FINANCIAL AID NOW AVAILABLE TO THOSE WHO QUALIFY

FALL 2019

SCHEDULE OF CLASSES

TRIMESTER BEGINS AUGUST 19

www.das.edu (562) 940-6200
Greetings! My name is Blanca Rochin, and I am the Principal of Downey Adult School. It is an honor and privilege to serve the community of Downey as well as the surrounding areas.

Downey Adult School offers a variety of courses to our diverse community which includes English as a Second Language (ESL) classes. We have courses that lead to a High School Diploma or High School Equivalence (HSE) formerly known as the GED. We have 12 different Career Technical Education courses some of which are Clinical Medical Assistant, Dental Assistant, EKG/ECG, Emergency Medical Technician, Massage Therapy, Court Reporting, Medical Biller Coder, Paralegal, Pharmacy Technician, Phlebotomy Technician, Advanced Private Security Academy and Vocational Nursing, many of which qualify for financial aid.

It is a privilege to be a part of this extraordinary learning community of caring, experienced, highly qualified staff, dedicated to serving students. We want you to know that our first priority is helping you reach your educational, career, and personal goals.

Adult Education programs in California have struggled through difficult economic times. We are fortunate for the unwavering support of Downey Unified School District and its Board of Education for the broad array of programs we have continued to offer.

As we plan into the future, we are working collaboratively with Cerritos College and our newly-formed consortium - Partnership for Adult Academic and Career Education (PAACE).

Our classes are available both days and evenings throughout the school year. Our staff has the experience and expertise that, when combined with the dedication of the adult school students, makes for a winning combination! Stop by to visit our campus. I would be happy to give you a tour. While you are here, pick up an Adult School Catalog for a listing of all of the orientations and classes that are offered.

We look forward to meeting you and serving your needs.

Blanca Rochin, Principal
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Downey Adult School (DAS) shares the campus with Columbus High School. Administrative offices and classrooms used by DAS are separate from those used by the high school. The DAS administrative office building is approximately 5,700 square feet. Thirty-one classrooms are used exclusively by DAS. An activity room and cafeteria are shared by Columbus High School and DAS. Computer labs, an academic learning center, and vocational program classrooms are designed and equipped for their particular courses of study. Fifteen network servers are also housed on campus, providing internet, email, software applications, file services, and print services.
1. Where are you located?
We are located on the northeast corner of Woodruff Ave and Imperial Highway. Exit west off 605 at Imperial Highway. Our address is: 12340 Woodruff Ave., Downey, CA 90241.

2. Where can I park?
You can park in any of the marked parking spots on campus. All parking is FREE!

3. How do I enroll in Adult School?
   • Online – register at www.das.edu
   • Walk In – You may register in person with Cash, Check, Money Order, Visa or MasterCard. Come to our front office.

4. When do I pay for the classes?
When you register:
   • Online, fax or mail – you can pay with Visa or MasterCard prior to the class starting.
   • Register in the main office.
   • You may register in person with Cash, Check, Money Order, Visa or MasterCard.
   • Payment is due upon registration. CTE programs require deposits at time of orientation/registration.

5. How old do I have to be to take classes?
You must be an adult, which is any person 18 years or older. You may be a high school student enrolled in the Downey Unified School District with permission from your counselor or a resident of Downey attending another high school with permission from student services to make up high school credits.

6. Do I need to buy books for my classes?
Information on book purchases will be given at the orientations.

7. Do I have to have a certain grade percentage to pass my courses?
   DAS policy requires students to earn a minimum grade of 75% to pass.
   90% and above = A
   80% - 89% = B
   75% - 79% = C
   Grades of 74% or less are failing.

8. Do you offer payment plans?
Yes, we do for selected career training programs.

9. Do you have financial aid?
   Federal Financial Aid is available for selected career programs to those who qualify.
   [Pell Grants only] Please call (562)940-6215 or email DASFInancialAid@dusd.net for more information.

10. What programs qualify for Financial Aid?
Look for the Financial Aid symbol ($) to see which classes are eligible.

11. Do you accept VA Benefits/GI Bill?
Downey Adult School is Veteran friendly. Please call (562) 940-6215 or email DASVeterans@dusd.net for more information.

12. What programs qualify for VA Benefits/GI Bill?
Look for the VA Benefits/GI Bill symbol ($) to see what classes are eligible.

13. Do I need to buy my own supplies?
Most supplies are made available for purchase in the class by the teacher or the teacher will suggest locations where you can purchase supplies.

14. How do I sign up for VN?
Due to the overwhelming demand, we ask all prospective VN students to refer to our website, www.das.edu. Click on “Career Training” then “Vocational Nursing.” Here you will be able to register for one of our VN orientation/exam dates.

15. Do you have security?
   Downey Adult School has security both day and night along with a police officer Monday through Friday. In addition, the campus is monitored with a 24-hr surveillance system.

16. Is DAS accredited?
   Yes, DAS is a part of the Downey Unified School District and is accredited by the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE).
### FULL-TIME INSTITUTIONAL STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEGREE</th>
<th>AGENCY</th>
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<tr>
<td>Alexander, Scott</td>
<td>B.A.</td>
<td>Cal State University, Long Beach, CA</td>
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<td>Chiaravalloti, Susan</td>
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<td>Grand Canyon University, AZ</td>
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<td>Legaspi, Dan</td>
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<td>Mejico, Gale</td>
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<td>Monte, Richard</td>
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<td>Vicencio, Rosalina</td>
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<td>De Campo Memorial College, Philippines</td>
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### PART-TIME INSTITUTIONAL STAFF

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<td>Aguirre, Kathryn</td>
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<td>Ando, Michelle</td>
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<td>Bocanegra, Lina</td>
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<td>Burns, Rosa</td>
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<td>Cervantes, Luis</td>
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<td>Falcon, Ellen</td>
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<td>Gallagher, Mary</td>
<td>Ph.D.,Ed.</td>
<td>Claremont Graduate University, Claremont, CA</td>
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<td>Guerra, Mario C.</td>
<td>A.S.</td>
<td>New Mexico Military Institute, Roswell, NM</td>
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<td>Markos, George</td>
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* Teaching Credential
LOOKING FOR A NEW CAREER?
NEED MORE TRAINING TO ADVANCE WITHIN YOUR CURRENT JOB?

WE CAN HELP!

From High School Diploma to Clinical Medical Assistant, we have it covered. Our training programs have been customized based on the direct advice of employers and business owners. Best of all, training will not take you years to complete nor empty your wallet because all of our training is short-term and much more affordable than private institutions.

HOW DOES DAS HELP?

• All classes take place on our campus, and externships are local as well.
• Externships provide you with on-the-job training and the unique opportunity of “getting your foot in the door.”
• Employability workshops will prepare you to be confident and successful in your job search.
• Instructors have extensive experience in their field and are credentialed through the State of California.
• We’ll stand beside you as you prepare for that important interview.

PRE AND POST EMPLOYMENT SUPPORT FOR DAS STUDENTS:

• Resume Assistance
• Employment Application Assistance
• Internet Job Search
• Job Retention Skills
• Listing of Current Job Openings

Downey Adult School may provide job leads to all graduating students; however, we cannot guarantee employment.

DOWNEY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION MEMBERS

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D. Mark Morris
Giovanna Perez-Saab
Barbara R. Samperi
Martha E. Sodetani
Nancy A. Swenson

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Superintendent
Christina Aragon  
Associate Superintendent
Roger Brossmer, Ed.D.  
Assistant Superintendent
Wayne Shannon, Ed.D.  
Assistant Superintendent
Alyda R. Mir  
Assistant Superintendent

ADULT SCHOOL ADMINISTRATION

Blanca Rochin  
Principal
Cindy Grafton  
Assistant Principal

LOOKING FOR A NEW CAREER?
NEED MORE TRAINING TO ADVANCE WITHIN YOUR CURRENT JOB?

Our Mission Statement

The Mission of Downey Adult School Career and Education Center is to provide high-quality, relevant, and industry specific programs that are accessible to adults in a variety of areas, including Career Technical Education (CTE), High School Diploma (HSD), General Education Development (GED), English as a Second Language (ESL), and Community Education (CE), resulting in gainful employment and/or personal enrichment and growth.
APPROVED COURSES FOR VETERANS BENEFITS
Come in and use your benefits:
• Advanced Private Security Academy
• Court Reporting (on campus only)
• Dental Assistant • Vocational Nursing
• Emergency Medical Technician
• Massage Therapy • Pharmacy Technician
• Medical Assistant/Phlebotomist Combo
• Medical Biller/ Coder (on campus only)
• Medical Assistant (on campus only)

PLEASE NOTE: In order to qualify for full-time VA benefits, students must meet a minimum of 18 hours per week.

We encourage you to review the hours of class meetings prior to making your selection of CTE Program.

FOR MORE INFORMATION
Please email DASVeterans@dusd.net

WIOA, Work Source Centers, Workers Compensation, Dept. of Rehabilitation, EDD/TAA, CalWORKS, TANF, GAIN recipients are welcome.

FINANCIAL AID PROCESS
Federal Pell Grants available to eligible students.

If you are interested in Financial Aid please fill out the FAFSA at www.fafsa.gov. Our school code: 005638

The following programs are eligible for Financial Aid Benefits (PELL Grant) for students who qualify:
• Court Reporting
• Dental Assistant
• Medical Assistant
• Medical Assistant/Phlebotomist Combo
• Medical Biller/Coder
• Massage Therapy
• Paralegal
• Pharmacy Technician
• Vocational Nursing

Minimum requirements:
• 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 Regional Accredited Institution (http://ope.ed.gov/accreditation/).
Examples are: GED®, HiSET, TASC.
(Foreign High School Diploma must be notarized, translated and is the responsibility of the student.)
• Plan to enroll in any one of our Title IV Approved Vocational Programs. (*See list previous column.)
• Demonstrate a need.
• Males must have applied for Selective Service before ages 18-24.

SELACO WIB
The Southeast Los Angeles County Workforce Investment Board now has a satellite office at Downey Adult School in room H-61. SELACO WIB provides different financial opportunities and assists students with job placement.

For more information: (562) 940-6283
Every other Tues: 8:00am - 12:00pm (Adults)

HOMEWORK & RESOURCE CENTER
The Resource Center, located in Room H61, is intended for current students and the general public who need a place to study and/or conduct job searches. The Resource Center contains computers with Internet access for job searching and other employment resources. We also provide assistance with filing your FAFSA.

HOURS OF OPERATION:
Monday – Thursday: 8:00 am – 5:30 pm
Friday: 8:00 am – 4:00 pm

Hours are subject to change based on the school’s needs. Use of the Resource Center is for study and job preparation purposes only. Anyone in violation of the basic rules of conduct will be asked to leave.
FINANCIAL AID
How do I get an appointment with Financial Aid?

4 SIMPLE STEPS
2. Attend a free CTE orientation (visit www.das.edu for dates and times)
3. Register for a CTE program
   • Attend orientation
   • Provide proof of High School completion or equivalency
   • Provide down payment (see specific CTE program page for details)
4. Request an appointment with a Financial Administrator to review your application

VETERANS
I'm a Veteran or a Dependent of a Veteran, how do I enroll?

1. Attend a free CTE orientation (visit www.das.edu for dates and times)
2. Visit H-61 or email DASVeterans@dusd.net to request an appointment with a School Certifying Official (SCO)
   a. Students must NOT enroll in any programs without completing step 2.
   b. Failure to meet with DAS’s SCO prior to enrollment, could jeopardize certification of eligibility.
3. Submit your Application for Education Benefits through VONAPP.

