program. This course introduces students to the tools and workspace of Illustrator to create unique graphics for print and web based projects. Students will learn printing industry fundamentals. *(Additional fee for book)*

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### Adobe InDesign CC - Part I
Learn how to design books, magazines and other print documents. This is a beginning class, which covers printing industry fundamentals, desktop publishing basics, page layout and color theory. Projects include designing business cards, menus, brochures and forms. *(Additional fee for book)*

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### Adobe InDesign CC - Part II
InDesign Part 2 will help students achieve a basic comfort level working in the InDesign environment. It will give a basic understanding of printing industry fundamentals, desktop publishing basics, page layout, raster vs vector art, and color theory. Students will work on individual projects designed to improve their page layout and production skills. *(Additional fee for book)*

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### Adobe Lab
Use this class as study lab to catch up and/or practice with assignments from other classes. Instructor is knowledgeable in Adobe InDesign, Adobe Illustrator, Adobe Photoshop, Adobe Dreamweaver, Adobe Animate, Max OSX, HTML5 and more. If you have some questions, our instructor can help you! *Format: MAC (Apple Computer) and PC.*

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### Adobe Photoshop CC - Part I
This is a beginning course for photographers, future graphic designers, and hobbyists. No experience in Photoshop is necessary. Projects will focus on individual tools, tonal corrections, and manipulating text. For the final project, students will colorize their own black and white photographs. *(Additional fee for book)*

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### Adobe Photoshop CC - Part II
This is the second part of a beginning course. It builds on concepts already mastered in Part I. Projects will focus on the remaining tools, Layer Masks, Color Correction Techniques, Filters and optimizing files to the web. *Prerequisite: Part I or comparable knowledge. (Additional fee for book)*

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### Editing Photos with Photoshop and Lightroom – Basics and Beyond
The organizing and processing of photos can be frustrating. This class gets rid of the frustration and opens up the way for fun and profit. Learn a foolproof organizational system using Lightroom and move on to tips, tricks and keyboard shortcuts in both Lightroom and Photoshop. Retouch like a pro! Create complex composites with filters, text and special effects by mastering layers; build awesome photo albums, both print and web; geotag, sort and group your photos by location; work with automation, panoramas, videos, 3D - and that is just the beginning!

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### Digital Photography/Lightroom CC
The digital imaging class is designed to help you learn how to purchase and operate a digital camera, take better pictures, transfer the pictures to your computer, burn a CD, and edit the pictures using Adobe Lightroom CC. Discover the various ways to display your photos online. Camera is required. *(Additional fee for book)*

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### HTML5 - Web Authoring - Part I and II
Create web pages viewable on both computers and mobile devices. Learn basic and advanced HTML5 to create or edit web pages. Learn how to write, edit, and validate HTML and XHTML, create hyperlinks, insert pictures, maps, tables, frames, forms, CSS, and publish using FTP protocol. *(Additional fee for book)*

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Adobe After Effects CC - Part I (Motion Graphics) and II (3D Animation)

Learn how the movie magic happens and create your own special effects with Adobe After Effects CC. This class focuses on how to animate motion graphics with the aid of key framing as well as how to simulate explosions and three-dimensional space with the use of virtual lights and cameras. Additionally, there will be instruction on how to superimpose subjects into new environments using compositing technologies. Students will have the opportunity to incorporate multimedia into their projects such as audio, video, images and graphics created in Photoshop and Illustrator. Adobe Photoshop, Premiere and GarageBand will also be introduced to accompany and facilitate the workflow in AfterEffects.

(Additional fee for book)

M – F 6082931(1) ElSoudani 10:10 am – 12:10 pm Cuesta $40 1/28 – 3/29
M – F 6082741(2) ElSoudani 10:10 am – 12:10 pm Cuesta $40 4/1 – 6/12

Nabby ElSoudani Along with teaching at ABC Adult School, Nabby ElSoudani, has taught at CalArts and Orange Coast College. She has worked as a Graphic Designer for the City of Cerritos (Recreation Services Division) for several years and has freelanced in graphic/web design and movie production for over ten years. She has independently produced, directed, edited and animated film and videos that screened nationally and internationally. Nabby holds a BA from UCI & an MFA from CalArts.

Adobe Premiere CC / Adobe Premiere Pro – Video Editing Fundamentals

Learn how to perform basic editing functions while familiarizing yourself with the user interface. By the end of the course, you will fully understand how to make a video from start to finish. The process will begin with logging and organizing footage and more in three-point editing of video and audio to create a rough cut. Student will also learn to refine the edit with trimming techniques using the ripple, roll, slip, and slide tools. When the cut is complete, student will be able to put the finishing touches on the video with special effects and color corrections. Last step will be to output for YouTube, Blu-ray and/or DVD. CALL THE CTEC OFFICE FOR CLASS AVAILABILITY.

Adobe Premiere Pro – Special Effects for Film and TV

This course enables students to fine tune their video editing skills while covering new ground with sound mixing, special effects, and an introduction to motion graphics. By the end of the class you will create an original video from start to finish. Finally, you will be able to make the final output of your work for YouTube, Blu-ray or DVD. CALL THE CTEC OFFICE FOR CLASS AVAILABILITY.

VIDEO PRODUCTION – MODULE I AND II

Live TV Studio: Narratives, Interviews and Performances

In this course, students will learn to shoot interview sequences with Over the Shoulder and Reverse Angle Two Shots, as well as single person Talking Heads in which the goal is story telling: creating a narrative. Basic editing techniques will be taught using the live switcher and Adobe Premiere. Basic lighting, audio and video production techniques will be taught. Learn how to insert graphics and other video sources live into the production flow to complement the stories that students share for the interviews. Students who have performance talents will also have the opportunity to volunteer to work with the class collaboratively to do a live studio shoot of a performance. Students will also learn green screen techniques including compositing the performer into different source footage or backgrounds. Basic lighting, audio and video production techniques will be taught. Prerequisites: Computer Essentials or Social Media for Business and Keyboarding recommended.

M – F 6085130 Staff 8:00 am – 10:00 am Cuesta $40 1/28 – 3/29

Live TV Studio: Business and Promotional Productions for Social Media and Broadcasting

Students will learn to create short promos to stream out on various social media platforms using Livestream. Students may volunteer to promote their own businesses, local businesses, the school as well as create portions of their portfolio talking about what they do as independent digital film makers, producers, graphic designers, etc. Images of their work will be cut using basic editing techniques using the live switcher and Adobe Premiere. Basic lighting, audio and video production techniques will be taught. Various social media platforms will be used as well as variable resolution and compression techniques. Basic lighting, audio and video production techniques will be taught. Prerequisites: Computer Essentials or Social Media for Business and Keyboarding recommended.

M – F 6085240 Staff 8:00 am – 10:00 am Cuesta $40 4/1 – 6/12
COSMETOLOGY PROGRAM

Cosmetology

The cosmetology program will prepare the student to pass the written and practical state board exam for a cosmetology license as well as the 1600 hours of instruction required by the State of California. With a cosmetology license, a student will be able to work in a beauty salon cutting and styling hair, and performing the latest hair coloring trends. With a license you can also own your beauty salon.

Our program includes: cosmetology, barbering, and skin care (esthetics) program. These certificated courses are designed to prepare you for a State license by professional instructors for a career in the industry. Modules will include; hair cutting, hairstyling, hair coloring, facial and hair removal, chemical services, manicure and pedicure, make up, and skin care. Cost of Program: $5,999 (Price to include Books, Cosmetology Kit, and Uniform.) (Payment plan is available.) The initial quarter has a cost of $1,200 and then $1,200 every 9 weeks 4 times an academic year, until the total amount is paid. Continuing students pay $1,200 per term until the total is paid.

Our program includes:

- Hair Cutting, Styling and Clinic Floor, Lab
  - M – Th 6091039 Ortega
  - F
  - 8:00 am – 4:40 pm Cabrillo Lane $1,200 1/28 – 3/29
  - 8:00 am – 12:10 pm

- Introduction to Cosmetology and Lab
  - M – Th 6091219 Staff
  - 12:00 pm – 9:00 pm Cabrillo Lane $1,200 1/28 – 3/28

- Hair Coloring, Thermal Styling and Clinic Floor, Lab
  - M – Th 6091049 Ortega
  - F
  - 8:00 am – 4:40 pm Cabrillo Lane $1,200 4/1 – 6/12
  - 8:00 am – 12:10 pm

- Hair Cutting, Styling and Clinic Floor, Lab
  - M – Th 6091229 Staff
  - 12:00 pm – 9:00 pm Cabrillo Lane $1,200 4/1 – 6/11

MAKEUP ARTIST/HAIR STYLIST

Make-Up Artist/Hair Stylist

The professional makeup artistry course will provide students with all the basic skills and knowledge they will need to be successful in this industry. Upon completion of this course students will be able to do makeup for parties, special events, weddings, day makeup, night makeup, and special effects. Students will learn basic techniques and applications of skin analysis, undertone, contouring, highlighting, and corrective makeup. Complete business training and portfolio are also included. (Additional fee for Makeup Kit) Hair Stylist: Have fun and learn new techniques in hairstyling. A list of materials needed, will be provided on the first day of class. Cost: $160 + $5 material fee.

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Caregiver
Our Caregiver Course is designed for community members who intend to provide care for others in homes or assisted living situations. The class includes training in emergency first aid, personal care and assistance with daily living tasks like feeding, mobility, bathing, and toileting. Patient rights, dignity, privacy and ethics will be addressed.

M – F 6103083 Cervantes 12:40 pm – 2:40 pm Cabrillo Lane $40 1/28 – 3/29
M – F 6103093 Cervantes 12:40 pm – 2:40 pm Cabrillo Lane $40 4/1 – 6/12

Dental Assistant
Become a licensed Dental Assistant in our new state of the art classroom/laboratory.

Electronic Health Records - EHR
With the explosive growth of electronic health records, medical support personnel need to understand and attain practical knowledge of the electronic health records field. This 9-week course will review the field’s history, standards and provide practical training in patient data, insurance data, appointments, charting and clinical tools using EHR software. (Additional Fee for books) Prerequisite: Computer Skills, Beginning Word, and knowledge in the medical field.