What should I bring to my appointment with the SCO?

Veterans
Social Security Card
Valid ID
DD-214
C.O.E if available
Transcripts if available

Dependents
Social Security Card
Valid ID
Veteran’s DD-214
C.O.E if available
Transcripts if available

All VA beneficiaries must provide transcripts for prior education and training to be evaluated, and proof of High School completion or equivalency.

What happens at my visit with the SCO?

1. The SCO will go over your program plan, enrollment requirements, and scheduled tuition and fees.
2. Student will sign the Statement of Understanding and will fill out Enrollment Agreement form.
3. Once all eligibility documents have been verified by the SCO, the SCO will complete your enrollment into DAS’s VA-approved program of your choice.
4. SCO will complete Certification of Enrollment
5. Student will receive an email from VA regarding certification and next steps

For any questions regarding your VA benefits contact 1.888.GI.Bill1 or log on to www.benefits.va.gov

Financial Aid & Veterans Office Staff

Monday 8:00 am – 5:30 pm   FA-VA Information.........(562) 940-6215
Tuesday 8:00 am – 5:30 pm  Evelyn Velasco .............(562) 940-6284
Wednesday 8:00 am – 5:30 pm Rita Rodarte-Myers ......(562) 940-6247
Thursday 8:00 am – 5:30 pm  Fernando Masias..........(562) 940-6283
Friday 8:00 am – 4:00 pm
Security officers are in high demand and the security industry in the State of California is growing at a fast pace, leading to job security. These courses are taught by law enforcement officials with extensive knowledge and work experience in the field. The Security Training Academy at Downey Adult School is a short term training program designed and focused on preparing the students for a career in law enforcement/security field. This security academy course complied with the Department of Consumer Affairs’ skills training for security guards. (Authority cited: 7581, Business and Professions code, Reference: Sections 7583.6 and 7583.7, Business and Professions code).

**SECURITY ORIENTATIONS:**

**ROOM:** N-8  
**TIME:** 1:30pm – 3:00pm  
July 29  
Aug. 26  
Sept. 23  
Oct. 28

**REQUIREMENTS:**

- Must be 18 years of age prior to the start of class.
- Valid California Driver’s License/ID card.
- Must have a High School Diploma or GED.
- Pass a Department of Justice and F.B.I. Background Check. (No Misdemeanor or Felony Convictions. Juvenile convictions are excluded.)

For more information, email cgrafton@dusd.net

**BASIC OFFICER SECURITY TRAINING – GUARD CARD**  
**ONE DAY CLASS!**  
**Cost:** $229

This one day, 8 hour class is for individuals seeking to apply for their BSIS CA Security Guard Card. Each student will receive training in the following:

- Roles & Responsibility of Security Officers
- Weapons of Mass Destruction

<table>
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<tr>
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<td>425100.15</td>
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**BASIC PRIVATE SECURITY ACADEMY**  
**ONE WEEK COURSE!**  
**Cost:** $1,099

This one week, 40 hour course is a comparative examination of the relationship of the criminal justice system and physical security. It provides an overview of the administrative, personnel, physical aspects of the security field. Upon completion of this course, student will be able to apply for BSIS CA licensure as an Unarmed Security Officer. Each student will receive training in the following:

- Roles & Responsibility of Security Officers
- Weapons of Mass Destruction
- Observation and Documentation
- Communication and Its Significance
- Radio Procedures
- Active Shooter
- Workplace Violence
- Handling Difficult People
- Public Relations
- Officer Safety
- Post Orders and Assignments
- Traffic and Crowd Control

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<td>N-8</td>
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</tbody>
</table>
CAREER TRAINING PROGRAMS
ADVANCED PRIVATE SECURITY ACADEMY

TWO WEEK COURSE!
Cost: $1,499
Total Program Hours: 80

This two week course is a comparative examination of the technical and hands-on aspects of physical activity, as well as the relationship of the criminal justice system and physical security. It provides overviews of the administrative, personnel, and physical aspects of the security field. Additionally, the course provides hands-on training with lethal and non-lethal weapons. Upon successful completion of this course, students will be able to apply for BSIS CA licensure as an Armed and Unarmed Security Officer with SB 166 School Security Certification. Each student will receive training the following:

- Roles & Responsibility of Security Officers
- Weapons of Mass Destruction
- Observation and Documentation
- Communication and Its Significance
- Radio Procedures
- Active Shooter
- Workplace Violence
- Handling Difficult People
- Public Relations
- Officer Safety
- Post Orders and Assignments
- Traffic and Crowd Control
- O.C. Pepper Spray/Use of Force
- Baton Training
- Firearms Training
- SB1626 School Security Training
- Handcuffing
- Unarmed Self Defense
- CPR/First Aid
- Taser
- Patrol Procedures
- Advanced Report Writing

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>425500.13</td>
<td>Oct. 7 - Oct. 19 (No Class Oct. 14)</td>
<td>M-F/Sat</td>
<td>9:00am – 5:30pm</td>
<td>STAFF</td>
<td>N-8</td>
</tr>
<tr>
<td>425500.14</td>
<td>Nov. 4 - Nov. 16 (No Class Nov. 11)</td>
<td>M-F</td>
<td>9:00am – 5:30pm</td>
<td>STAFF</td>
<td>N-8</td>
</tr>
</tbody>
</table>
CAREER TRAINING PROGRAMS

COURT REPORTING
STENOGRAPHY

ORIENTATIONS:
Please register online

ROOM: TBD
TIME: 11:00am – 12:00pm

June 7  July 5
Sept. 13  Oct. 11
Nov. 8  Dec. 6

Total Program Hours: 4400

ONLINE ACADEMICS

• Depo and Court Procedures
• Transcript Production
• Legal Term/Crim. Procs.
• Medical Terminology
• English, Grammar, and Punctuation
• Vocabulary
• CASE and/or Eclipse Software
• CSR Preparation

New Students start every January, April, and August

* DAS has a free practice lab with computers, wireless printing, and Internet access.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAYS</th>
<th>TIME</th>
<th>COST</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speed Classes – On Campus</td>
<td>M – F</td>
<td>8:00am-1:00pm</td>
<td>$3,299/yr.</td>
<td>Staff</td>
<td>E-32</td>
</tr>
<tr>
<td>Speed Classes – Online</td>
<td>OL</td>
<td>Available 24/7</td>
<td>$3,599/yr.</td>
<td>Staff</td>
<td>Online</td>
</tr>
<tr>
<td>Theory I, Theory II, One Trimester of Speed</td>
<td>OL</td>
<td>Available 24/7</td>
<td>$3,599/yr.</td>
<td>Staff</td>
<td>Online</td>
</tr>
<tr>
<td>Lab</td>
<td>M – F</td>
<td>7:00am-5:00pm</td>
<td>Available free to CSR students</td>
<td>Staff</td>
<td>C-12</td>
</tr>
</tbody>
</table>

* HS Diploma or equivalent due at registration

Program Director: Jocelyn Epperson, CSR 9295, holds an associate’s degree in Court Reporting from Cerritos College. She has 10 years of experience as a court reporter. She has been teaching court reporting for over 12 years.

Instructor: Susan L. Chiaravalloti, CSR 6158, has been a court reporter for over 30 years. She has been teaching court reporting for over 21 years, specializing in high-speed classes. Susan has a B.S. degree from Humphrey’s College.

Instructor: Michelle Ando, CSR 10780, CRI, has 10 years of experience as a court reporter. She holds an associate’s degree in Court Reporting from Cerritos College. She has been teaching court reporting for over six years.

Instructor: Carrie Ravenscroft, CRI (former), has been teaching court reporting for over 30 years. She holds a B.A. degree in Organizational Management from Vanguard University.

Instructor: Melinda Nelson, CSR 12496, has been a court reporter for 17 years. She has been teaching court reporting and paralegal classes for more than six years. She holds an associate’s degree from Cerritos College and a B.S. degree from Humphreys College.

For more information: (562) 940-6242  jepperson@dusd.net

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure
Looking for new and exciting opportunities in Court Reporting but unsure of stenography? Try Voice Writing! Voice Writing is a new method that allows you to speak into a device mask that transfers speech into a computer with special translation software.

Translate your spoken words into text using Dragon Software and a voice silencer mask.

Learn to use recognition software along with computer-access real-time translation software to accomplish this capturing of audio and presentation of those words into text.

CAREER OUTLOOK

Voice Writers are used across the nation in a variety of ways, such as:

- Court Reporting
- Depositions
- Broadcast Captioners
- Transcriptionists
- CART (Computer-Access Realtime Translation) Providers

NEW Voice Writing Program Coming Soon!

For more information:
(562) 940-6242
jepperson@dusd.net

Students will need to purchase their own equipment.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DAYS</th>
<th>TIME</th>
<th>COST</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Voice Writing</td>
<td>M – F</td>
<td>8:00am-1:00pm</td>
<td>$4,999/yr.</td>
<td>Staff</td>
<td>C-12/OL</td>
</tr>
</tbody>
</table>

ORIENTATIONS

Please register online

ROOM: TBD
TIME: 12:00pm – 1:00pm
Nov. 8 Dec. 8

Hybrid Program
Total Program Hours: 1010

CAREER TRAINING PROGRAMS
COURT REPORTING
VOICE WRITING

COMING IN JANUARY!
ONLINE CLASS REQUIREMENTS: Students enrolling in online classes must have a computer with Internet access. Students are required to have basic computer knowledge, must be able to navigate Web pages, upload and download files, and open e-mail attachments. Software requirements will vary depending on the specific class; however, students must be able to open .pdf documents. For questions or additional information about requirements, students may contact the instructor.

Registration may be completed online or in person at the Downey Adult School office. On the first day of class, all registered students will receive an e-mail from the instructor with LOGIN instructions. If no e-mail is received from the instructor, students are to e-mail the instructor.

Upon successful completion of the online course, the student will receive a Certificate of Completion.

*For more info, please email menelson@dusd.net
Looking to become employed as a

Security Officer, Emergency Dispatcher, Private Investigator, Loss Prevention, Store Detective, Corrections Officer or within Law Enforcement?

This course will prepare you to enter these fields of employment.

Instructors with real, in-field, experience will provide students with the proper training and education necessary to be successful. Learn the abilities and skills necessary to work within the field. Obtain the professional standards and skills commonly used in law enforcement.

REQUIREMENTS:

- Must be 18 years of age prior to the start of class.
- Valid California Driver’s License/ID card.
- Must have a High School Diploma or GED.
- Pass a Department of Justice and F.B.I. Background Check. (No Misdemeanor or Felony Convictions. Juvenile convictions are excluded.)

NEW Criminal Justice Program Coming Soon!

Please email cgrafton@dusd.net for further information.
The role of clinical medical assistant has grown increasingly important in today's healthcare field. Clinical medical assistants manage phone calls, schedule appointments and greet patients. They take pulse, respiration, temperature, blood pressure, administer injections, apply bandages and dressings and record electrocardiograms (EKG). They assist in suture removal. The cost of the course includes Word, medical terminology, keyboarding, electronic health records, and externship.

In order to enroll in our Medical Assisting program you must attend an orientation. At orientation you will receive details about our policies and procedures, our student expectations, dress code, course curriculum, the classes we offer, the materials you will need for class as well as the financial aid process.

NEW HYBRID ONLINE CLASSES! 15 Weeks - Starts Aug. 26 See page 29 Email: cgrafton@dusd.net

Instructor: Leonor Gonzalez, CPT1 has over 20 years experience in the medical field specializing in rheumatology and clinical research. She received her BS from Everest University and received her teaching credential in Health Sciences & Medical Technology from LACOE in 2009. She has taught medical assisting, insurance and billing, electronic health records, medical terminology, business administration and is a BLS instructor for the American Heart Association. She is a Certified & Licensed Phlebotomy Technician.

Instructor: Hernand Morales, has over 26 years of experience in the medical field, specializing in phlebotomy, oncology, and pediatrics. His credentials include National Certification in Medical Assisting, Phlebotomy, and EKG. He has worked as a CPR instructor for the American Heart Assoc. and is a proud Decorated US Army Veteran. Hernand is the CCAE State and Regional Teacher of the Year 2018.

Instructor: Victor Velazquez has years of extensive experience in the medical assisting field. Victor is a proud graduate of the Clinical Medical Assistant program at Downey Adult School. After completing the MA program he went on to get his teaching credential through LACOE.

For more information email: DASAlliedHealth@dusd.net

New classes begin every 2 weeks and every 5 weeks!

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 weeks</td>
<td>M-F</td>
<td>8:30am-5:00pm</td>
<td>Staff</td>
<td>M-103/L-71</td>
</tr>
<tr>
<td>25 weeks</td>
<td>M-F</td>
<td>8:30am-12:30pm</td>
<td>Staff</td>
<td>J-93/M-103</td>
</tr>
<tr>
<td>25 weeks</td>
<td>M-F</td>
<td>1:00pm-5:00pm</td>
<td>Staff</td>
<td>M-102/J-93</td>
</tr>
<tr>
<td>27 weeks</td>
<td>M-Th</td>
<td>5:00pm-9:30pm</td>
<td>Staff</td>
<td>M-103/J-93</td>
</tr>
<tr>
<td>15 weeks</td>
<td>Sat</td>
<td>8:00am-4:30pm</td>
<td>Staff</td>
<td>TBD</td>
</tr>
</tbody>
</table>

* Does not include externship hours.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure
Medical Assistant/Phlebotomy Combination
Cost: $4,699
($700 due at Registration)

National Exam: Additional $90 required on the first day of class. Payment will be made online directly to NCCTINC.com via credit card only. Visa or MasterCard accepted.

This program meets all California requirements for students to become a California licensed phlebotomist (CPT 1). The program will introduce students to the field of phlebotomy and provide them with basic and advanced skills in both theory and clinical practice and prepares students to take the National Certification Exam by the National Center for Competency Testing (NCCT).

Total Program Hours: 700

For more information email: DASAlliedHealth@dusd.net

*High School Diploma or equivalent due at registration

New class begins every 5 weeks!

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>27 weeks M-F</td>
<td>8:30am-12:30pm</td>
<td>Staff</td>
<td>M-102/J-93</td>
<td></td>
</tr>
<tr>
<td>27 weeks M-F</td>
<td>1:00pm-5:00pm</td>
<td>Staff</td>
<td>M-102/J-93</td>
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</tbody>
</table>

* Does not include externship hours.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure
**New classes begin every 5 weeks!**

**Cost:** $6,499
($700 due at Registration)

The Dental Assistant Program will prepare students in acquiring entry-level employment as a Clinical Dental Assistant, Dental Front Office Coordinator or Dental Biller. Students will learn the basic skills and knowledge in the field, such as infection control standards, exposing and developing dental radiographs, dental instrumentation, four-handed dentistry, chairside dental assisting and operating dental practice management software.

Upon program completion, students will receive the following certificates:
- HIPAA/Dental Practice Act
- Infection Control
- Administrative Dental Assistant/ Billing & Coding
- Dental Terminology
- Coronal Polishing (RDA Requirement)
- Dental Radiation Safety (RDA Requirement)

NOTE: Students must purchase their own books and uniform.

**For more information email Mai Dunbar • mdunbar@dusd.net**

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 weeks</td>
<td>M-Th</td>
<td>8:30am-1:30pm</td>
<td>Staff</td>
<td>K-83</td>
</tr>
<tr>
<td>30 weeks</td>
<td>M-Th</td>
<td>4.00pm-9.00pm</td>
<td>Staff</td>
<td>K-83</td>
</tr>
</tbody>
</table>

* Does not include externship hours.

**Program Director:** Mai Dunbar, RDA, CDA, holds a Bachelor’s degree from Cal State Long Beach, and has over 33 years in the Dentistry field. She has 25 years instructing students and 16 years of program supervision.

**Instructor:** Manolita “Abby” Teh, DMD, CDA, RDA, OAP. Dr. Abby completed her Dental Degree and practiced General and Cosmetic Dentistry in the Philippines.

**Instructor:** Rosa Burns RDH, DA. Holds a CTE Credential in Health Science and Medical Technology and has over 30 years’ experience in the dental field and over 8 years teaching experience.

**Instructor:** Agnes Roxas, DMD, RDA, OAP holds a Career Technical Credential in Health Science and Medical Terminology from North Orange County Department of Education. She has been practicing clinical assisting for over 25 years, and 9 years in instructing students. She was a graduate of Doctor of Dental Medicine at Centro Escolar University, Manila Philippines.

**Instructor:** Teresa Hurtado, RDA, earned her Bachelor’s of Science degree in Career and Technical Education from Cal Sate San Bernardino. She has over 16 years experience as a RDA and over 10 years of teaching experience.

**Instructor:** Lina Bocanegra, DMD, PhD, RDAEFII, OAP, holds a Career Technical Credential in Health and Science and has been practicing clinical assisting. She completed her RDAEF program at UCLA and was a forensic Dentist in Colombia for many years.

**Instructor:** Larice Washington, RDA, received her A.A. degree from Cerritos College and has over 30 years experience in the Dental field and has been teaching since 2008.

**Total Program Hours: 800**

**Required:** High School Diploma or equivalent due at registration, TB clearance, Hepatitis B Immunization record, CPR certification and must be at least 18 years of age to enroll in the program.

**NOTE:** Students must purchase their own books and uniform.

**For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure**
CAREER TRAINING PROGRAMS
ORTHODONTIC ASSISTING PERMIT COURSE

Orthodontic Assisting Permit Course
New classes begin every 21 weeks!
Cost: $1,999
($700 due at Registration)

COURSE PREREQUISITES

1. All students wishing to enroll in the Orthodontic Assisting Course must have at least six (6) months experience in the dental field (must have an employment certification from a licensed dentist or dental office coordinator or RDA program (RDA Diploma or RDA/RDAEF License required)

2. Students must have a current TB clearance.

3. Students must have Hepatitis B vaccination records or must sign the HBV refusal form.

4. Students must have a current CPR certification approved by the Dental Board of California.


6. Must attend an orientation prior to registration.

This state dental board-approved Orthodontic Assisting Permit Course provides students with the essential knowledge, skills and practical experience to successfully acquire a position as an Orthodontic Assistant. Upon completion of this course, students may qualify to take the State-Board Orthodontic Assistant Permit examination for licensure after completing all the Dental Board of California requirements for the OAP state exam.

For more information email Mai Dunbar • mdunbar@dusd.net

<table>
<thead>
<tr>
<th>WEEKS</th>
<th>DAYS</th>
<th>TIME</th>
<th>INSTRUCTOR</th>
<th>ROOM</th>
</tr>
</thead>
<tbody>
<tr>
<td>21 weeks</td>
<td>F</td>
<td>8:00am-12:00pm</td>
<td>Staff</td>
<td>M-104</td>
</tr>
</tbody>
</table>

*Financial Aid is NOT available for this course.
New classes begin every 5 weeks!
Cost: $3,599
($700 due at Registration)

Students will learn the basic concepts of Pharmacology, knowledge of practice settings, standards and ethics, federal and state pharmacy laws and regulations, basic pharmacy calculations, drug dosages, route and forms, conversion tables, recordkeeping, drug manufacturing, packaging and labeling of drug products. Students will be given hands-on experience to perform in a pharmacy setting through their 120-hour externship requirement to successfully complete the course and receive their certificate. It is mandatory for prospective students to attend a program orientation prior to enrollment in the course.

Total Program Hours: 620

Required: High School Diploma or equivalent due at registration, TB clearance, Hepatitis B Immunization record, CPR Certification, background/drug screening.

Students must purchase their own books & supplies.

For more information email Dan Legaspi • dlegaspi@dusd.net

CAREER TRAINING PROGRAMS
PHARMACY TECHNICIAN

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure
An Emergency Medical Technician (EMT) is an entry level patient care provider in emergency medical services. EMTs care for the sick or injured in emergency settings. The course prepares students to provide pre-hospital assessment and care for patients of all ages. Course emphasis is on patient assessment, communication, ambulance operations, and patient care in accordance with the Los Angeles County Emergency Medical Services Agency and the State of California regulations.

Students who receive a Downey Adult School Course Completion Record are eligible to take the National Registry of Emergency Medical Technician (NREMT) exam.

For more information email avalencia@dusd.net

Instructor: Shawn Youngblood holds a Career Technical Education Credential from University of San Diego. He has worked for the Downey Fire Department as a Firefighter/Paramedic since 1995. He received his Paramedic training at the Paramedic Training Institute. He is certified as an EMT Instructor by the California State Fire Marshall. He also has extensive experience working as an EMS program director.

Instructor: David Holcombe has been a firefighter for 30 years, working with the Downey Fire Department since 1986. He has held various positions within the city Fire Department, including but not limited to, Fire Engineer, Fire Inspector, Fire Investigator, and Public Education Officer. He is currently a Fire Captain. He began teaching in 2014 at South Coast ROP, teaching Fire Technology.

Instructor: Luis Cervantes has worked in EMS for 15 years and has been an EMT/Paramedic for 10 years. He worked seven years for the Upland Fire Department in a medical engine assignment and two years as Flight Paramedic. He holds training certificates in Tactical Medicine from the International School of Tactical Medicine and the Los Angeles County Sheriff Department. He is currently assigned to the patrol division as a police officer and actively involved in training police officers in the concepts of law enforcement tactical medicine.

Instructor: Mario C. Guerra, CEM, EMT, began his career in Public Safety in 1974 as a reserve Police Officer in New Mexico while attending the New Mexico Military Institute, where he received his degree in Criminal Justice. Upon graduation, he received his commission and entered active duty as an Officer in the Field Artillery Branch of the U.S. Army. Upon completion of active duty service, he worked in the public safety department at Warner Bros. Studios where he retired, after 30 years, as Assistant Director of Emergency Services. He began his teaching career in 2007 with East Los Angeles College’s Fire Technology/EMT program.
Downey Adult School presents a massage therapy program designed to teach students through an in-depth 25 or 32 week curriculum. Upon completion, our students will have learned the necessary skills to work and succeed in an ever changing field with possible career opportunities in chiropractic offices, spas, hospitals, physical/sports therapy offices, health and wellness clinics, cruise ships, and self employed private practices.

**Total Program Hours: 600**

**Required:** High School Diploma or equivalent due at registration.

**Students must purchase their own supplies and books.** Books should be purchased by the first day of class. List of books will be given at orientation.