Electronic Health Records - EHR
M – F 6131090 Grissom 8:00 am – 10:00 am Cabrillo Lane $40 4/1 – 6/12

Introduction to Medical Occupations
STUDENTS WHO SUCCESSFULLY COMPLETE THIS CLASS WILL HAVE PRIORITY REGISTRATION IN MEDICAL ASSISTANT-CLINICAL, MEDICAL BILLING AND CODING OR PHARMACY TECHNICIAN. This class is designed for students in pursuit of careers in medical health sciences courses, such as, Medical Assistant, Computerized Medical Insurance Billing, and Medical Insurance Coding. Integrated throughout the course are career preparation standards, which include basic medical terminology, academic skills, communication, interpersonal skills, problem solving, safety, technology, and other employment skills.

Introduction to Medical Occupations
M – F 6105083 Cervantes 12:40 pm – 2:40 pm Cabrillo Lane $40 1/28 – 3/29
M – F 6105093 Cervantes 12:40 pm – 2:40 pm Cabrillo Lane $40 4/1 – 6/12

Medical Assistant - Clinical
Start a new and exciting career in the medical field as a Medical Assistant Clinical and learn the skills to work in a medical office or medical group. This class prepares you for employment in that field including patient care, office procedures and national certification. Recommended: "Introduction to Medical Occupations" for Career Diploma students. We require a background check and Drug Screen Test – additional fees of $25 for each module. Cost: $40 Reg, $360 Lab per module. (Additional Fee for books and uniforms)

Medical Assistant - Clinical
M – Th 6125080 (Back Office Procedures) Dennis 8:00 am – 12:10 pm Cabrillo Lane $400 + $25 1/28 – 3/28
M – Th 6126083 (Laboratory Procedures) Dennis 12:40 pm – 4:50 pm Cabrillo Lane $400 + $25 1/28 – 3/28
M – Th 6126090 (Laboratory Procedures) Dennis 8:00 am – 12:10 pm Cabrillo Lane $400 + $25 4/1 – 6/12
M – Th 6124093 (Administration of Medication) Dennis 12:40 pm – 4:50 pm Cabrillo Lane $400 + $25 4/1 – 6/12

Karen Dennis is a Licensed Vocational Nurse (LVN) with many years of experience as a Clinical Medical Assistant. Karen has worked in the medical field for almost 35 years. She has been teaching and touching the lives of her students, both professionally and personally for over 20 years. Her instruction has provided many students with the skills and knowledge to work competently in medical facilities and doctor’s offices throughout the country. Karen has a passion to help students start their career in the medical field. She believes you should never stop learning, but continue to grow and achieve your goals in the wonderful field of medicine, which has so much to offer.

Medical Assistant - Clinical Internship
160 Hours of training at one of our many professional sites with hands on clinical training to prepare for the national exam. Prerequisite: Passing of Medical Assistant-Clinical all sections, Administration of Medication, Back Office Procedures, and Lab Procedures. Cost: $40 Reg, $140 Lab. CALL CTEC OFFICE FOR CLASS AVAILABILITY.
Medical Office and Billing Specialist (18-week course)
The focus of this class is for students to become a Certified Medical Administrative Assistant with an emphasis on billing and coding. Administrative medical assistants are responsible for a multitude of tasks that include communicating with patients, scheduling appointments, electronic medical coding, filing insurance claims, maintaining records, as well as accounting and billing. Administrative medical assistants are key players in providing healthcare facility support services. They are responsible for everything from making sure medical records are accurate to ensuring that medical facilities run smoothly. Upon completion you can sit for the CMAA, CBCS or CPC exams with review classes available. **Prerequisite:** Medical Terminology and Anatomy. (Medical Terminology and Anatomy can be taken concurrently with Medical Office and Billing Specialist.)  *(Additional fee for books)*

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<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
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<tbody>
<tr>
<td>M – F</td>
<td>6135081</td>
<td>Grissom</td>
<td>10:10 am</td>
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<td>Cabrillo Lane</td>
<td>$115</td>
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<tr>
<td>T/Th</td>
<td>6135086</td>
<td>Grissom</td>
<td>5:50 pm</td>
<td>9:00 pm</td>
<td>Cabrillo Lane</td>
<td>$115</td>
<td>1/29 – 6/11</td>
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Georgia Grissom has been teaching Medical Billing and Coding for over 15 years and previously worked extensively in the medical field including as a medical office manager.

Medical Terminology and Anatomy (18-week course)
This 18-week class will benefit both the new Medical Terminology student, as well as the student with prior Medical Terminology education. The class starts with a review of medical word building and dividing medical terms into easily defined parts. After creating a foundation of basic word parts, anatomy and physiology of a different body system will be added every week. Current health issues, medical tests and procedures will also be covered. Students will learn to identify abbreviations for basic terms and procedures, word patterns, root stems, prefixes, and suffixes, medical terms recognition both by sight and sound. **Prerequisite:** Introduction to Medical Occupations. *(Additional fee for books)*

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<th>Days</th>
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<th>End Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
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<tr>
<td>M – F</td>
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<td>Cervantes</td>
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<td>Cervantes</td>
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<td>9:00 pm</td>
<td>Cabrillo Lane</td>
<td>$100</td>
<td>1/28 – 6/10</td>
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Carolyn Cervantes has over 20 years experience in both the Medical Field in the Private Sector (SNF, Residential, Board and Care, Rehabilitation Healthcare, Front and Back Office Procedures, including commercial driving - Medical Transport), Recreational Coordinating for ALL levels of patient/resident needs, and Public Sector (LBSA & ABCUSD, AWD, OD). Carolyn holds a Master’s Degree in Alternative Medicine.

Pharmacy Technician: Modules 1-3
Join the ever-growing pharmaceutical field. This 3-quarter class prepares you to successfully attain training and qualifications to become an entry level Pharmacy Technician. Students will learn the basic concepts of Pharmacology, knowledge of practice settings, standards and ethics, State Board of Pharmacy laws and regulations, basic pharmacy calculations, drug dosages, forms, record keeping, labeling and customer service. **Cost:** $40 Reg, $340 Lab per module. **Introduction to Medical Occupations is recommended. Prerequisite:** “Introduction to Medical Occupations” for Career Diploma students. We require background check and Drug Screen – additional fees of $25 for each module. *(Additional fee for books, and uniform)*

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<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Start Time</th>
<th>End Time</th>
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<th>Fee</th>
<th>Dates</th>
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<tbody>
<tr>
<td>T/W/Th</td>
<td>6147080 (Pharmacy Practice)</td>
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<td>Cabrillo Lane</td>
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<td>Cabrillo Lane</td>
<td>$380 + $25</td>
<td>4/2 – 6/11</td>
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Teresita Lubrino has had over 15 years experience in the Pharmacy profession including working in retail, hospital, and home health pharmacy and 8 years teaching in Pharmacy Technician programs. Teresita holds a Bachelor Degree in Pharmacy and has broad knowledge in the same field.

Pharmacy Technician Internship
160 Hours of on site, hands on clinical training to prepare for the state exam. **Prerequisite:** Passing of Pharmacy Technician modules 1-3. **Cost:** $40 Reg, $120 Lab. CALL CTEC OFFICE FOR CLASS AVAILABILITY.

Pharmacy Technician Test Prep
This course prepares Pharmacy Technicians to successfully pass the PTCB’s technician certification exam. Individuals who pass the exam are given the designation CPhT (Certified Pharmacy Technician). **CALL CTEC OFFICE FOR CLASS AVAILABILITY.**
ABC Adult School now offers THOUSANDS of on-line tutorials on a broad range of software topics through the vast video library of Lynda.com! Topics are broken down into easy to learn 5-15 minute video tutorials, taught by experts in the various fields. You can access courses around the clock for convenient, self-paced learning.

Topics include but are not limited to:
- 3D & Animation
- Audio & Music
- Business
- CAD
- Design
- Software Development
- Self Improvement
- Photography
- Business Management
- IT
- Marketing
- Video
- Web Design

1. Enroll online or in-person at our Cuesta Campus. ($40 per semester)
2. Print your registration information and bring it to Room J, the Adult School Assessment Center on the Cuesta Campus to take an assessment test.
3. Make an appointment to see the on-line learning coordinator to receive a short orientation and choose your online course.

Please note the following:
- You must maintain a minimum of 5 hours of weekly log in activity to keep your spot or be dropped from the course.
- If you are dropped, the only way to reinstate is to re-register and pay an additional $40.
- Seats are limited and are first come – first served.
- These courses are for enrichment or supplemental knowledge and do not count toward a Career Technical Diploma or accredited career pathway/program.
COMMUNITY EDUCATION

ABC Adult School is committed to offering community-based enrichment classes designed to promote learning and social development and to improve the quality of life for students of all ages. We offer a diverse selection of workshops and classes designed for personal enrichment, professional development, and enhancing body and mind health. These classes are self-supporting and are not funded by taxpayer dollars.

The Adult School will make every effort to get a substitute (there will be no make-up classes) for community-based classes that are cancelled due to teacher illness or personal need. It may not be possible to find a substitute. If the class is cancelled for any reason, there will be no refunds, no make-ups, vouchers or credit given unless the class is cancelled by ABC Adult School. Class substitutions may occur without notice. If this occurs, vouchers or credit will not be given. If a class is cancelled more than two times per session a voucher or credit may be offered. Cash cannot be offered in place of a voucher or credit.

There will be no class for the following dates: 2/11, 2/18, 4/19, 4/22, 4/23, 4/24, 4/25, 4/26 and 5/27. Class fees will be adjusted for any class that falls on a holiday.

Quarterly/Semester Registration Fee is based on a minimum of 20 students enrolled:

- 1-hour per week classes: $25 per quarter $50 per semester
- 1.5-hour per week classes: $40 per quarter $80 per semester
- 2-hour per week classes: $50 per quarter $100 per semester
- 2.5-hour per week classes: $65 per quarter $130 per semester
- 3-hour per week classes: $75 per quarter $150 per semester
- 4-hour per week classes: $100 per quarter $200 per semester
- 5-hour per week classes: $125 per quarter $250 per semester

PAINTING CLASSES

Botanical Watercolor Painting

Skill level: Beginning and up. Learn to observe and draw plants with accuracy; this course enables students to develop acuity, analyze the role of light on form and use color tonal value skills to paint any plant or flower. The course covers color theory, drawing and watercolor painting. Students must pay for their own supplies.

M 9140531 Teng 1:00 pm – 4:00 pm Cabrillo Lane 25 $57 1/28 – 3/25
M 9140541 Teng 1:00 pm – 4:00 pm Cabrillo Lane 25 $66 4/1 – 6/10

Chinese Brush Painting: Flowers, Birds & Landscapes

In this introductory course, students will learn the difference between Chinese brush painting and other watercolor painting. Students will learn how to use Chinese brushes and ink to create beautiful landscapes, flowers and birds on rice paper. Students must pay for their own supplies.