**COURSE INCLUDES INSTRUCTION IN:**
- Stretching/Resisted Stretching (PNF)
- Pregnancy Massage
- Infant Massage/Elderly Massage
- Anatomy and Physiology
- Business/Success Skills
- Health/Wellness
- Swedish Massage
- Advanced Circulatory Massage
- Connective tissue/ Myofascial Release
- Deep Tissue
- Sports Massage
- Acupressure

**Instructor:** Richard Monte holds a Career Technical Credential and a Certificate of Completion from Nova institute in massage therapy. He has more than 13 years experience in massage therapy, including work in chiropractic offices, physical therapy, sports medicine, and health spas. Mr. Monte has also instructed massage therapy courses for several years, facilitating the development of future massage therapists in all aspects of the field.

**ORIENTATIONS:**

<table>
<thead>
<tr>
<th>ROOM</th>
<th>TIME</th>
<th>Aug. 22</th>
<th>Sept. 12</th>
<th>Sept. 26</th>
<th>Oct. 10</th>
<th>Oct. 24</th>
<th>Nov. 7</th>
<th>Nov. 21</th>
<th>Dec. 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-60</td>
<td>1:45pm and 4:00pm</td>
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</tr>
</tbody>
</table>

**WEEKS**
- 25 weeks: M-Th 8:30am-1:30pm
- 32 weeks: M-Th 5:00pm-9:00pm

* Does not include externship hours.

Financial Aid to those who qualify

For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)
For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure
HOW DO I ENROLL IN THE VOCATIONAL NURSING PROGRAM?

Entrance examination covers: Reading Comprehension, Math Computation, Applied Mathematics and Language. Because scores are competitive, we recommend taking the VN Entrance Prep-Course. Our screening selection includes but is not limited to: exam scores, attendance, behavior, participation and punctuality. Attending orientation is mandatory.

1. **STEP 1 (OPTIONAL)**

   **VN ENTRANCE EXAM PREP-COURSE**
   2 DAY CLASS – COST: $59 ROOM: TBD
   
   **SESSION I**
   September 5-6
   9:00AM – 12:00PM
   
   **SESSION II**
   September 5-6
   1:00PM – 4:00PM
   
   **SESSION III**
   September 4-5
   5:00PM – 8:00PM

2. **STEP 2 (REQUIRED)**

   **ORIENTATION/ENTRANCE (TABE) EXAM DATES – COMING IN SEPTEMBER**
   $35 testing fee – preregister on-site
   *Registration fee is non-refundable
   
   Registration required for orientations
   Days: Tuesday, September 3, 10, 17, 24
   Room: TBD
   Times: 8:00am - 12:00pm or 1:00pm - 5:00pm
   The TABE exam includes: math, reading and aptitude testing with competitive results.
   *Due to limited seating not all applicants will be accepted. Based on test scores, the top 60 applicants will be accepted into the Pre-VN course.

3. **STEP 3 (REQUIRED)**

   **REQUIRED PRE-VN COURSE – COMING IN OCTOBER**
   5 Weeks – Cost: $399
   
   Selected candidates will be invited to enter the Pre-VN course.
   **Top 30 students of the Pre-VN course who meet admission and screening criteria will be selected to begin the program.**

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure
The vocational nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). This full-time, 12 month program offers both theory and practical hands-on training necessary to become a Licensed Vocational Nurse. The program will cover medical/surgical, gynecology, pediatrics, pharmacology, psychology, geriatric nursing, and rehabilitation along with other fundamentals. Upon completion, you will be eligible to take the state examination with the Board of Vocational Nursing (NCLEX-PN). The role of a Licensed Vocational Nurse includes caring for people who are physically and mentally ill, including medical and surgical patients, convalescents, the handicapped, frail elderly, and others. Under the supervision of doctors and registered nurses, they do nursing that requires technical knowledge. In the clinical setting, they take vital signs, keep medical charts, change dressings, and assist patients. The LVN collects data, assists the health team to implement and evaluate nursing care for the patient’s record. They administer prescribed medications and injections. LVN’s can teach patient health care.

### VOCATIONAL NURSING DAY PROGRAM

<table>
<thead>
<tr>
<th>12 Months - Full-time day program, 1536 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost:</strong> $13,999* ($2,000 due on first day of class)</td>
</tr>
<tr>
<td><strong>Begins:</strong> Program offered in JANUARY 2020</td>
</tr>
<tr>
<td><strong>Days:</strong> Monday - Thursday</td>
</tr>
<tr>
<td>(Some Fridays &amp; Saturdays are required)</td>
</tr>
<tr>
<td><strong>Time:</strong> Varies (Full-time day program)</td>
</tr>
</tbody>
</table>

Background check will be conducted within the first five weeks of the Pre-VN Program. Students must pay separately for the background check.

#### Books & Supplies Included

**REQUIRED:**
- High School Transcripts
- Students must purchase uniform.

*Other fees that may apply and are not covered by program fees: background check fees, Livescan for BVNPT paperwork, uniforms/shoes and necessary equipment needed (BP cuff with sphygmomanometer).

**Nursing Director:** Mariana Pacheco, MSN, RN received her Master’s degree from California State University, Los Angeles. She worked for 34 years at LAC/USC Medical Center.

**Instructor:** Gale Mejico, RN received her BSN from the University of Phoenix. She has been teaching for DAS since 2006.

**Instructor:** Rosalina Vicencio graduated with a BSN in 2006 from De Ocampo Memorial College in the Philippines. She started teaching at Downey Adult School in 2011.

**Instructor:** Ellen Falcon earned her doctorate of medicine in the Philippines in 1985. She received her BSN in 2002. Ms. Falcon has been teaching for DAS since 2015. She has worked for Bellflower Medical Center as a Post Partum Nurse for 8 years.

**Instructor:** Jenette Lopez has been an RN since 2010 and graduated with her BSN from California Baptist University.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

(562) 940-6200  www.das.edu
CAREER TRAINING PROGRAMS
PHLEBOTOMY TECHNICIAN

New Classes Starting SOON!

COURSE PREREQUISITES
1. High School/GED Diploma or equivalent
2. Vaccination Records - must include Hep A, Hep B, MMR, & Varicella
3. Current TB Test (within the last year)
4. BLS (Basic Life Support) Card
5. Must attend an orientation prior to registration

National Exam: Additional $90 required on the first day of class. Payment will be made online directly to NCCTINC.com via credit card only. Visa or Mastercard accepted.

This program meets all California requirements for students to become a California licensed phlebotomist (CPT1). The program will introduce students to the field of phlebotomy and provide them with basic and advanced skills in both theory and clinical practice and prepares the students for the National Certification Exam by the National Center for Competency Testing (NCCT).

This program is for:
• Anyone without prior experience in phlebotomy who wants to obtain a CPT1 license.
• Anyone with less than 1040 hours of on-the-job experience (OTJE) within the last five years who wants to obtain a CPT1 license.
• Anyone with 1040 hours of experience or more within the last 5 years who wants to obtain a CPT1 license.
• Medical assistant graduates or allied health field graduates.

Instructor: Anthony Abello, CPT, has over nine years of experience in the laboratory field and has operated in various areas of the lab including patient care, quality assurance, management, research, training and education. He has a CPT license as well as a technical education teaching credential.

Instructor: Rita Salcido, CPT, has been a licensed Phlebotomist for 15 years and has been teaching Phlebotomy since 2010. She currently works at Presbyterian Intercommunity Hospital – Whittier, where she has been employed since 2002.

If interested in the Combination Medical Assistant Phlebotomy program, please see pg. 17
BLS (BASIC LIFE SUPPORT) FOR HEALTH CARE PROVIDERS

This course provides the participants with training and certification in the techniques of IV therapy and blood withdrawal. This course will provide training on how to start an IV infusion and withdrawal of blood for testing. The course will cover legal aspects, venipuncture techniques, management of site pre and post procedure, fluid and electrolyte balance, preparation of the client for the procedure, review of circulatory system, infection control and Universal Precautions. Clinical practicum of venipunctures and IV starts on live subjects.

This course is open to California Licensed Vocational Nurses, graduates of a California BVNPT Vocational Nursing Program, and Registered Nurses for update/remediation only. Only licensed LVN’s will qualify for continuing education contact hours. Pre-licensure VN graduates will receive a certificate once licensure is obtained and documented.

Cost: $79
Days: Sat
Time: 8:30am - 2:30pm
Room #: J-93
Course #: 417201.48

Cost: $179
Days: Sat
Time: 8:30am - 2:30pm
Room #: J-93
Instructor: Staff
Course #: 417201.49

Cost: $49
Days: Saturdays
Time: 10:00am - 11:00am
Course #: 306000.15

Keyboarding Certification Test

Cost: $49
Room #: F-40
Time: 10:00am - 11:00am
Course #: 306000.15

EKG/ECG

This is a 50 hour ECG Certificate Program designed for ECG Monitor Technician and other allied health personnel. The program prepares the students to take the National Certification exam by the National Center for Competency Testing (NCCT) and the National Health Career Association (NHA).

This course will include practice and background information on anatomy and physiology of the heart, rhythm interpretation, stress testing, Holter monitoring, electrocardiography, medical terminology, medical ethic and legal aspects of patient contact.

Session 1 (50 Hours)
Cost: $899
Days: Tue/Thu (Sept. 24 - Nov. 21)
Time: 6:00pm - 9:00pm
Instructor: Jones
Room #: M-102
Course #: 416100.18

Session 2 (50 Hours)
Cost: $899
Days: Friday (Sept. 20 - Nov. 22)
Time: 9:00am - 2:00pm
Instructor: Markos
Room #: L-71
Course #: 416100.19

High School Diploma or equivalent REQUIRED.
Register with Allied Health Dept. in M-106

CAREER ENHANCEMENT

IV THERAPY & BLOOD WITHDRAWAL CERTIFICATION COURSE

This course provides the participants with training and certification in the techniques of IV therapy and blood withdrawal. This course will provide training on how to start an IV infusion and withdrawal of blood for testing. The course will cover legal aspects, venipuncture techniques, management of site pre and post procedure, fluid and electrolyte balance, preparation of the client for the procedure, review of circulatory system, infection control and Universal Precautions. Clinical practicum of venipunctures and IV starts on live subjects.

This course is open to California Licensed Vocational Nurses, graduates of a California BVNPT Vocational Nursing Program, and Registered Nurses for update/remediation only. Only licensed LVN’s will qualify for continuing education contact hours. Pre-licensure VN graduates will receive a certificate once licensure is obtained and documented.

Cost: $699
4 Days: Dec. 4, 5, 11, 12 (W/Th)
Time: 7:30 am - 5:00pm
Room #: J-92
Course #: 470000.07

Instructors: Jenette Lopez, RN, Gale Mejico, RN, Rosalina, Vicencio, RN, Ellen Falcon, RN and Mariana Pacheco, RN
**NOTARY PUBLIC SEMINAR**

**1 Day Class**
State Proctor exam will be given after the class is completed

*Required textbook/study materials are an additional $49 paid in class*

State Proctor exam: $40 (personal check or money order payable to Secretary of State)

California needs additional professional notaries. Become a more valuable employee or own your own business. This community education course is designed to provide students the knowledge to become a California Notary Public and prepare you for the state’s examination. State proctors will administer the Notary examination at the end of the class. Valid social security number required. **State Exams from 4:00pm-6:00pm.**

A 2” x 2” passport picture is required for the notary public application form.