Th 9141031 Teng 9:00 am – 12:00 pm Cabrillo Lane 25 $75 1/31 – 3/28
Th 9141041 Teng 9:00 am – 12:00 pm Cabrillo Lane 25 $75 4/4 – 6/13

Gloria Whea-Fun Teng has taught at Arcadia Los Angeles Arboretum, Manhattan Beach Art Creative Center, Lakewood OASIS, Lakewood Weingart Senior Center and the Westminster Art Wheelhouse. She has been teaching for over 14 years in different media including Watercolor, Botanical Watercolor, and Chinese Brush Painting. In 2016, she won Best of Show in Watercolor and First Place in Chinese Brush Painting at the City of Paramount TAG Art Show.

Folk Art and Decorative Painting

Learn creative decorative painting on various surfaces. The student will provide his or her own acrylic paints, surfaces and painting supplies. Step-by-step instructions are given and you will use a variety of techniques to include blending and stroke work. (18 weeks).

W 9144030 Wilson 9:00 am – 12:00 pm Cabrillo Lane 25 $150 1/30 – 6/12
Th 9144031 Wilson 9:00 am – 12:00 pm Cabrillo Lane 25 $150 1/31 – 6/13
T 9144036 Jay 6:00 pm – 8:30 pm Cabrillo Lane 25 $130 1/29 – 6/11

Fran Wilson is a member of the Society of Decorative Painters. She belongs to three local chapters and teaches classes for them too. She has painted with many well-known folk and decorative painting artists in a variety of different styles and has been teaching for over 30 years.

Jo Jay studied at CSULB in art and design, and has been teaching decorative painting for 29 years, including teaching at Chapters in both acrylics and watercolor. She has worked at Decorative Painting Conventions across the US for 12 years, designed her own pattern packet line, home decor stencils, written/edited for art books and magazines, worked as the Designer Liaison for Delta Paint, painted many commissions in acrylics and watercolor.

Continued on page 26 >
Oil Painting: Creating Light in your Paintings
Beginners and experienced students will enjoy the satisfying and rewarding experience of working with oil paints and create beautiful works of art. Learn to represent the effect of different light conditions with brush and palette knife techniques, the use of mediums, basic principles of color, value, perspective and color mixing. Demonstration projects may include landscape, still life, cityscape, flower and marine subject matter. Applicable artwork illustrations will be presented, sketches provided or students may choose their own projects. Hand-over-hand assistance provided. All levels welcome. Students will provide their own materials.

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<th>Time</th>
<th>Location</th>
<th>Price</th>
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<tr>
<td>W</td>
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<td>$75</td>
<td>1/30 – 3/27</td>
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<tr>
<td>W</td>
<td>Armiento</td>
<td>12:30 pm – 3:30 pm</td>
<td>Cabrillo Lane 2</td>
<td>$75</td>
<td>4/3 – 6/12</td>
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Paint Your Passion in Oils
Depending upon your preferences, we will work from your personal photographs, whether they focus on portraiture, figurative, action, landscape, or other subject matter. We will deal with the considerations of values, color, design and composition, and color mixing as we work from preparatory sketches and color studies which lead to the final work on canvas or board. You will choose your own project. This will be your image, a work that has meaning to you and others. Only you can make it real. Your creation… your mark… your passion. All levels welcome. For beginners, some experience in drawing is indispensable. Students will provide their own materials, including personal photographs (no copyrighted material please).

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<th>Location</th>
<th>Price</th>
<th>Start – End</th>
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<tr>
<td>Th</td>
<td>Bradshaw</td>
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<td>Cabrillo Lane 2</td>
<td>$75</td>
<td>1/31 – 3/28</td>
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<tr>
<td>Th</td>
<td>Bradshaw</td>
<td>6:00 pm – 9:00 pm</td>
<td>Cabrillo Lane 2</td>
<td>$75</td>
<td>4/4 – 6/13</td>
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Bud Bradshaw  Los Angeles native Bud Bradshaw majored in art at Cerritos College before serving with the U.S. Army’s 109th Military Intelligence Group from 1969 to 1971. Afterwards, he developed ideas for artistic subject matter relating to history and the American West. A military re-enactor and history enthusiast, Bradshaw’s work appears in private collections and museums in the United States, Canada, England, Wales, Australia, New Zealand, Rome, Hong Kong, Saudi Arabia, and South Africa. Nine images have been published as limited-edition prints.

Portrait Painting in Oils from Personal Photographs
Oil paint medium, known as the “most forgiving” of all mediums, offers a wonderfully rewarding experience for beginners and experienced students alike. Learn to draw and paint classic and contemporary portrait styles from personal photographs with oil paints. Students will be guided on how to select the best photographs for portraits. Instruction on the use of the grid and proportional systems for drawing, brush-painting techniques, basic principles of color, value, composition and color mixes for portrait will be presented as well as instructions on developing clothing and portrait related accessories. Demonstrations of different artwork will be presented to develop the lessons and sketches provided. Hand-over-hand assistance provided. All levels welcome. Students will provide their own materials.

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<tr>
<td>T</td>
<td>Armiento</td>
<td>12:30 pm – 3:30 pm</td>
<td>Cabrillo Lane 25</td>
<td>$75</td>
<td>1/29 – 3/26</td>
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<tr>
<td>T</td>
<td>Armiento</td>
<td>12:30 pm – 3:30 pm</td>
<td>Cabrillo Lane 25</td>
<td>$75</td>
<td>4/2 – 6/11</td>
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Carmen Armiento  has taught at Bellflower Adult School and Azusa Adult School. She has 21 years of teaching drawing, painting and different media including; oils, watercolor, acrylics, pastel and mixed media, covering every subject matter, including portrait. As a professional artist, she has designed and executed a mural for an elementary school in ABCUSD. The theme was based on the books used in the school reading program for that year. She also designed and executed five portable murals for two local residential facilities. She has designed, worked on, directed, and supervised the construction of five “Theme of the Year” floats, entered in different years at the City of Bellflower Annual Floats Competition. Three of the floats earned First Place, and two earned Second Place. Awards were based on Best Design and Execution of Theme. She loves teaching and enjoys seeing a student conquer each milestone of the learning process.
Watercolor Painting

Explore the exciting world of watercolor and mixed media in a relaxed, supportive environment. Learn techniques and tips to help you develop your unique self-expression through this versatile medium. Sketches, examples and individualized instruction will meet the needs of all students. From the beginner who may need much assistance to the advanced student ready to explore their own ideas - all are welcome.

Students must pay for their own supplies. (18 weeks).

Janis Poole has an MFA from CSULB and 20 years of teaching experience. She has exhibited, sold and won awards in numerous solo and group exhibitions.

Watercolors and other Water-Media Techniques

Demonstrations through projects of studies or fully developed works of art will provide students with the understanding of the unique and surprising possibilities of creative originality in their own works that water-media offer. Projects will include a variety of subject matter. Instructions of watercolor techniques applied individually or in combinations with the application of other water-media will be presented. Basic understanding of pigments interaction, color, color perspective and linear perspective will be presented. Applicable illustrations will be presented, sketches provided or students may choose their own projects. Hand-over-hand assistance. All levels welcome. Students will provide their own materials.

Beaded Jewelry

Welcome to the world of beading. In this class you will create wonderful pieces of jewelry using thread and needle to learn techniques such as peyote, right angle weave, herringbone and netting along with the use of specialty 2 hole and shaped beads. The various other techniques that are covered over the course of the year will be a variety of: pearl knotting, bead stringing and crimping with the use of beading wire. This is a class for all levels of students. Learn what findings you need to use to properly finish your work. Previous experience is helpful but not necessary. Beginners are welcome! At the first session, there will be a discussion of the proper tools and supplies that will need to be purchased to create your new custom jewelry. Students must pay for their own supplies.

Calligraphy

The calligraphy class will be studying several calligraphy hands. This class is a great atmosphere for the beginner and trained calligrapher who wants to have practice time. Join us! Students must pay for their own supplies.
Floral Design
In this class, you will learn all the information and skills to earn CCF (California Certified Florist) by the California State Floral Association. This class will cover floral design terms, techniques, and traditions. **$20 material fee due each week. Students must pay for their own supplies.**

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<th>Fee</th>
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<tr>
<td>W</td>
<td>9107536</td>
<td>Park</td>
<td>6:00 pm – 9:00 pm</td>
<td>Cuesta E7</td>
<td>$75</td>
<td>1/30 – 3/27</td>
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<td>W</td>
<td>9107546</td>
<td>Park</td>
<td>6:00 pm – 9:00 pm</td>
<td>Cuesta</td>
<td>$75</td>
<td>4/3 – 6/12</td>
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Glass Fusing - Beginning and Advanced
In this class you will learn how to “fuse glass” by melting it in a kiln to make one-of-a-kind pieces. You will practice glass-cutting skills and learn different construction and decoration techniques, which can be applied to all sorts of glass whether you love to make jewelry pieces, panels or plates. We will cover working with fusible glass as well as try our hands at melting bottles and old window glass. In addition, if there is time, you will learn the basics of creating glass mosaics! **Please wear closed-toed shoes and bring a pair of safety glasses, pencil, ruler, sharpie and scissors to the first class. Depending on the projects selected by each student, materials cost approximately $12 - $18 each week. A limited assortment of glass will be available for purchase in the classroom. Maximum 25 students.**

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<tbody>
<tr>
<td>M</td>
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<tr>
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<td>Tanis</td>
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<td>Cuesta Upholstery Center</td>
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Carmen Flores Tanis Working with fused glass has been a way of life for Carmen. Her love for her craft and enthusiasm for glass is contagious. Carmen's knowledge and experience is extensive and she loves to teach and share what she knows with others.