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<td>Aug. 24</td>
<td>Sat</td>
<td>8:00am-4:00pm</td>
<td>Perez</td>
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<td>310100.23</td>
<td>Sept. 21</td>
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<td>8:00am-4:00pm</td>
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<td>310100.24</td>
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<tr>
<td>310100.25</td>
<td>Nov. 16</td>
<td>Sat</td>
<td>8:00am-4:00pm</td>
<td>Perez</td>
<td>L-72</td>
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**HOW TO BECOME A LOAN DOCUMENT SIGNING SPECIALIST**

**1 Day Class**
Cost: $65 Additional $49 books & supplies fee; $30 for the certification test (optional)

California’s real estate industry needs notaries who would like to become Loan Document Signing Specialists. In this class, your instructor will present information on the duties and responsibilities of the Notary Public entering the loan industry as a Loan Document Signing Specialist. Please bring a valid driver’s license, and a #2 pencil.

**Prerequisite:** Must have, or be in the process of obtaining a California State Notary Public license. (Age: 18 Years and Older).

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<td>310110.11</td>
<td>Oct. 10</td>
<td>Th</td>
<td>5:00pm-9:00pm</td>
<td>Perez</td>
<td>M-103</td>
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<tr>
<td>310110.12</td>
<td>Dec. 5</td>
<td>Th</td>
<td>5:00pm-9:00pm</td>
<td>Perez</td>
<td>M-103</td>
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For more information email Mr. Perez dperez@dusd.net

**Instructor:** Danny Perez of Masters Notary Academy holds a Notary Public Commission teaching credential from California State University, Fullerton and M.A. degree from California State University, Los Angeles.

**REAL ESTATE – PRINCIPLES, PRACTICES AND LEGAL ASPECTS**

**10 week program**
Registration is Ongoing

Cost: $149 Registration Fee Plus $150.00 for supplies (paid to the instructor directly)

My Real Estate School is a Department of Real Estate (DRE) approved school located at 7825 Florence Avenue, near Paramount and Florence in Downey. Crash course material also included with the course.

For more information call Darlene Roberson at CENTURY 21 My Real Estate (Peak): (562) 927-2626 x 119

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<td>10 Weeks</td>
<td>Sat</td>
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There are no refunds or class exchanges for community education classes.
Certificate Program
This program is designed to prepare students for a career as a paralegal, legal researcher, or legal assistant. This program provides students with a strong foundation in core areas of the law, legal terminology, and research skills.

Total Program Hours - 624 hours
Each course is 13 weeks; 8 courses total
Cost: $3,599 (Deposit $500)
Begin: Aug. 26
Instructor: Nelson (menelson@dusd.net)
Required: High School Diploma or equivalent due at registration

EBOOKS INCLUDED
* See page 14 for more information
* Mandatory Online Orientation, see page 14

MANDATORY ONLINE ORIENTATION
ORIENTATIONS:
Instructions: Please register for free mandatory online orientation. Instructor will email you details.
TIMES: 6:00pm - 7:30pm
Sept. 4 Oct. 2
Nov. 6 Dec. 4

MEDICAL ASSISTANT – HYBRID ONLINE
Medical Assistant – Hybrid Program
Total Program Hours -
660 hours, 15 Weeks
Cost: $3,599
($700 due at Registration)
Required: High School Diploma or equivalent due at registration

NEW HYBRID ONLINE CLASSES!
15 Weeks - Starts Aug. 26
Email: menelson@dusd.net

MANDATORY ONLINE ORIENTATION
ORIENTATIONS:
Instructions: Please register for free mandatory online orientation. Instructor will email you details.
TIMES: 6:00pm - 7:30pm
Sept. 3 Oct. 1
Nov. 5 Dec. 3

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

MEDICAL BILLER CODER ONLINE
The Online Medical Biller & Coder program prepares students for a career in the medical billing industry. Students completing the program can test to receive national certification. Medical billers and coders are employed by hospitals, clinics, physicians’ offices, health maintenance organizations (HMOs), mental health care facilities, nursing homes, insurance companies, consulting firms, health data organizations and information system vendors.

- Medical Terminology/Anatomy
- Medical Billing
- Medical Coding
- Microsoft Word

Required: High School Diploma or equivalent due at registration

Total Program Hours:
660 hours, 30 weeks
Cost: $3,599 (Books not included)
($500 due at Registration)
Begin: Aug. 26
Instructor: Leaf

MANDATORY ONLINE ORIENTATION
ORIENTATIONS:
Instructions: Please register for free mandatory online orientation. Instructor will email you details.
TIMES: 6:00pm - 7:30pm
Sept. 5 Oct. 3
Nov. 7 Dec. 5

For more information, email: DASOnline@dusd.net

*BOOKS SOLD SEPARATELY - Email instructor for book list
Online medical terminology courses teach students an in-depth view of medical terminology, physiology, and anatomy. After successful completion of Medical Terminology, students will receive a Certificate of Completion. Students who earn an online medical terminology course certification can expect to find work as medical terminology experts, medical clerks, medical records specialists, or medical receptionists.

**MEDICAL TERMINOLOGY ONLINE**

Online medical terminology courses teach students an in-depth view of medical terminology, physiology, and anatomy. After successful completion of Medical Terminology, students will receive a Certificate of Completion. Students who earn an online medical terminology course certification can expect to find work as medical terminology experts, medical clerks, medical records specialists, or medical receptionists.

**BASIC ENGLISH GRAMMAR**

13 Week Course (65 hours)

Cost: $249

Course #: 460510.11 Begins: Aug. 26

Instructor: Gallagher (mgallagher@dusd.net)

**ADVANCED ENGLISH GRAMMAR**

(Prerequisite-Basic English Grammar)

13 Week Course (65 hours)

Cost: $249

Course #: 460520.11 Begins: Aug. 26

Instructor: Gallagher (mgallagher@dusd.net)

**ENGLISH PUNCTUATION**

(Prerequisite-Basic & Adv. English Grammar)

13 Week Course (65 hours)

Cost: $249

Course #: 460530.11 Begins: Aug. 26

Instructor: Gallagher (mgallagher@dusd.net)

**BUILD A BETTER VOCABULARY**

13 Week Course (65 hours)

Cost: $249

Course #: 460540.11 Begins: Aug. 26

Instructor: Gallagher (mgallagher@dusd.net)

**ONLINE CLASS REQUIREMENTS:** Students enrolling in online classes must have a computer with Internet access. Students are required to have basic computer knowledge, must be able to navigate Web pages, upload and download files, and open e-mail attachments. Software requirements will vary depending on the specific class; however, students must be able to open .pdf documents. For questions or additional information about requirements, students may contact the instructor.

Registration may be completed online or in person at the Downey Adult School office. On the first day of class, all registered students will receive an e-mail from the instructor with LOGIN instructions. If no e-mail is received from the instructor, students are to e-mail the instructor.

Upon successful completion of the online course, the student will receive a Certificate of Completion.
LEARN ENGLISH
ENGLISH CLASSES

Cerritos College Now Offering

ESL Credit Classes at your school!

Benefits of taking ESL 5: Grammar, Reading, and Writing Course

- Earn 4 units of college credits
- Course will challenge your critical thinking skills by allowing you to have a smooth transition over to college English
- Credit class will provide you with the opportunity to obtain a college certificate, AA degree, or apply to a transfer program
- You will gain the proper grammar, reading and writing English skills
- Improve your vocabulary, obtain exposure to lectures and presentations in English
- Challenge listening and reading skills by reading short and long passages

\textit{Most importantly this course will allow you to continue your education, opportunities and success in college!}

Location: Class will be held at Downey Adult School
Room: TBD

Cost: Financial Assistance is available! We will assist you.

\textbf{Mondays & Wednesdays 6:00pm - 8:30pm}
\textbf{For more Information please call}
\textbf{(562) 860-2451 Ext. 2509}
ENGLISH AS A SECOND LANGUAGE

Dates: August 19 – November 21
Call (562) 940-6200 for information

MUST REGISTER IN PERSON
NECESITA REGISTRARSE EN PERSONA

REGISTRATION DATES & TIMES
August 19 - August 20; Room: M-106
August 21 - August 22; Main Office
8:00am - 12:30pm and 5:00pm-7:30pm

Instructor: Claudia Escalera received a Bachelor of Science degree in Occupational Studies-Vocational Arts from California State University, Long Beach. She received her teaching credential from Los Angeles County Office of Education in 2005. Claudia has worked in adult education for over 19 years.

Instructor: Scott Alexander received a Bachelor of Arts degree in Kinesiology from California State University, Long Beach. He received his teaching credential from Los Angeles County Office of Education in 2013. He is also an instructor in the GED/High School Diploma program here at DAS.

Instructor: Alondra Island Chavez, M.S. is a graduate of University of California, Santa Barbara and Pepperdine University. She has been in education for 18 years. She has a California Multiple Subject Teaching Credential.

Instructor: Joseph Schuldt received his Bachelor of Arts degree in Geography from California State University, Long Beach and Master of Arts degree in Sociology from the University of Edinburgh in Edinburgh, Scotland

Instructor: Colleen Fox received a Bachelor of Arts degree with majors in Spanish and Portuguese from UCLA. She received a Multiple Subjects Teaching Credential from Cal State LA. She holds California State Certificate of Competence in Spanish.
ESL STUDENTS MUST REGISTER IN PERSON.
NO MAIL-IN OR ONLINE REGISTRATIONS ACCEPTED.

ESL - BEGINNING/PRINCIPIANTE

**Dates:** August 19 - November 21

Learn English from the beginning! This class will focus on speaking, listening, reading and writing. Grammar is also incorporated to assist you in understanding the structure of the English language. The teacher will provide you with books you will use in class.

Aprenda Inglés desde el principio! Este nivel se enfocará en la habilidad para hablar, escuchar, leer y escribir. Incorporando la gramática necesaria para entender este idioma. Los maestros le proveeran los libros que usted utilizará en el salón de clase.

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<td>201100.14</td>
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ESL - INTERMEDIATE/INTERMEDIO

**Dates:** August 19 - November 21

Do you lack confidence to speak English outside the home? If so, you can continue to develop your fluency in English in a fun and friendly environment. You will have the opportunity to practice reading, writing, and your conversational skills in routine social situations with other students in the class. This course will help prepare you to understand and speak everyday English with confidence.

¿Le falta confianza al hablar inglés fuera de su casa? Usted continuará desarrollando su habilidad en el inglés en un ambiente divertido y agradable. Tendrá la oportunidad de practicar leer, escribir y conversar con otros estudiantes. Esta clase le prepara para entender y hablar inglés diariamente y con toda confianza.

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ESL - INTERMEDIATE/ADVANCED COMBINATION

**Dates:** August 19 - November 21

*This is a combination/multi-level ESL course.*

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<td>201800.11</td>
<td>M-Th</td>
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<td>201700.12</td>
<td>201800.12</td>
<td>M-Th</td>
<td>11:30am-2:30pm</td>
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ESL - ADVANCED

**Dates:** August 19 - November 21

Do you ever hear people use expressions in English that you don’t understand? You will increase your ability to use English at work, school, or in the community while gaining confidence in speaking, reading, writing, and listening skills. Students interact with the teacher and each other on a daily basis while having fun! You will feel better about yourself as you practice the English that you are learning!

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<td>M-Th</td>
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ESL STUDENTS MUST REGISTER IN PERSON. NO MAIL-IN OR ONLINE REGISTRATIONS ACCEPTED.