Jewelry Making
Discover the latest technique's while you are guided through the fundamental steps of different types of jewelry making. A variety of techniques will be covered including: wire wrapping, Cabochon wrapping, wire weaving, use of crimps and beading wire, pearl knotting, Kumihimo braiding and metal forming. Learn what findings you need to use to properly finish your work. This class is designed for all levels of students. Previous experience is not necessary. Beginners are welcome! Projects are created to inspire all students from beginners to advance students. At the first session, there will be a discussion of the proper tools and supplies that will need to be purchased to create your new custom jewelry. **Students must pay for their own supplies.**

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<tr>
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<td>$75</td>
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COOKING AND BAKING ARTS

Baking/Cuisine (Chinese)
This class introduces the students to popular international and Taiwanese baking and cooking recipes. No material fee. **Students are to bring their own materials.**

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<td>Wang</td>
<td>1:30 pm – 4:30 pm</td>
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<td>4/1 – 6/10</td>
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</table>

Ming-Hua Wang joined ABC Adult School in 2002 as a cooking/baking specialty teacher. Her classes focus on Asian cultural cuisines and baking. She loves to share her secret and delicious recipes with all her students. Many have now become professionals in bakeries and restaurants. She welcomes all students to learn and share her happiness.
BUTTERCREAM FLOWER CUPCAKES

This class focuses entirely on buttercream flowers, so you can get to grips with making and working with Swiss meringue buttercream to create stunning floral arrangements for cakes or cupcakes. Students will bring in their pre-baked or store bought cupcakes to allow time to focus on piping, but a few recipes will be provided for when you wish to make them at home. The instructor, Margarete Skube will take you through the process of making Swiss meringue buttercream and show you how to get the best consistency for piping. You will learn how to pipe different flowers both onto the flower nail and straight onto the cupcakes. Piping onto the flower nail so that you can store your flowers is a great technique for making piped flowers in advance as well as practicing your techniques until you are happy with your results. This class requires cake decorating equipment: piping bags, couplers a variety of piping tips.

M 9122481 Skube 8:30 am – 11:00 am Cuesta E7 $50 1/28 – 3/25
T 9122486 Skube 6:00 pm – 8:30 pm Cuesta E7 $75 1/29 – 3/26

WORKSHOPS WITH MARGARET SKUBE (Limited number of students)

Please NOTE: For all workshops, students will bring their own materials, supplies, and ingredients unless otherwise stated. A fee may be applied for items instructor provides. Ingredient list will be emailed to students one week prior to class start date or before. No vouchers, refunds or exchanges 10 days prior to the class start date. Only enrolled students may attend.

FUN WITH MACARONS (Limited enrollment 8)

Prerequisites: None. Suitable for Beginners. Macarons can be very difficult to master. Join Margarete Skube and learn how to make these intricate delicacies in a variety of flavors and colors. Margarete will show you easy step-by-step instructions on making macarons as well as how to create a variety of fillings. Students will provide all ingredients and supplies. Instructor may provide some equipment and ingredients for a small fee. Basic equipment list will be available on line and in office.

Th 914781 Skube 8:30 am – 11:00 am Cuesta E7 $75 2/7 – 2/28

EASTER COOKIES (Limited enrollment 12)

Prerequisites: None. Suitable for Beginners. In this one day class students will learn how to make, bake and decorate a variety of shaped cookies for Easter. Learn how to make two consistencies of royal icing and discover how to decorate with each. Three key decorative techniques will be covered: how to create wet-in-wet patterns, how to build up a sectioned design with run-out icing and simple pressure piping. Students will leave with a range of individual and impressive cookies. Instructor may provide some ingredients and supplies for a fee. Basic equipment list will be online and in the office.

W 9124490 Skube 8:00 am – 12:00 pm Cuesta E7 $20 4/10

Margarete Skube has over 30 years experience as a professional cake decorator, sugar artist and pastry chef. She attended schools abroad and in the United States under well-known instructors. She has won awards for her artistic sugar art, cakes, chocolate, food carving and blown-pulled-sugar displays. In 1996, she was named Territory Teacher of the Year by Wilton. Her students have won ribbons at fairs and cake shows.

THE SEWING ARTS

BRAZILIAN STITCHERY

Brazilian Dimensional Embroidery. Hands-on three-dimensional embroidery using brilliantly colored rayon thread. Students must pay for their own supplies.

T 9105032 DeVries 9:00 am – 12:00 pm Cabrillo Lane 2 $75 1/29 – 3/26
T 9105042 DeVries 9:00 am – 12:00 pm Cabrillo Lane 2 $75 4/2 – 6/11

HAND BAGS AND PURSE DESIGN

This class will cover all basic training subjects in pattern making and sewing of handbags. You will learn how to master technical and creative skills such as constructing lining, pockets, and zippers in designing of handbags. A limited number of sewing machines is available. Students must pay for their own supplies.

T 9152536 Lebron 6:00 pm – 9:00 pm Cabrillo Lane 2 $75 1/29 – 3/26
T 9152546 Lebron 6:00 pm – 9:00 pm Cabrillo Lane 2 $75 4/2 – 6/11
Pattern Making/Sewing
Students will learn basic sewing and pattern making with a professional twist as you are guided through the process of making patterns from existing garments. Student will learn to draft a skirt from their own measurement and re-design their own style from existing garments. Student will learn step-by-step in sewing their garments with industrial techniques. **Students must pay for their own supplies.**

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Quilting
Quilting – what is it – it is fun, friendship and the a sense of accomplishment when that beautiful quilt is done so come and join Beverly Tyler to make a quilt. **Students must pay for their own supplies.**

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**Beverly Tyler** has been quilting for 45 years and sewing for more than 65 years. She has made wedding dresses and men's suits but her passion is making quilts.

**Quilting - Basic Techniques**
Join the fun and informative quilting class with teacher Kathy George. We will cover all needed hand and machine basics used to make heirloom quilts. Quilts can be made slowly, all by hand or quickly, all by machine. Patterns for various patchwork and appliqué projects will be handed out in class. We make quilts, table runners, place mats, tote bags, etc. **Students must provide their own materials.** All patterns are provided by the instructor.

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Sewing Projects for the Home - A Beginners Dream
Learn how to create home accessories pillowcases, throw pillows, kitchen towels, table runners, potholders, casserole carriers, shower curtains and chair cushions. Also, learn to make accessories to use and wear: ponchos/capes, robes, scarves, hats, headbands, aprons, tote bags and cosmetic pouches. **Note:** Dressmaking for experienced students are welcome, the use of commercial pattern is required. Beginners with no sewing experience, please bring: scissors, two yards of fabric, sewing pins, sew all thread, measuring tape, fabric marker, machine needle size 12, and machine bobbin size 15. Please bring your portable sewing machine, limited number of machines are available in the classroom. **Students must pay for their own supplies.**

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UPHOLSTERY

**Upholstery Basic Techniques**
This class teaches the fundamentals of upholstery with a decorative flair, including instruction on frame construction repair, restoration, restyling, and fabric selection. This class is structured as a workshop-students work individually on projects with instructor assistance. **Students must pay for their own supplies. Cost:** $100 Reg, $10 Lab

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Learn to Play Erhu - Beginning/Intermediate
You can learn to play the erhu - a two-stringed violin of extraordinary beauty. The erhu produces the most characteristics sounds of Chinese music and is used heavily in Chinese filmography and dramatic performances. Students will need to bring his/her own erhu or purchase in class upon request. (18 weeks).

M 9086536 Liang 10:00 am – 12:00 pm Cabrillo Lane 24 $82 1/28 – 6/10

Piano - Beginner–Late Beginner
For the absolute beginner and beginners who can play chords and read music in C and middle C positions. (17 weeks).

Th 9087031 Tsai 9:30 am – 11:00 am Cabrillo Lane 24 $71 2/14 – 6/13

Piano - Early Intermediate–Late Intermediate
For those who can play in the keys of G and F (Levels 3 – 5). (17 weeks).

Th 9087332 Tsai 11:00 am – 12:30 pm Cabrillo Lane 24 $71 2/14 – 6/13

Piano - Late Intermediate–Early Advance
For those who are comfortable on the keyboard (Levels 5 and up). Small groups to improve your playing ability and technique. (17 weeks).

Th 9087633 Tsai 12:30 pm – 2:00 pm Cabrillo Lane 24 $71 2/14 – 6/13

Aerobics for Seniors
This class uses fun and challenging body sculpting choreography to keep you active and young at heart while improving muscle tone, strength, flexibility, and coordination. Please bring hand weights, exercise tube, water, and exercise mat. Instructor is a licensed physical therapist assistant.

T/Th 9090780 Tabon 7:35 am – 8:35 am *Cerritos Senior Center $50 1/29 – 3/28

Aqua Cardio Fitness
Increase strength, flexibility, and endurance while releasing stress, completing a full body workout using water to benefit your life. Classes are conducted in approximately 3-4 feet of water. No refund after the first day of class. Class substitutions may occur without notice. If this occurs, vouchers or credit will not be given.

M/W/F 9091380 Jhun 8:00 am – 9:00 am Cerritos Park East Pool $69 1/28 – 3/29

Back, Hips and Shoulders
This class uses therapeutic techniques to improve your joint strength. Keep your muscles and back in shape by learning proper stretching movements. Chair exercises will use a variety of postures created to increase flexibility, balance, and range of movement. These exercises are designed to relieve pain, promote healing, and strengthen knees and shoulders using hand weights (1-3 lbs.). A small rubber ball or water bottle can be used instead of weights.

T/Th 9091732 Shepherd 11:45 am – 12:45 pm Cabrillo Lane Auditorium $50 1/29 – 3/28

Jessie Shepherd has been involved in physical fitness since 1987. She loves fitness and always educates herself on how to make the body healthier. Since coming to America in 2003, she has obtained her AFAA Certificate and ACE Certificate, becoming a fitness instructor at 24 Hour Fitness for 5 years. She received her Teaching Credential through the State of California. Jessie has been a Health and Fitness instructor at ABC Adult School since 2006. Instructing: Aerobics, Cardio Zumba, Line Dance, Pilates, ChiKung, Senior Chair Exercise and Yoga.
Back to Basics: Balance, Mobility and Strength

Energize your morning with BACK TO BASICS. Regain mobility, strengthen bones, and move with ease. Learn proper technique and form with weights, enjoy elements of yoga and pilates to increase range of motion and improve flexibility. This class is open to ALL levels, with an emphasis on LOW IMPACT. Full body progressive workout series. NASM CPT, NASM Senior Fitness Specialist and AFAA Group X certified.

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Ballroom Dancing

Have you been watching Dancing with the Stars and wishing you could make those moves? Join this fun class and build up your body strength while moving to the music of Cha Cha, Jitterbug, Tango and Waltz. No partner necessary.

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Cardio Kick Boxing

Cardio Kick Boxing is one of today’s hottest workouts. Learn proper punches along with different kicking formats and combinations to provide you with a complete body workout. Tone and strengthen muscles as well as burn calories. Bring a mat, towel, hand held weights (1-5 lbs.), and water. All levels are welcome.

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<th>Fee</th>
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Diane Jhun graduated from Ohio State University with a physical education degree. She has been an ABC Adult School Health and Fitness teacher since 2003. The Aerobics and Fitness Association of America certify Diane in KickBoxing.