PRONUNCIATION AND CONVERSATION

Are you having difficulty understanding people and being understood in English? Do you want to improve your speaking and have longer conversations? Come and improve your English pronunciation and speaking skills with friendly and experienced teachers. You will learn how to make the different sounds of English and the rhythm of English during the pronunciation part of the class. You will improve your speaking through having conversations about various topics with your classmates, playing conversation games, and giving short presentations.

*Please remember that this class is to improve speaking and pronunciation ONLY. It is also a multilevel class. If you want to improve your grammar, reading, and writing skills, please go to Beginning, Intermediate, or Advanced ESL classes.*

¿Tiene dificultades para entender a la gente y ser entendido en inglés? ¿Quiere mejorar su conversación y tener conversaciones más largas? Venga y mejore su pronunciación y su habilidad de hablar en inglés con maestros amables y con experiencia. Aprenderá a hacer los diferentes sonidos del inglés y el ritmo al hablar en inglés, durante la parte de pronunciación de la clase. Usted mejorará su diálogo a través de conversaciones sobre varios temas con sus compañeros de clase, jugando juegos de conversación y dando presentaciones cortas.

* Por favor, recuerde que esta clase es SOLAMENTE para mejorar el habla y la pronunciación. También es una clase multinivel. Si desea mejorar sus habilidades de gramática, lectura y escritura, por favor vaya a clases de ESL de Principiante, Intermedio, o Avanzado.*

Materials Fee: $69
Course: 201500.13
Days: Friday
Room: G-53

Begins: August 23 - November 22
Time: 9:00am - 12:00pm
Instructor: Fox
Do you have a new computer? Need help with software? This is the class for you!
No espere - Inscríbase ahora! Aprenda como usar la más avanzada tecnología en computadoras, a su propio paso.

MICROSOFT OFFICE 2013
INTRODUCTION TO COMPUTERS

Start creating a wide variety of documents using Microsoft Word 2013. This class is designed for students with little or no knowledge about computers and their programs. Come and start using computers.

Aprenda como crear variedad de documentos usando Microsoft Word 2013. Una clase para estudiantes con poca o no experiencia en computadoras y sus programas. Venga y comience a usar computadoras!

Course #: 310220.08
Cost: $69
Begins: Aug. 24 - Nov. 16
(No Class Aug. 31, Nov. 9)
Days: Sat
Time: 9:00am - 12:00pm
Room #: F40
Instructor: TBD

(562) 940-6200  www.das.edu
Downey Adult School is here to help you get your diploma or GED equivalence. Our staff includes an academic counselor, registrar, and empathetic instructors who will support you from the very beginning to improve your reading, writing, and math skills. Don’t hesitate to come to us for assistance. We will make it as easy and painless as possible.

Counselor: Brian Ofner - bofner@dusd.net

COUNSELING / REGISTRATION HOURS

*Monday . . . . 8:00am - 5:30pm
Tuesday . . . . 8:00am - 4:30pm
*Wednesday . . 8:00am - 5:30pm
Thursday . . . . 8:00am - 4:30pm
Friday . . . . . . 8:00am - 3:00pm

* For appointments after 5:30pm, please call Gary Stott at (562) 940-6232 or email gstott@dusd.net

There is a fee of $10 for a High School Diploma or GED transcript.

Program Coordinator: Bobby Dame graduated from CSULB with a Bachelor of Liberal Studies in 2012.

Instructor: Marvin Manzanares graduated from California State University, Long Beach in 1993 with a Bachelor of Arts Degree in Physical Education and a Supplementary Authorization in Biology.

Instructor: Robert Nevarez holds a Juris Doctorate from Western State University College of Law, and a B.A. in Political Science from the University of California, Los Angeles.

Instructor: Scott Alexander graduated from CSULB with a Bachelor of Arts in 2012.

Instructor: Ron Schoeman holds a degree in Biological Science from CSUF and a Master’s degree from Loyola Marymount University. He has been a part of Downey Adult School since 2002.

Instructor: Marsha Sawada graduated from CSULA with a Bachelor of Arts degree in Child Development. She has been with Downey Adult School since 1999.

Instructor: Brian Ofner graduated from Cal State Fullerton with a BA in Psychology. He obtained a Social Studies teaching credential from Humboldt State, University and a Pupil Personnel Services (Counseling) credential from Long Beach State.
HIGH SCHOOL DIPLOMA

THE LEARNING CENTER
Monday – Thursday 9:00am - 7:00pm • Friday 9:00am - 1:00pm
- Computers available
- Provides students with a quiet learning environment
- Receive one-on-one tutoring instruction

NEW! High School Diploma Classes now available online!

HIGH SCHOOL DIPLOMA
Students will complete their online classes on Edgenuity, a learning management system. Coursework can be done in our Learning Center Lab, offering students unlimited online access and resources needed to complete their program successfully. The Learning Center also provides students a quiet learning environment that is free from distractions. Our online program offers students the freedom to complete their courses at home, the local library, or anywhere with Internet access. Students are able to get one-on-one time with the instructors and the extra tutoring they need to provide a program that is proven to help students succeed. Regular attendance is a must. Students will meet with Learning Center teacher at the start of instruction to set a weekly schedule that will be consistent in order to complete course work.

Classes are open enrollment, allowing students to begin studying at any time.

Days: M-Th 9:00am-7:00pm
Fri 9:00am -1:00pm
Room #: L-72        Instructor: Dame

OTHER ONLINE PROGRAMS
- SAT® Prep or ACT® Prep
  Course #: 102650.04
- Accuplacer Reading & Writing
  Course #: 102685.02
- Accuplacer Math
  Course #: 102680.02

Program Coordinator:
Dame (rdame@dusd.net)

REQUIREMENTS:
- Students need to bring in a copy of official or unofficial transcripts to be evaluated by either Brian Offner - Counselor, or Gary Stott - Registrar.
- Downey Adult School requires 180 credits for our Adult High School equivalency diploma
- Transcript evaluation will determine the amount of classes needed
- HSD is an online program. Students can log in 24/7 whenever and wherever there is an internet connection

LEARN MATH QUICKLY

NEED HELP WITH MATH?
Are you afraid of math? Are you having trouble helping your child with his/her math homework? Do you need to review math before taking a math placement test at a local community college? Try our Learn Math Quickly program. Take packets and a DVD to study at home and return them weekly with an instructor available at all times. The Learning Center staff will provide you with one-on-one assistance. You will cover everything from fractions to decimals and algebra to geometry. You must be enrolled in the Learning Center to take this course. This course is not for high school credit.

Course #: 102690.02
GED RECORDS
All GED records for tests taken at Downey Adult School are available on site prior to 2014.

No test scores will be given over the phone.

GED PREPARATION (Learning Center)
Downey Adult School offers a self-pace/self-study preparation course through our Learning Center and at home. Preparation and testing for the GED/HiSET is available in both English and Spanish.

SCHEDULING GED TEST
Schedule individual subject tests through www.ged.com account. All official testing is administered at approved Pearson Vue Testing Centers. DAS is an authorized test center offering testing every Tuesday and Thursday. Cost of individual subject tests is $35.

GED DIRECT INSTRUCTION (Teacher Led Classroom)
This course will help you prepare for the GED. This course will review various course subjects, such as English, writing, reading, math, social studies and science. This course includes practice GED exams, computer-assisted programs, individual tutoring and counseling sessions.

Course # 101100.10
10 Weeks
Dates: September 3 - November 7
Time:
Monday, Wednesday, Thursday: 8:30am-11:30am
Tuesday: 11:30am - 2:30pm
• Monday – Language Arts
• Tuesday – Science
• Wednesday – Social Studies
• Thursday - Math

There is a fee of $10.00 for a High School Diploma or GED transcript.
**TAI CHI - MEDITATION IN MOTION**

Tai Chi is a practice that **reduces stress** and **promotes relaxation and wellness**. It has been known to boost the immune system, reduce blood pressure, and improve balance and flexibility. The slow, gentle moves along with the breathing techniques help move the qi (life energy) in our bodies. In this beginner’s class, we will focus on the Yang Family Short form made up of 24 moves and a warm-up exercise called the Eight Treasures which is a type of Qi Gong comprised of 8 exercises that focus on different organs. Join today and feel all the wonderful benefits of Tai Chi!

Please wear comfortable clothing and shoes and come ready to experience meditation in motion.

*Your instructor is Cynthia Krause. She has been training and practicing since 2003 under the guidance and tutelage of Sensei Frank McGouirk who studied under Grandmaster Sifus Y.M. Cheng and Luke Chan.*

**7 Week Session**  
**Cost:** $49  
**Dates:** Aug. 20 - Oct. 1  
**Days:** Tuesday  
**Time:** 4:00pm-5:00pm  
**Room #:** Activity Room  
**Instructor:** Krause  
**Course #:** 301100.16

**7 Week Session**  
**Cost:** $49  
**Dates:** Oct. 8 - Nov. 19  
(No Class Nov. 26)  
**Days:** Tuesday  
**Time:** 4:00pm-5:00pm  
**Room #:** Activity Room  
**Instructor:** Krause  
**Course #:** 301100.17

**ZUMBA® BASIC FITNESS**

Are you ready to be part of a worldwide party experience, while getting into shape? Then Zumba® Fitness is for you! You will enjoy this Latin-inspired dance workout that is fun, effective, and easy-to-follow, even if this is your first time trying Zumba®. Millions of people worldwide danced, sweated, and joined the party! Now, it’s your turn to join the Zumba® Fitness Party! Note: beginners level.

*Instructor: Leah Medrano is a licensed Zumba® Fitness instructor and is part of Zumba Instructor Network. She holds a Master’s Degree in Education and has 20+ years of dance and fitness experience.*

**Session 1**  
**10 Weeks**  
**Cost:** $59 per course  
**Dates:** Sept. 3 - Nov. 5  
**Day:** Tuesday  
**Time:** 6:00pm-7:00pm  
**Room #:** HPEC  
**Instructor:** Medrano  
**Course #:** 301210.15

**Session 2**  
**10 Weeks**  
**Cost:** $59 per course  
**Dates:** Sept. 5 - Nov. 7  
**Day:** Thursday  
**Time:** 6:00pm-7:00pm  
**Room #:** HPEC  
**Instructor:** Medrano  
**Course #:** 301210.16
**EXERCISE & FITNESS**

### ULTIMATE CHALLENGE WORKOUT

Are you ready to lose the weight? Want to tone & sculpt your body? When you’re done wasting your time & money, come see us!!! We provide a full body workout that will help you shred weight and meet your fitness goals.

_Instructor: Henry Ayala, Downey High School_

**Session 1**

- **6 Weeks**
- **Cost:** $109
- **Dates:** Aug. 19 - Sept. 28
  (No Class Sept. 2)
- **Days/Times:**
  Mon-Thu. 7:00pm - 9:00pm, Sat. 7:45am - 9:45am
- **Room:** Downey High School
- **Instructor:** Ayala
- **Course #:** 301500.14

**Session 2**

- **6 Weeks**
- **Cost:** $109
- **Dates:** Sept. 30 - Nov. 9
- **Days/Times:**
  Mon-Thu. 7:00pm - 9:00pm, Sat. 7:45am - 9:45am
- **Room:** Downey High School
- **Instructor:** Ayala
- **Course #:** 301500.15

**Session 3**

- **4 Weeks**
- **Cost:** $109
- **Dates:** Nov. 12 - Dec. 14
  (No Class Nov. 25 - Dec. 1)
- **Days/Times:**
  Mon-Thu. 7:00pm - 9:00pm, Sat. 7:45am - 9:45am
- **Room:** Downey High School
- **Instructor:** Ayala
- **Course #:** 301500.16

### HATHA YOGA

Hatha Yoga is a breath-centered sequence of postures designed to stretch and align your body and open the many channels of the body so that the energy can flow freely. It will make the spine supple, promote circulation, increase flexibility, build strength and stamina, release tension and promote relaxation. Please bring a Yoga mat and do not eat before class.

_Instructor: Patricia Heyne is a graduate of Loyola Marymount University’s advanced Yoga Therapy Program. She is a certified Yoga Therapist through the International Association of Yoga Therapists (IAYT) and an E-RYT 500 Yoga Teacher through Yoga Alliance. She is also certified in Vinyasa Krama as taught by Sri Ramaswami._

**6 Week Session**

- **Cost:** $37
- **Days:** Wednesdays
- **Dates:** Aug. 21 - Oct. 2
  (No class Sept. 11)
- **Time:** 6:30pm - 7:30pm
- **Room:** HPEC
- **Instructor:** Heyne
- **Course #:** 301310.14

**8 Week Session**

- **Cost:** $49
- **Days:** Wednesdays
- **Dates:** Oct. 16 - Dec. 11
  (No class Nov. 27)
- **Time:** 6:30pm - 7:30pm
- **Room:** HPEC
- **Instructor:** Heyne
- **Course #:** 301310.15
ARTS, CRAFTS, & MORE

**Learn to oil paint the easy way!** Simple follow-along instruction enables the student to easily learn brush techniques, color mixing, and the necessary elements and fundamentals of art. “Beginners welcome, results guaranteed!”

**Cost:** $89  
**Course #:** 302310.09  
**Dates:** Sept. 5 - Dec. 12  
**Days:** Thursday  
**Time:** 9:00am-12:00pm  
**Room #:** K-81  
**Instructor:** Lee

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**Watercolor Painting**  
Watercolor painting can be easy and fun! Learn basic techniques and a variety of styles and subjects as you paint along with your instructor. “Beginners welcome, results guaranteed!”

**Cost:** $89  
**Course #:** 302300.09  
**Dates:** Sept. 3 - Dec. 10  
**Days:** Tuesday  
**Time:** 12:00pm-3:00pm  
**Room #:** K-81  
**Instructor:** Lee

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**COLOR YOUR WORLD**

**OIL PAINTING - ALL LEVELS**  
Learn to oil paint the easy way! Simple follow-along instruction enables the student to easily learn brush techniques, color mixing, and the necessary elements and fundamentals of art. “Beginners welcome, results guaranteed!”

**Cost:** $89  
**Course #:** 302310.09  
**Dates:** Sept. 5 - Dec. 12  
**Days:** Thursday  
**Time:** 9:00am-12:00pm  
**Room #:** K-81  
**Instructor:** Lee

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Want to learn how to make your own jewelry without using a torch and solder? Want to add that Bing without the huge cost? Then this class is for you! With pliers and metal wire learn to form great looking necklaces, earrings, rings and bracelets. Everybody will be impressed with your creations. We will also begin to learn Kumihimo (Japanese) Braiding and Pearl Knotting as alternates to show off your new creations. Mona Doshay is very talented in multiple jewelry techniques and is able to translate the most complex designs into workable, simplified designs. She will encourage and guide you to create wonderful and unique pieces.

**BLING, BAUBLES & MORE – Wire Wrap Jewelry**

**Cost:** $99  
**Course #:** 302410.10  
**Date:** September 4 - October 9  
**Days:** Wednesday  
**Time:** 9:00am-12:00pm  
**Room #:** K-81  
**Instructor:** Mona Doshay has a Bachelor of Art degree from California State University, Fullerton with a specialty in jewelry, fiber arts and woodworking.

*Other fees that may apply: cost of tools and supplies, teacher will discuss on first day of class.*

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**Instructor:** Linda Lee, a professional artist and master colorist well known throughout Southern California, has a wealth of experience as an art instructor in all mediums, having taught at the college level, on both radio and television, and in workshops throughout our state for many years.
FLORISTRY WITH A FLAIR

This class will turn the love you have for flowers into beautiful arrangements that you will do yourself. Learn to create different arranging styles such as contemporary, traditional, exotic, weddings, and special occasions. Fresh flowers will be supplied each week to help you create your own arrangement. You will learn techniques and tips to help you create attractive fresh floral arrangements for your home.

Cost: $69
*A $15 non-refundable weekly flower fee applies

Course #: 302400.33
Dates: Sept. 3 - Dec. 10
Days: Tuesday
Time: 9:00am - 11:00am
Room #: K-81  Instructor: Mercurio

Course #: 302400.34
Dates: Sept. 3 - Dec. 10
Days: Tuesday
Time: 6:00pm - 8:00pm
Room #: K-81  Instructor: Mercurio

Course #: 302400.35
Dates: Sept. 4 - Dec. 11
Days: Wednesday
Time: 6:00pm - 8:00pm
Room #: K-81  Instructor: Mercurio

Course #: 302400.36
Dates: Aug. 24 - Dec. 14
(No Class Aug. 31, Nov. 9, Nov. 23)
Days: Saturday
Time: 9:00am - 11:00am
Room #: K-81  Instructor: Mercurio

Instructor: Teri Mercurio has been teaching Floristry at Downey Adult School for over 25 years. Teri has over 30 years experience in the floral industry.

SEWING BASICS AND BEYOND

Course #: 302510.11
Dates: Aug.29-Oct. 10
No Class: Sept. 12
Days: Thursday
Time: 6:00pm - 9:00pm
Room #: K-81
Price: $79
Instructor: Ibarra

Course #: 302510.12
Dates: Aug.30-Oct.11
No Class: Sept. 13
Days: Friday
Time: 9:00am - 12:00pm
Room #: K-81
Price: $79
Instructor: Ibarra

Course #: 302510.13
No Class: 10/31 & 11/28
Days: Wednesday
Time: 6:00pm - 8:00pm
Room #: K-81
Price: $79
Instructor: Ibarra

Course #: 302510.14
Dates: Oct.18-Dec.13
No Class: Nov. 1 & 29
Days: Friday
Time: 9:00am - 12:00pm
Room #: K-81
Price: $79
Instructor: Ibarra
Parent Education through Parent Child Participation:
Parents attend, observe, and interact with their child in a pre-school setting. This program is a safe, structured, yet flexible environment providing age-appropriate activities to stimulate cognitive, social, and emotional development of the toddler to pre-kindergarten child. Children completing the program are equipped to enter kindergarten with confidence. *Bring a copy of immunization records, TB test, or screening required for parent and child.

All children must meet district age requirement:
- Age 2 before September 1, 2019 for PC2
- Age 3 before September 1, 2019 for PC3
- Age 4 before September 1, 2019 for PC4

Two-Year Olds
This class provides parents with a forum to discuss the many developmental demands of parenting the two-year old. Discussion topics include: Routines, Building Math Skills, Science, Sensory Play, Potty Training, The Importance of Reading and more. Toddlers participate in circle time, outdoor play and various hands-on activities based on themes surrounding the alphabet, math and science. You and your toddler will also participate in field trips that will extend the learning outside the classroom. There will be additional fees for field trips.

Cost: $149  
Course #: 310502.10  
Room #: Parent Ed  
Instructor: Dania Cuevas

Dates: Aug. 28 - Dec. 11  
Days: Wednesday  
Time: 9:00am - 11:30am

Instructor: Dania Cuevas holds a Bachelor’s of Arts degree in Psychology from Cal State Los Angeles, a teaching credential and a Master’s of Arts degree in Occupational Studies from Cal State Long Beach.
Three-Year Olds
This unique program allows parents to observe and interact with their preschooler in class each Tuesday. Discussion topics focus on: the three-year old ages and stages, discipline, reading readiness, self-esteem and more. Thursday lab classes provide an opportunity for children to work in small groups, develop independence, engage in creative and sensory play and foster social skills. In addition, various field trips are scheduled in order to extend the learning outside the classroom.

Cost: $199  
Course #: 310503.10  
Dates: Aug. 27 - Dec. 12  
Days/Times: Tue 9:00am - 12:00pm  
Th 12:30pm - 2:30pm

Instructor: Dania Cuevas holds a Bachelor’s of Arts degree in Psychology from Cal State Los Angeles, a teaching credential and a Master’s of Arts degree in Occupational Studies from Cal State Long Beach.

Pre-K Entering Kindergarten-September.
This invaluable Pre-K program closely models the Downey Unified School District’s kindergarten experience for the child and will facilitate a smooth transition into kindergarten the following year. Class curriculum for the children aligns with the California Common Core Standards. For the parent, there are weekly discussion sessions led by the instructor covering topics such as building social skills, effective discipline, reading readiness, facilitating your child’s growing independence and preparing for kindergarten. Field trips, guest speakers, and a complete kindergarten readiness assessment are also part of this essential pre-K class.

Cost: $249  
Course #: 310504.10  
Dates: Aug. 27 - Dec. 12  
Days/Times: Tue/Wed 12:30pm - 2:30pm  
Th 9:00am - 12:00pm

* Program runs September-June, with registration each trimester.
CLASSES FOR 55+
(CLASSES FOR 55+ ALREADY INCLUDE SENIOR DISCOUNT)

**COMPUTER BASICS AT A SLOWER PACE**
Come learn Microsoft’s latest operating system Windows 10! Here you will grasp and become knowledgeable of some of Microsoft’s latest technology such as Word, Excel, and PowerPoint. Additionally, you will learn how to do internet searches, compose-reply-forward Email, download and open email attachments, make a simple flyer, and navigate multiple web browsers. Learn and understand at an easy pace, with lots of help and hands on practice. This class is a no-pressure environment with fun and written out lessons. Beginners and all ages are welcome!

**7 Week Session**
- **Cost:** $89
- **Dates:** Aug. 20 - Oct. 3
- **Days:** Tue/Thur
- **Time:** 3:15pm-5:15pm
- **Room #:** E-33
- **Instructor:** Robinson
- **Course #:** 303100.15

**7 Week Session**
- **Cost:** $89
- **Dates:** Oct. 8 - Nov. 21
- **Days:** Tue/Thur
- **Time:** 3:15pm-5:15pm
- **Room #:** E-33
- **Instructor:** Robinson
- **Course #:** 303100.16

**Instructor:** Darryl Robinson has over 10 years of experience in the computer technology field, with expertise in computer resources, and computer applications. He is also knowledgeable of Microsoft’s latest software, Windows 10.

**BRAIN FITNESS**  Think Faster. Focus Better. Remember More.
Do you walk into a room and wonder why you are there? Can’t find your keys, again? The latest brain research is applied when you join the fun; try out new and interesting exercises that challenge your brain. This “hands on” class is for everyone who wants to boost memory, tune-up thinking skills and improve reaction time. Get help with balance, quick responses, and driver confidence. The scientifically designed program, with short class discussions and handouts, will give you visible results.

No computer experience necessary. All materials included. All ages welcome. Can’t make the class times? Ask about our flexible schedule that fits your needs!