Cardio Zumba

Enjoy a fitness workout that makes you burn off the calories and have fun at the same time. Warm up with high/low impact aerobics exercises to all kinds of great popular music - combine that with Zumba moves to hot Latin rhythms to make working out exciting and fun. Get healthy and burn the fat away using simple routine steps that are easy-to-follow. Tone your body, boost your metabolism and improve your coordination for a complete workout.

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<td>$50</td>
<td>4/2 – 6/13</td>
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Chi Kung and Gentle Yoga

This class incorporates a combination of stretching exercises using slow breathing and calming movements. These movements help increase the body’s flexibility, balance, circulation, and energy. It also helps improve the natural healing power of the body. Chi Kung releases mental tension, emotional stress and physical strain. This class is a perfect mix of Gentle Yoga stretching to reduce joint stiffness and muscle tension.

Please bring a mat.

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*Cerritos Senior Center Registration Information: Classes held at the Cerritos Senior Center are designed for seniors 50 years and older. If you need more information, seniors should call the Cerritos Senior Center at (562) 916-8550. Third quarter registration for Cerritos residents begins Friday, December 21st and non-residents Friday, December 28th. Fourth quarter registration for Cerritos residents begins Friday, February 22nd and non-residents Friday, March 1st.*
Chinese Folk Dancing

Join this fun class and build up your body strength while practicing the graceful movements of many ethnic dances.

**T** 9094038  Yao  7:45 pm – 9:00 pm  Cabrillo Lane  26  $30  1/29 – 3/26

**T** 9094048  Yao  7:45 pm – 9:00 pm  Cabrillo Lane  26  $30  4/2 – 6/11

Fit Camp

Designed to help lose body fat. It is the perfect combination of cardio and strength training, incorporating body weight exercises and using a variety of equipment to boost metabolism. This class is tailored to active senior students and the instructor is a licensed physical therapist assistant.

**M/W** 9094734  Tabon  3:15 pm – 4:15 pm  Cabrillo Lane  26  $44  1/28 – 3/27

**M/W** 9094744  Tabon  3:15 pm – 4:15 pm  Cabrillo Lane  26  $47  4/1 – 6/12

Gentle Yoga

“Gentle” has been adopted into the yoga title to describe a style or practice that focuses on stretching and breathing, not feats of strength or extreme flexibility. This style provides safe light muscle strengthening at a slow-pace, creating a passive yoga practice that is well-supported by almost all professionals. Students will learn a variety of relaxing stretching movements to loosen up tight muscles, calm the body and release stress. Please bring mat and rolled-up towels (or pillow) to support your neck.

**T/Th** 9094933  Shepherd  12:50 pm – 1:20 pm  Cabrillo Lane Auditorium  $25  1/29 – 3/28

**T/Th** 9094943  Shepherd  12:50 pm – 1:20 pm  Cabrillo Lane Auditorium  $25  4/2 – 6/13

Line Dance with Jessie

No partner needed! Line Dancing is a great way to exercise your mind - as well as your body! Help improve your memory and concentration. You will learn the dances slowly with step-by-step instruction. Come learn all types of popular line dances from total Beginner to Advanced. Please check which level is suitable for you.

**Easy Beginning**

**M/W** 9095333  Shepherd  1:30 pm – 2:15 pm  Cabrillo Lane Auditorium  $36  1/28 – 3/27

**Beginning**

**T/Th** 9095235  Shepherd  5:00 pm – 6:00 pm  Cabrillo Lane Auditorium  $50  1/29 – 3/28

**Easy Intermediate**

**M/W** 9095533  Shepherd  12:30 pm – 1:30 pm  Cabrillo Lane Auditorium  $44  1/28 – 3/27

**Intermediate**

**T/Th** 9095636  Shepherd  6:00 pm – 7:00 pm  Cabrillo Lane Auditorium  $50  1/29 – 3/28

**Intermediate/Advanced**

**M/W** 9095832  Shepherd  10:00 am – 11:00 am  Cabrillo Lane Auditorium  $44  1/28 – 3/27
Morning Workout with Todd
This outdoor strength and body sculpting class pairs upper and lower body exercises with various walking workouts to help keep your walking routine fresh and challenging. Please bring dumbbells, exercise tube and water. Instructor is a licensed physical therapist assistant.

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W/F</td>
<td>9096380</td>
<td>Tabon</td>
<td>7:35 am – 8:35 am</td>
<td>*Cerritos Senior Center</td>
<td>$44</td>
<td>1/28 – 3/29</td>
</tr>
<tr>
<td>M/W/F</td>
<td>9096390</td>
<td>Tabon</td>
<td>7:35 am – 8:35 am</td>
<td>*Cerritos Senior Center</td>
<td>$44</td>
<td>4/1 – 6/12</td>
</tr>
</tbody>
</table>

Pilates and Yoga with Diane
A practical approach to pilates and yoga that recognizes individual anatomy, flexibility, and skill level. Pilates and yoga will help to increase joint mobility, muscle strength, muscle endurance, flexibility, and balance while offering stress reduction and improving overall fitness level. Please bring yoga mat, water, and towel. A fun workout for everyone!

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W</td>
<td>9096531</td>
<td>Jhun</td>
<td>9:30 am – 10:30 am</td>
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</tr>
<tr>
<td>F</td>
<td>9096532</td>
<td>Jhun</td>
<td>9:30 am – 10:30 am</td>
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<tr>
<td>M/W</td>
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<td>9:30 am – 10:30 am</td>
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<tr>
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<td>Jhun</td>
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<td>Cabrillo Lane 26</td>
<td>$22</td>
<td>4/5 – 6/7</td>
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</tbody>
</table>

Pilates Core Exercise with Yoga
Great class for those who want to have a flat tummy and a strong core. This class can be adapted for beginners to advance level and helps build core strength, reducing the risk of osteoporosis, keeps your back in shape, and sculpts your arms and legs. Pilates is combined with traditional yoga to increase stability to the spine, improve better posture and flexibility. Teaching is done step-by-step to help correct and create the perfect yoga poses. Please bring mat and towel.

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Th</td>
<td>9096731</td>
<td>Shepherd</td>
<td>9:30 am – 10:30 am</td>
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<tr>
<td>T/Th</td>
<td>9096737</td>
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<tr>
<td>T/Th</td>
<td>9096741</td>
<td>Shepherd</td>
<td>9:30 am – 10:30 am</td>
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<td>4/2 – 6/13</td>
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<tr>
<td>T/Th</td>
<td>9096747</td>
<td>Shepherd</td>
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<td>Cabrillo Lane Auditorium</td>
<td>$50</td>
<td>4/2 – 6/13</td>
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</tbody>
</table>

Power Sculpt - Step Aerobics and Muscle Conditioning
Enjoy a full body muscle conditioning workout to tone, strengthen, and firm all muscle groups. Improve fitness, strength and flexibility using bands, mats, and hand held weights. Steps are provided (bring appropriate hand held weights, 2 lbs. - 8 lbs. and a towel). All levels are welcome.

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Th</td>
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<td>Jhun</td>
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<td>T/Th</td>
<td>9097535</td>
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<td>$50</td>
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<td>Cabrillo Lane 26</td>
<td>$50</td>
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</tbody>
</table>

Tai Chi 24-Forms
Tai Chi Chuan is popularly known as the “no sweat” way to improve your physical and mental well-being. This Chinese exercise, when practiced regularly, will harmonize your mental state, too. You will learn entry-level 24-form Tai Chi Chuan from beggining to Movement 16. The class will emphasize the techniques to maintain body balance, shifting of body weight, and relaxing of your joints and muscles. (18 weeks).

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
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<td>Bao</td>
<td>3:50 pm – 5:05 pm</td>
<td>Cabrillo Lane 26</td>
<td>$60</td>
<td>1/29 – 6/11</td>
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</table>

Tai Chi 88-Forms - A Quick Review
Students who have learned Tai Chi 88 will review the entire sections of Tai Chi 88. The 88 Tai Chi is suitable for people who have grasped the fundamentals via 24-Form Tai Chi. As beginners of Tai Chi 88 Form, you will be learning a stream of movements in each lesson and there will be ample time for you to practice and reinforce your learning during the class period. (18 weeks).

<table>
<thead>
<tr>
<th>Days</th>
<th>Code</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1/29 – 6/11</td>
</tr>
</tbody>
</table>

Chit Bao has taught Tai Chi for over 25 years at ABC Adult School and Saturday Chinese School. He is a chemical engineer by training with a BS and a MS. Chit has recently retired as an ABC School District administrator and is enjoying his grandchildren and life.

*cerritos Senior Center Registration Information:* Classes held at the Cerritos Senior Center are designed for seniors 50 years and older. If you need more information, seniors should call the Cerritos Senior Center at (562) 916-8550. Third quarter registration for Cerritos residents begins Friday, December 21st and non-residents Friday, December 28th. Fourth quarter registration for Cerritos residents begins Friday, February 22nd and non-residents Friday, March 1st.
Whether you want to get a job, get a promotion, go to college, prepare for the citizenship interview, or just communicate better with your neighbors and friends, improving your English skills is an important way to achieve your goals. We have English classes in the morning, afternoon, and evening, for all levels from beginning to advanced. Enrollment is open all year, but space is limited. Don’t wait any longer!

Mejorar sus habilidades de inglés es un medio importante para alcanzar sus metas. Tenemos clases de inglés por la mañana, tarde y noche, para todos los niveles desde principiantes hasta avanzados. La inscripción está abierta todo el año, pero el espacio es limitado!

당신이 직장을 구하고, 승진을 하고 대학에가고 시민권 인터뷰를 준비하고 이웃과 또 친구와의 더 좋은 소통을 위해 당신의 영어 실력을 향상시키십시오. 수시 입학 가능하며 자리는 제한되어 있습니다. 미루지 마시고 지금 등록하십시오.

無論你想找到一份工作，獲得晉升，考上大學，為公民準備面試，或者只是與你的鄰居和朋友更好地溝通，提高你的英語能力是實現目標的重要途徑。我們有許多英語課供您選擇。課時間在上午，下午和晚上，程度從初級到高級。註冊是全年開放，但座位有限，請尽早報名！

REGISTRATION AND CLASS LOCATIONS:
“Walk-in” Registration Begins
Tuesday, November 27, 2018, 8:00 am

ESL Fee: $5 Processing fee per Trimester for unlimited English classes – Cash, Check or Credit Card

ESL Trimester Dates
1st Trimester August 27, 2018 to December 14, 2018
Last day to register for 1st trimester is Nov. 16, 2018
2nd Trimester January 7, 2019 to March 22, 2019
Last day to register for 2nd trimester is March 8, 2019
3rd Trimester March 26, 2019 to June 13, 2019
Last day to register for 3rd trimester is May 24, 2019

Cuesta Campus
12254 Cuesta Drive, Cerritos • (562) 229-7960, Ext. 25015
Office Hours:
Monday - Thursday 7:30 am – 8:00 pm
Friday 8:00 am – 3:30 pm
Assessment Center Hours:
Monday - Thursday 8:00 am – 7:30 pm
Friday 8:00 am – 3:00 pm

Cabrillo Lane Campus
20122 Cabrillo Lane, Cerritos • (562) 809-9011
Office Hours:
Monday - Thursday 8:00 am – 8:00 pm
Friday 8:00 am – 3:30 pm

Helen Rosas Center No charge to students.
22150 Wardham Street, Hawaiian Gardens Multi-Purpose Room A

Fedde Community Center No charge to students.
11949 215th Street, Hawaiian Gardens Room 2
Please register in class.

Hawaiian Gardens Food Bank
22121 Norwalk Blvd., Hawaiian Gardens

How to Register for Classes?
1. Choose the best location for you.
2. Register online or at that location.
3. Bring picture identification (if available).

How to Choose a Class?
1. After registration, the student's language level is assessed at the Assessment Center.
2. The language assessment takes about one hour.
3. Students are placed in classes based on their assessed language level.

CLASS DESCRIPTIONS:

ESL Beginning Literacy - This class is for students who cannot read or write and have limited or no English language skills. Participants will develop vocabulary listening comprehension, speaking and basic literacy skills and life skills necessary for the beginning level.

Cuesta Campus
MTWThF: 8 – 9 am 9 – 10 am 10:10 am – 12:10 pm

Cabrillo Lane Campus
MTWThF: 8:30 – 9:45 am 9:45 – 11:10 am 11:20 am – 12:40 pm

ESL Beginning - Students with limited understanding of English develop listening comprehension, reading, speaking and simple conversation skills needed to function in day-to-day adult situations.

Cuesta Campus
MTWThF: 8 – 9 am 9 – 10 am 10:10 am – 12:10 pm
MTWTh: 6 – 9:10 pm

Cabrillo Lane Campus
MTWThF: 8:30 – 9:45 am 9:45 – 11:10 am 11:20 am – 12:40 pm

ESL Intermediate - The emphasis is on developing greater fluency and oral communication as well as listening, reading, writing, and life skills. Participants should have completed ESL Beginning or equivalent and have a basic knowledge of survival English.

Cuesta Campus
MTWThF: 8 – 9 am 9 – 10 am 10:10 am – 12:10 pm
MTWTh: 6 – 9:10 pm

Cabrillo Lane Campus
MTWThF: 8:30 – 9:45 am 9:45 – 11:10 am 11:20 am – 12:40 pm

ESL Advanced - Expand oral language skills and refine reading and writing skills. Participants are prepared for academic studies and a broader range of educational and/or vocational opportunities.

Cuesta Campus
MTWThF: 8 – 9 am 9 – 10 am 10:10 am – 12:10 pm

Cabrillo Lane Campus
MTWThF: 8:30 – 9:45 am 9:45 – 11:10 am 11:20 am – 12:40 pm
CLASS DESCRIPTIONS (continued)

Multi-Level ESL - Develop listening comprehension, reading, speaking and conversation skills needed to function in day to day situations. Students of all levels are combined in this class.

Helen Rosas Center MTWThF 8:00 am – 12:10 pm
Fedde Community Center TTh 8:30 am – 11:30 am
Cabrillo Lane Campus MTWTh 6:00 pm – 9:00 pm

Pronunciation - Beginning and Advanced Classes - Students will practice essential elements of English pronunciation through a variety of exercises, dialogs, and basic conversations.

Cuesta Campus MTWThF 8:00 am – 9:00 am
9:00 am – 10:00 am

Grammar and Writing - Basic and intermediate classes are offered to help students understand the foundation of the English grammar tense forms and basic grammatical structures needed to improve writing skills.

Cuesta Campus MTWThF 9:00 am – 10:00 am
Cabrillo Lane Campus MTWThF 8:30 am – 9:45 am
11:20 am – 12:40 pm

Listening and Speaking - Beginning and Intermediate Classes - Participants will improve their listening and speaking skills in order to communicate better in English.

Cuesta Campus MTWThF 8:30 am – 9:45 am
11:20 am – 12:40 pm

Pronunciation and Conversation - Beginning - High and Intermediate - Low - Students will improve their pronunciation, listening and conversation skills.

Cuesta Campus MTWThF 9:00 am – 10:00 am
Cabrillo Lane Campus MTWTh 1:00 pm – 3:00 pm

Conversation - Intermediate Students - Participants will improve their listening and conversation skills in order to improve communication in English.

Cuesta Campus MTWThF 8:00 am – 9:00 am

Conversation and Pronunciation - Multilevel students will learn about community and work skills through conversation and pronunciation practice.

Cuesta Campus TTh 12:40 pm – 2:40 pm

Idioms - Intermediate students will improve their knowledge and use of vocabulary and idioms through conversation.

Cuesta Campus MTWThF 8:00 am – 9:00 am

Movie Idioms - Advanced Students - This class is designed to help ESL students understand the vocabulary, idioms, and culture found in American movies.

Cuesta Campus MTWThF 8:00 am – 9:00 am

Daily News - Advanced Students - Students discuss current topics covered in the news media - particularly in newspapers and periodicals. Students increase their understanding of vocabulary and idiomatic expressions.

Cuesta Campus MTWThF 9:00 am – 10:00 am

Daily News - Intermediate and Advanced Students - Students increase their understanding of vocabulary, and discuss current topics in the news.

Cuesta Campus MTWThF 11:20 am – 12:40 pm

NEW CLASSES

Integrated Education and Training (IET)
Start a career path while learning English! Free Office or Medical Career Tech Class when you sign up for free English classes!

IET- Office Assistant - Multi-level - ESL Students will learn fundamentals of daily office tasks such as answering phones, customer service, basic correspondence, and soft skills. Free to ESL students and $40 for other students.

Cuesta Campus MTWThF 12:40 pm – 2:40 pm

IET - Medical Assistant - Multi-level - ESL students learn basic medical assistant skills and practices, including terminology, patient care, and office procedures. Free to ESL students and $425 for other students.

Cuesta Campus MTWThF 12:40 pm – 4:45 pm

IET - Pharmacy Technician - Multi-level - ESL students learn basic concepts of pharmacology, including pharmacy calculations, drug dosages, labeling, State Board of Pharmacy laws and regulations, and customer service. Students must take ESL classes on Monday and Friday. Free to ESL students and $405 to other students.

Cuesta Campus MTWThF 12:40 pm – 4:45 pm

Job Search Skills for Non-Native Speakers
Are you looking for a job but don’t know where to start? Do you need to improve your interviewing skills? Do you have the materials needed to apply for a job? This class will include: Basic job application information; practicing interviews; writing a resume; creating a positive introductory cover letter; using online sites to help you in your job search. You will finish class prepared for job interview questions and with a completed cover letter and resume. Prerequisite: Students should have basic computer skills.

Cuesta Campus MTWThF 12:40 pm – 2:40 pm

LANGUAGE MEDIA CENTER LAB

Individualized instruction, teacher assisted learning to increase skills in reading, writing, vocabulary, grammar, life skills, and pronunciation. Use computers, interactive videos, small skill groups, books, newspapers, magazines, books with tapes, and conversation groups. Practice using your English in a conversational setting with community volunteers. Citizenship test preparation material is also available.

Fees and Schedule: $5 processing fee per Trimester if not enrolled in ESL class – Cash, Check or Credit Card

Cuesta Campus MTWTh 9:00 am – 4:30 pm
Friday 9:00 am – 1:00 pm
CiTiZEnSHiP CLASSES
Become a United States Citizen. Our Citizenship class prepares you for the newest version of the Citizenship Test. The U.S. Citizenship and Immigration Services require: Five (5) years legal residency in the United States or three (3) years legal residency in the United States if married to a U.S. citizen.

class Fees: $5 per trimester if not enrolled in ESL class – Cash, Check or Credit Card

Cuesta Campus
MW 12:40 pm – 2:40 pm
Hawaiian Gardens Food bank
TTh 5:30 pm – 8:30 pm

or Study for your Citizenship Test at the Language Lab at the Cuesta Campus, or at home through our Distance Learning Program.

NEW
ESL ONLINE CLASS
Can’t attend our ESL classes on campus? Sign up for our ESL Online Class and improve your skills according to your own schedule! (You can also practice in the Language Lab.) We now offer the excellent online program, Burlington English, at all levels. You will get the practical, real-life language skills that result in English proficiency.

NEW! The Burlington English Program now includes curriculum to help students explore career options, gain workplace skills, learn about educational and training opportunities, and develop vital digital literacy skills. It combines content and context for various career fields providing a bridge for English language learners to move into their chosen career path.

*Students must work on their online program at least 5 hours per week or lose their place.
**You must have a PC or Mac desktop or laptop computer. The program will not run on tablets or phones at this time.

NEW
DISTANCE LEARNING PROGRAM
Attention: ESL and Citizenship Students! Learn English or study for the citizenship test by viewing a series of lessons through DVDs or videos you watch at home. Students will receive individual help from a trained teacher who reviews completed work.

Class Fees: $5 per semester if not enrolled in ESL class – Cash, Check or Credit Card

Cuesta Campus, Room H-5
T 3:30 pm – 8:00 pm
W & Th 10:00 am – 1:30 pm

Cabrillo Lane Campus, Room 3
T 12:30 pm – 2:00 pm

NEW
CITIZENSHIP CLASSES
Become a United States Citizen. Our Citizenship class prepares you for the newest version of the Citizenship Test. The U.S. Citizenship and Immigration Services require: Five (5) years legal residency in the United States or three (3) years legal residency in the United States if married to a U.S. citizen.

Class Fees: $5 per trimester if not enrolled in ESL class – Cash, Check or Credit Card

Cuesta Campus
MW 12:40 pm – 2:40 pm

Hawaiian Gardens Food Bank
TTh 5:30 pm – 8:30 pm

or Study for your Citizenship Test at the Language Lab at the Cuesta Campus, or at home through our Distance Learning Program.
Registration Process

Adults should come to the Cuesta Main Office with:

- Government-issued identification
- Official transcripts
- $5 processing fee (cash or credit card) to register

Then the student will take an assessment CASAS test (takes about 45 minutes - 1 hour) and be placed into their courses by the Counselor.

*All new adult students must meet with a counselor during the enrollment process.

Academic Counseling appointments can be made by visiting www.calendly.com/nmaddox

For more information, call (562) 229-7960 or email the counselor at Natalie.Maddox@abcusd.us.

Learn Online, in Our Study Hall, or in a Structured Class

We offer a variety of convenient study options to meet your needs: Students can work online from home; in our quiet, distraction-free study hall; in a teacher-directed, structured class; or whichever combination works best with your needs and schedule.

CONCURRENT STUDENTS
(Limited to Current ABCUSD High School Students.)

Students who attend ABC Unified School District high schools may take adult school courses with parent or guardian permission on the advisement of their high school counselor.

- High school students may only be referred for failed courses or credit deficiencies.
- Concurrent high school students must bring their concurrent enrollment form, class schedule, and photo identification to enroll.

Which Option is Best for You?

Adult students are encouraged to attend ABC Adult School to complete their high school diploma, to prepare for a High School Equivalency exam (GED, HISET or TASC), or to improve basic skills. Meet with the counselor to decide which option makes the most sense for you.
High School Diploma

The High School Diploma program is designed with you in mind. Instructor-led classes are conveniently offered during various sessions to fit into your demanding schedule. You can complete as many five-credit classes in each quarter (approximately every 9 weeks) as your schedule permits. The recommended course load is 2-3 classes, depending on your work schedule and/or family obligations.

High School Diploma Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>Art Appreciation/Foreign Language</td>
<td>10</td>
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<tr>
<td>Civics (Government)</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
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<tr>
<td>Electives</td>
<td>54</td>
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<tr>
<td>English</td>
<td>40</td>
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<tr>
<td>Health</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics (High School Level)</td>
<td>20</td>
</tr>
<tr>
<td>Social Studies</td>
<td>10</td>
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<td>Science (Earth or Physical)</td>
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<td>Science (Biological)</td>
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<td>U.S. History A</td>
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<tr>
<td>U.S. History B</td>
<td>5</td>
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<td><strong>Total:</strong></td>
<td><strong>180</strong></td>
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</tbody>
</table>

All course requirements must be completed in order to receive high school credit. State law prohibits the repetition of a class in which a student has already met course objectives.

Structured High School Diploma Courses

**Government**

<table>
<thead>
<tr>
<th>Session</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tbody>
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<td>M – F</td>
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<td>Asness</td>
<td>E-4A</td>
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<tr>
<td>M – F</td>
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<td>Asness</td>
<td>E-4A</td>
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<td>Cham</td>
<td>E-4A</td>
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<tr>
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**English I**

<table>
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<th>Session</th>
<th>Course</th>
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<th>Location</th>
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<td>Asness/Hom</td>
<td>E-4A</td>
<td>2:30 pm – 5:00 pm</td>
</tr>
</tbody>
</table>

High School Equivalency Exam

California has approved the use of three high school equivalency tests (GED®, HiSET®, and TASC™) for students 18 years old and older, and 17 years old in some instances, for the purpose of receiving a California High School Equivalency Certificate.

Before signing up for the official GED, HiSET or TASC exam, most adults find it helpful to enroll in a preparation program. Students are pre-tested in reading comprehension, math, and writing skills, then assigned a course of study to remediate any weaknesses. The Learning Center has a variety of options for preparation. Credentialed teachers and instructional aides are available at all times to assist as needed on an individual basis. The vast majority of students who take preparation at ABC Adult School pass the actual exam.

Structured High School Equivalency Prep Courses

**HiSET/GED Preparation - Language Arts**

<table>
<thead>
<tr>
<th>Session</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M &amp; W</td>
<td>2084635</td>
<td>Hom</td>
<td>E-4A</td>
<td>5:00 pm – 8:00 pm</td>
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<tr>
<td>M &amp; W</td>
<td>2084735</td>
<td>Weidmann</td>
<td>E-4A</td>
<td>5:00 pm – 8:00 pm</td>
</tr>
</tbody>
</table>

**HiSET/GED Preparation - Math**

<table>
<thead>
<tr>
<th>Session</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>T &amp; Th</td>
<td>2084531</td>
<td>Chavez-Vasquez</td>
<td>E-4A</td>
<td>9:00 am – 12:00 pm</td>
</tr>
</tbody>
</table>

**HiSET/GED Preparation**

<table>
<thead>
<tr>
<th>Session</th>
<th>Course</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>T &amp; Th</td>
<td>2085031</td>
<td>Chavez-Vasquez</td>
<td>E-4A</td>
<td>9:00 am – 12:25 pm</td>
</tr>
</tbody>
</table>

Adult Basic Education (ABE) Resources for Study Hall

Online self-paced study program available for students who are:
- preparing for a program assessment in reading and/or math
- reviewing basic reading, math or writing skills
- wanting to help their child with homework
- personal enrichment

Graduation Ceremony

Wednesday, June 12, 2019 at 5 pm

In June, ABC Adult School celebrates commencement. Adult students who have completed the district requirements for a high school diploma or passed the GED, HiSET or TASC examination are encouraged to participate wearing the traditional cap and gown in the presence of family and friends.

Refund policy: The Academic Lab fee of $5 is a non-refundable processing fee. No refunds are given after registration has been completed.
ABC Adult School is a comprehensive school, serving more than 23,000 duplicated adult and high school students annually.

ABC Adult School is a post-secondary institution offering entry-level and advanced courses in Office Occupations, Medical Occupations, Web/Graphic Design, IT Technician, and Cosmetology Training programs. We also offer English as a Second Language, citizenship, basic academic skills, preparation for GED/HiSET/TASC, high school diploma, parent education, Adults with Disabilities, and enrichment programs.

ABC Adult School is accredited by the Council on Occupational Education (COE) for post-secondary training to provide Title IV Financial Aid to qualified students and is accredited by the Western Association of Schools and Colleges (WASC) for secondary academic programs. ABC Adult School also receiving other State and National accreditations for individual programs. We are a state-approved Pearson VUE Testing Center and is an official authorized testing center for Adobe, Microsoft, IC³, QuickBooks, NHA, Evaluation System, CompTIA, GED, HiSET, TASC, TOEFL, typing certificate, and many industry certifications.

Council on Occupational Education (COE): 1 (800) 917-2081 7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia 30350

ABC Adult School provides job training for adults with disabilities, a variety of courses parenting classes, and a broad selection of enrichment courses. We offer extensive customized training programs and services for businesses and State/County agencies.

POLICIES AND PROCEDURES

- Students must go to the Assessment Center specified below during scheduled times.
- Due to limited capacity in assessment rooms, arrive early to ensure your space.
- Students who do not meet the basic skill level requirement for the CTE Program will be referred to a counselor to discuss option.
- You must be 18 years of age or older to enroll in any program.
- Childcare is not available during testing.
- Test time subject to change without notice.

STUDENT SERVICES

ABC Adult School offers ability and aptitude assessment screening, career guidance counseling, job placement, and student financial aid services. The school works in close association with the State of California Employment Development Department (EDD). Special support is provided for clients referred from the State Department of Rehabilitation. Please visit Job Center for more information.

SERVICES TO BUSINESS

Businesses may contract with ABC Adult School to provide customized computer training and retraining for their employees, English Language Work Place Literacy training and services in support of business operation. Please contact Job Center at (562) 229-7960 Ext. 25177 for more information.

FEES

Fees must be paid when registering and vary by the class. ATM/Debit, credit cards, and money orders are also accepted. Make money orders or checks payable to “ABC Adult School”. All fees must be paid prior to attending class. We do not accept Discover card or American Express.

STUDENT FINANCIAL AID

Federal PELL grants are available to eligible students.

If you are interested in Financial Aid please fill out the 18-19 FAFSA at www.fafsa.ed.gov. Our school code:042270.

ABC Adult School Financial Aid Information

ABC Adult School offers grants to full-time and part-time students. Most financial aid resources are intended to supplement, not replace, the financial resource of the family. We have financial aid available to help you with the cost of education, which includes fees, books, supplies, miscellaneous cost, housing, and transportation. If you are interested in an eligible program please apply immediately at www.fafsa.ed.gov.

Minimum Requirements

Minimum requirements to receive Federal Student Aid are as follow:
- Meet U.S. Citizenship or eligible non-citizenship requirements. (Note: Deferred Action recipients are not eligible for Federal Student Aid.)
- Student must possess a High School Diploma or State issued High School Equivalency Certificate from a regionally accredited institution (http://ope.ed.gov/accreditation/).
- Plan to enroll in any one of our Title IV Approved Career technical Education Programs. (See list below)
- Demonstrate a need.
- Males must have applied for Selective Service before ages 18-24.
- Financial Aid applications take time to process so begin early. Application must be approved and processed prior to attending class.
- To get started apply online by visiting the Federal Student Aid website: www.fafsa.ed.gov. Once you have applied, you will need to call ABC Adult School financial aid office at (562) 229-7960 Ext. 25020 to turn in additional documents needed to determine Financial Aid.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from ABC Adult School, a determination of the earned and unearned portion of Title IV aid will be determined. The date of withdrawal or last date attended will be used according to attendance records generated by the School's Attendance System (ASAP).

Programs Eligible for Financial Aid Benefits

*The following ABC Adult School Career Technical Education Programs are eligible for Financial Aid Benefits (PELL Grant) for students who qualify:

- Accounting Clerk
- Administrative Assistant
- Animated Media Design
- Cosmetology
- Graphic Design
- Office Assistant
- IT Technician
- Medical Office & Billing Specialist (Medical Billing and Coding)
- Medical Assistant
- Pharmacy Technician
- Web Design
Planning for Spring 2019 Registration

1. Apply online by filling out the Free Application for Federal Student Aid (FAFSA) go to www.fafsa.ed.gov
2. Allow a minimum of 3 days for the ESAR (Electronic Student Aid Report) to be received by the financial aid office. In order to be eligible to receive federal student aid for the 2019, only classes that are Title IV approved are eligible for financial aid. NO Enrichment CLASSES are eligible. To be eligible for funding for the 2019 programs, please fill out the 2019 Federal Application for Federal Student Aid (www.fafsa.ed.gov). Do not forget to use our School Pell Code (042270) when you apply.

3. The following items and printouts will be needed to schedule an appointment once a student’s FAFSA is processed. In order to process your financial aid you will need to bring in the following documents to the financial aid office after you have applied on line. Please allow 3-5 days for your FAFSA to process, otherwise the school will not have received your Student Aid Report in time:
   a. Valid California Driver’s License or CA Identification
   b. Social Security Card
   c. Official sealed High School transcript, High School Diploma or State recognized equivalent i.e. (GED, HiSET, or TASC). Original documents needed. Foreign High School Diplomas need to be translated and notarized.
   d. Print out of your 2019 Esar (Electronic Student Aid Report). To obtain printout, go to www.fafsa.ed.gov.
   e. Printout of PELL LEU (Lifetime Eligibility Used). To obtain your Pell LEU, go to www.NSLDS.ed.gov. NSLDS printout of prior financial aid history specifically for Pell Grant LEU (Lifetime Eligibility Used). You will need to set up your FSA ID before you can access the NSLDS. Please visit website for student access (www.nslds.ed.gov). You can setup your FSA ID when first applying through the FAFSA.
   f. Bring items a-e to the financial aid office.
   g. An appointment will be made for you. Space is limited! Make an appointment NOW by visiting abcadultschool.edu

Please note: a student defined as Dependent on the FAFSA will need to have their parent create their own FSA ID to sign the FAFSA. A Dependent Status on the FAFSA is defined as someone who needs to provide parent income information to determine a student’s eligibility.

If you have questions please call the financial aid office at (562) 229-7960.
ATTENDANCE
In order for an adult education class to remain open, sufficient regular student attendance in class is required. Classes with low enrollment will be canceled. Regular attendance is required for students to complete the program.

ACCIDENT INSURANCE
Student Accident Insurance is a requirement for all students enrolled in career technical education (CTEC) courses containing a clinical component and other programs with a safety requirement. Fee must be paid $5 per quarter, $20 per year (August to June).

PARKING
On campus parking is available at no charge. Handicapped parking is available. Students park at their own risk.

BABY-SITTING
No baby-sitting is offered at ABC Adult School.

COUNSELING
ABC Adult School counseling staff provides a variety of support services for students and the campus community including educational planning, career counseling, transfer counseling, scholarships, financial aid and personal counseling to help students establish, pursue and attain their educational and career goals. Students should make an appointment in advance of registration to meet with a counselor. Please contact our counselors at the Cuesta campus (562) 229-7960. For Career Technical Education Program Counseling, please call Job Developer at (562) 229-7960 ext. 25177 to make an appointment.

ABC ADULT SCHOOL ASSESSMENT CENTER POLICIES: HISET/TASC

**Refund:** Refunds (minus a $10 processing fee) will be issued within one year of initial payment provided that none of the exams have been taken yet.

**Rescheduling fee:** If an exam is cancelled any time before the appointment (No same day cancellations), a $10 rescheduling fee will be charged (per test). Student must come to the office to make the payment and to Room J with their receipt to reschedule their appointment; no appointments will be accepted by phone for these students.

**No Show Fee:** Students, who do not show up or cancel on their scheduled test date, will be charged a $20 no show/rescheduling fee (per test). They must come to the office to make the payment and to Room J with their receipt to reschedule their appointment; no appointments will be accepted by phone for these students.

SCHOOL REGULATIONS

**Student Dress Code** Students are expected to adhere to the established dress and grooming standards for the school in order to prevent distractions and disruption in the classroom and to ensure the physical well-being and safety of students and staff. Please visit website at www.abcadultschool.edu for the complete Student Handbook of Rules & Regulations and Discipline Policy.

**Children’s Attendance** Children may not attend class unless it is specifically permitted as part of the course.

**No Smoking Policy** Smoking is prohibited on campuses and in school parking lots.

**Drug Free Schools** It shall be the policy of this school district to keep schools alcohol and drug free by taking positive action through education, counseling, parental involvement, medical referral and police referral, and by handling incidents in the schools involving possession, sale, distribution and/or use of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or products containing tobacco or nicotine.

**Sexual Harassment** Sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension, or expulsion of students. Sexual harassment is defined in the Education Code section 212.5 and the legal requirements affecting students are found in sections 48900 and 48900.2. Complaint Contact: Dr. Gina Zietlow, Assistant Superintendent, Human Resources, 16700 Norwalk Blvd., Cerritos, CA 90703 (562) 926-5566.

**An Equal Opportunity District** AABC Unified School District is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and the Rehabilitation Act of 1973. The district does not discriminate in matters of employment or admission to educational programs and activities because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Complaint Contact: Dr. Gina Zietlow, Assistant Superintendent, Human Resources, 16700 Norwalk Blvd., Cerritos, CA 90703 (562) 926-5566.

**Institutions Grievance Procedure** Grievance Procedure - Every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Therefore, pursuant to California Code of Regulations, Title 5, Section 4600, the district has procedures to process a complaint regarding educational services provided by the adult school. A copy of the uniform complaint policy is available at each site where adult education courses are offered. Complaint Contact: Dr. Valencia Mayfield, Assistant Superintendent, 16700 Norwalk Blvd., Cerritos, CA 90703 (562) 926-5566.

Council on Occupational Education (COE): 1 (800) 917-2081 www.council.org

ABC Adult School Assessment Center

Looking for a Pearson VUE Testing Center near you? ABC Adult School Assessment Center is the best choice! Conveniently located in the City of Cerritos by the 605/91 freeways with free parking!!!

ABC Adult School has established a new Assessment Center which is approved as a Pearson VUE Testing Center and fully equipped for the Computer-Based GED test. As a Pearson VUE Authorized Testing Center, the Assessment Center offers various standardized tests required by state regulations or as part of industry certifications. Currently, Adult School is an authorized official testing center for Adobe, Microsoft Certification, IC³ (Internet and Computer Core Certification), QuickBooks, Medical Services National Exams (Medical Assistant), GED, Evaluation Systems, CompTIA Testing, Cisco Systems, CBEST, RICA, VMware, and we have expanded our offerings to industry examinations in information technology, construction, finance, legal services, real estate, etc. The Assessment Center is also available for HISET, TASC (for High School Equivalency tests), typing speed certification certificates, and certain AP tests.

**ABC Adult School Assessment Center:** 12254 Cuesta Drive, Cerritos, CA 90703 • (562) 229-7960.
1. ABCUSD Central Offices .................. 16700 Norwalk Blvd., Cerritos
2. Cuesta Adult Education Center .......... 12254 Cuesta Dr., Cerritos
3. Artesia High School .......................... 12108 Del Amo, Lakewood
4. Burbank Elementary .................................. 17711 Roseton Ave., Artesia
5. Cabrillo Lane Education Center ........ 20122 Cabrillo Lane, Cerritos
6. Cerritos Senior Center ......................... 12340 South St., Cerritos
7. Cerritos Park East ............................. 13234 166th St., Cerritos
8. Clontarf Manor .................................. 18432 Gridley Rd., Cerritos
9. Damron Parent Education Center (Damron PEC) .................................. 11111 Artesia Blvd, Cerritos

MISSION STATEMENT
The Mission of the ABC Adult School is to improve the quality of life by providing our diverse community with meaningful opportunities to fulfill career, educational and personal goals through lifelong learning.

STUDENT LEARNING OUTCOMES (SLOs)

Self-Directed Lifelong Learners who:
- acquire knowledge and skills appropriate to their stage of life.
- set and achieve career, educational and/or personal goals.
- seek continuing career training and/or educational opportunities.

Effective Communicators who:
- demonstrate appropriate listening, speaking, reading, writing, creative, and/or computational skills.
- apply communication skills to professional, technical and other real-life situations.
- enhance and improve their ability to understand and be understood by others.

Critical Thinkers and Problem-Solvers who:
- exercise their powers of judgment, perception, and inference.
- assess and fulfill their own needs by finding appropriate resources.
- apply knowledge to professional, technical and other real-life situations.
Register Online!

www.abcadultschool.edu

Online Registration Begins: Friday, December 14, 2018, 9 am
Walk-in Registration Begins: Friday, January 11, 2019, 8 am
Cuesta Campus: 8 am – 8 pm | Cabrillo Lane Campus: 8 am – 4 pm

2018-2019 SCHOOL YEAR CALENDAR

3rd Quarter Online Registration Begins ........ December 14, 9:00 am
Winter Break ........................................ December 17 - January 4, 2019
3rd Quarter Walk-in registration Begins .......... January 11, 8:00 am
Second Trimester .................................. January 7 - March 22, 2019
Legal Holiday ....................................... January 21, 2019
Fall Semester Ends ................................ January 25, 2019
Spring Semester ................................... January 28 - June 13, 2019
Third Quarter ...................................... January 28 - March 29, 2019
Legal Holiday ..................................... February 11, 2019
Legal Holiday ..................................... February 18, 2019
4th Quarter Online Registration Begins .......... March 1, 9:00 am
4th Quarter Walk-in Registration Begins .......... March 15, 8:00 am
Spring Break ..................................... April 19 - April 26, 2019
Third Trimester .................................... March 26 - June 13, 2019
Fourth Quarter .................................... April 1 - June 13, 2019
Legal Holiday ...................................... May 27, 2019
Graduation ......................................... June 12, 2019
Last Day for CTE, ESL & Academics ............. June 12, 2019
Last Day for Enrichment Program .................. June 13, 2019
Summer Session 2019 .......................... June 17 - July 11, 2019
Fall 2019 Begins ................................... August 26, 2019

ABC Adult School is accredited by the Western Association of Schools and Colleges.

ABC Adult School is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898, Fax: 770-396-3790 www.council.org.

ABC Adult School Main Campuses

CUESTA CAMPUS • (562) 229-7960
12254 Cuesta Drive, Cerritos, CA 90703
Monday - Thursday 7:30 am - 8:00 pm
Friday 7:30 am - 3:30 pm

CABRILLO LANE CAMPUS • (562) 809-9011
20122 Cabrillo Lane, Cerritos, CA 90703
Monday - Thursday 8:00 am - 4:00 pm
Friday 8:00 am - 3:30 pm

ABC Unified School District

Board of Education
Mr. Christopher Apodaca
Mr. Ernie Nishii
Dr. Olga Rios
Mr. Maynard Law
Mrs. Letty Mendoza
Mrs. Sophia Tse
Mrs. Soo Yoo

Dr. Mary Sieu, Superintendent

ABC Adult School Administrators
Dr. PaoLing Guo, Principal
Mr. Chuck Minear, Assistant Principal
Mrs. Nancy Amara, Assistant Principal
Mr. Travis Crow, Assistant Principal