**Brain HQ**
- **Cost:** $99
- **Dates:** Aug. 20 - Dec. 12
- **Days:** Tue/Wed/Thu
- **Time:** 10:15am - 12:30pm
- **Room #:** E-33
- **Instructor:** Holt
- **Course #:** 303110.10

**Instructor:** Kelly Holt has over 30 years experience in business and training adults and is Microsoft Office Certified. In 20 years at Downey Adult School she has taught computer and Brain Fitness and won the CCAE Excellence in Teaching Award. She has worked as a consultant to the State of California, Department of Education, as well as the Los Angeles County Office of Education.
GENERAL INFORMATION

CLASS AND PROGRAM CHANGE POLICY
Policy to ensure continuity and appropriate completion of a Career Technical Education (CTE) Program within the specified published length of the respective program, changing or switching between program lengths of instruction, times of instruction, or moving onto a completely different CTE program is not permitted.

Policy Students, who are inclined to change or switch programs, understand that they must drop from the program they are currently enrolled in, subject to the conditions of the Downey Adult School Class and Program Change Policy Agreement Form and enroll in a new program by following the CTE enrollment policy. All requests are subject to space availability. For a full Class and Program Change Policy, visit Room H61

LEAVE OF ABSENCE POLICY
To be filed at least 10 days prior to requested leave.

Students requesting a Leave of Absence (LOA) while enrolled at Downey Adult School must adhere to the policies and procedures established by the institution’s administration.

1. Students must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so.

2. Any student, including a student receiving Title IV financial aid, shall be considered for a Leave of Absence only under the following conditions:
   • Students may request a Leave of Absence if they are expected to be out from class for FOUR days or more and are under the care of a medical professional.
   • Students may request a Leave of Absence that lasts no more than 30 school days.
   • In the event a medical leave needs to be extended beyond the original approved leave, the total of the first and second LOA’s may not exceed 180 days.
   • An additional petition for a Leave of Absence and medical verification will be required for a subsequent leave.

PROFESSIONAL GROWTH
All classified employees of the Downey Unified School District who wish to take adult school classes for professional growth credit need to obtain prior approval from the Professional Growth Committee and will receive a $10 discount. Contact the Classified Personnel Office at Downey Unified School District (562) 469-6645.

REFUND POLICY
Downey Adult School (DAS) follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission on Occupational Education. Refunds are given if the class is canceled. If the student requests a refund, it must be prior to the third class meeting, whether attended or not. Student initiated refunds will be assessed a fee of $50 for CTE programs and $10 for all other classes. Students who withdraw from a program between the 3rd day and/or through 60% of the scheduled hours, will also be responsible for the prorated tuition. Students who withdraw from a program having completed over 60% will be responsible for the full tuition, no refund will be calculated. Students requesting a refund must complete a Refund Request Form from the front office. Once the form is completed by the student, it must be approved by Administration and processed. The refund check is then mailed to the student. The process may take up to 45 days. No refunds on Community ED classes. All community ed classes are identified by CE. The full refund policy is available in the main office upon request.

Refund of Title IV(R2T4) Policy
When a student withdraws or is dismissed from Downey Adult School, a determination of the earned and unearned portion of Title IV aid will be calculated. The date of withdrawal or last date attended will be used according to attendance records generated by the school’s attendance system (ASAP).

RETURNED CHECKS
There is a $25 fee for returned or canceled checks.
ATTENDANCE
In order for an adult school class to qualify for state funding, attendance at the first class meeting is imperative. Regular attendance is important. State funded classes which average below 25 may be discontinued. Being prompt and attending the entire session will enable you to receive full credit for the course. Please use sign-in sheets when you arrive and leave. Any student who has more than three consecutive absences may be dropped. High school diploma students must attend a minimum of 85% of the scheduled class hours in order to be eligible for credit in a class.

DISTRICT POLICY
This school district adheres to a policy of non-discrimination regarding race, color, ancestry, religious creed, national origin, sex, physical handicap, medical condition, or age, and complies with the requirements of Title IX in its employment practices and education programs.

UNIFORM COMPLAINT PROCEDURE
(Procedimiento Para Demandas)
Complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated aid programs, vocational education, child care and development programs, child nutrition programs and special education programs should be made to the Adult School Administration. Call (562) 940-6200. Local civil law remedies, such as local legal assistance agencies and private legal counsel are also available and listed in the phone book under Legal Services.

Demandas bajo la ley de discriminación o falta de cumplimiento con las leyes estatales o federales en la educación básica de adultos, programas de ayuda, educación vocacional, cuidado, desarrollo y nutrición de niños, y educación especial, deberán ser sometidas al Director de la Escuela de Adultos (562) 940-6200.

For unresolved complaints, please contact: Council on Occupational Education 7840 Roswell Road, Building 300, Suite 325 Atlanta, GA 30350 Tel: 800-917-2081 www.council.org

SEXUAL HARASSMENT
Sexual harassment of or by any employee or of or by any student shall not be allowed. Sexual harassment is prohibited by the Downey Unified School District and may result in disciplinary action to the offending employee or student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any of the conditions delineated in Ed Code 212.5. An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. The District will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment.

TOBACCO/ALCOHOL/DRUG FREE WORKSPACE
The Downey Unified School District Policy prohibits smoking on all district campuses and in district vehicles. Students and employees are not allowed to smoke, drink or use illegal drugs on school grounds, parking lots, or in parked vehicles.

PUBLICITY AND PHOTO RELEASE
As a student in the Downey Adult School, you may be photographed or filmed for campus or district (Downey Unified School District) displays and for other publicity and public relation purposes. Signature on the registration form indicates your agreement for these purposes. If you feel otherwise, please submit a letter to the Adult School Administration.

ANNUAL SECURITY REPORT
This report has been produced in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and is available in electronic format at www.das.edu. Hard copies are available at the Downey Adult School (DAS) Financial Aid Office. For more information regarding the Act, please click here: https://www.gpo.gov/fdsys/pkg/FR-2014-10-20/pdf/2014-24284.pdf#page=33
GENERAL INFORMATION

TRANSFER AND CREDIT EVALUATION
Downey Adult School is a competency-based adult education program and does not award units/credits for coursework. Therefore, Downey Adult School does not accept transfer credits from other institutions. However, prior experience or CTE coursework can be beneficial in regard to completion of program competencies.

ADMISSIONS POLICY
Downey Adult School (DAS) admits students of any race, color, nationality or ethnic origin, sex, disability, religious tradition, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students. Downey Adult School and the Downey Unified School District prohibit unlawful discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law in the administration of Downey Adult School programs and activities. Downey Adult School also prohibits unlawful harassment of any kind.

ENROLLMENT
All students who meet the following criteria are eligible for admission and may enroll in a CTE program on any day that school is in session. Certain CTE programs may have additional requirements such as “PREREQUISITES” in order to enroll. Please refer to DAS’s Schedule of Classes for specific information regarding your desired CTE program. All students must meet the following criteria of the general Admission Policy listed below:

• Adults - 18 years of age or older
• Must be a High School graduate or have completed a program equivalent to its standards (GED or Hi-SET). Student must provide proof of completion, such as the High School or GED Diploma or official transcripts. If the High School Diploma is obtained outside of the United States, it must be evaluated by an organization registered with the U.S. Department of Education (LINCS).
• Complete DAS’s CTE programs Steps of Enrollment
  • Attend CTE Program Orientation - check Schedule of classes or www.das.edu for dates and times.
  • It is imperative to attend a CTE Orientation to receive the most up-to-date information regarding pre-requisites, curriculum and program details.
  • Provide proof of HSD or GED equivalency
  • Provide Registration Deposit

Enrollment is on a “First Come, First Served” basis and is limited in some classes, due to facility space; and/or in some instances, a program’s licensure/accrediting agency will require a certain instructor-to-student ratio.

FERPA - STUDENT PRIVACY RIGHTS
Downey Adult School adheres to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) - a federal legislation established to regulate access and maintenance of student records.
FERPA affords students certain rights with respect to their education records, including the right to:

• Inspect their education records
• Request an amendment of the records that the student believes are inaccurate
• Control disclosures of personally identifiable information contained in the students’ education records, except to the extent that FERPA authorizes disclosure without consent.
• File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Parents, spouses and significant others have no inherent right to access student educational records.

For more information please visit https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html
GENERAL INFORMATION

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

Students with limitations due to a disability may receive support services and instruction from Disabled Student Programs and Services. Those students with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served.

For more information or an appointment, please contact Brian Ofner
(562) 940-6204 bofner@dusd.net

HOW TO APPLY TO DAS DSPS

Students who would like to receive support from Disabled Student Programs and Services (DSPS) should complete the following steps:

1. Complete the DAS NEW STUDENT ORIENTATION if you are enrolling in one of the CTE programs offered. Meet with DAS counselor if you are enrolling in a class (non-CTE program).
2. Complete the DSPS NEW STUDENT APPLICATION.
3. Obtain DISABILITY DOCUMENTATION.
4. Bring your NEW STUDENT SELF-REPORT and DISABILITY DOCUMENTATION to the counseling center at DAS.

ADULT SCHOOL CALENDAR FALL 2019

August 19 (Monday) ................................Fall Session Begins
September 2 (Monday) ..............................Labor Day Holiday
October 14 (Monday) ...................................Student Free Day
November 11 (Monday) ....................... Veteran’s Day Holiday
November 25-29 .......................................Thanksgiving Week
December 13 (Friday) .........................Fall 2019 Session Ends
December 16 - January 3, 2020 ......................... Winter Break
January 6, 2020 ..........................Winter 2020 Session Begins
GENERAL INFORMATION

DO YOU KNOW HOW FAST AND EASY IT IS TO REGISTER?

STUDENT HIGHLIGHT: Klarissa Yanez

The Court Reporting Program here at Downey Adult School is a self-paced program. Students complete this rigorous course at an average of four years. Although we have and have had some amazing students who have accomplished this goal in under that time period, today we would like to recognize Klarissa Yanez.

Klarissa has one thing in mind and that is to become a court reporter and start her career. Up at 5:00 a.m. and on the road at 6:00 a.m., she commutes 1.5 hours each way, every day of the week to come to class. Klarissa attends five hours of class each day and then is in the lab transcribing tests. She is one test away from completing the program in under 10 months.

What is it about Klarissa and her work ethic that attributes to her success? I would say it is her mindset. She does life as a single parent with a four-year-old daughter and the unwavering support of her parents. She has had times in her life where she could stay home due to a sick child or the many obstacles that we all face each day, but she NEVER lets that affect her attendance or the hours that she commits to her goal. She knows what it takes, and she is all in! Once on campus, it is all work for this young lady!

Let me add that attitude is everything! As educators, we treasure the opportunity to work with students who are motivated and willing to do what it takes to finish the program and that describes Klarissa. She makes the sacrifices now in order to create the life she wants for herself and her daughter. Her positive mindset, infectious smile, and willingness to learn and devote the time it takes to start a new career, promises her a journey of success in all she does. We are all so proud of you, Klarissa!

REGISTRATION ASSISTANCE STAFF

Minerva Alvarez, Learning Center
Elizabeth Baños, Registration
Janet Gera, Int. Accounting
Amalia Gonzalez, CSR/OL/Pharm Tech
Jaymee Hunt, Registration/ASAPv3
Maria Lopez, Nursing
Karina Madariaga-Valentine, Administration Support
Fernando Masias, Financial Aid Support
Lucille Molina, Allied Health
Brian Ofner, Counselor
Robert Roark, Sr. Accounting
Rita Rodarte-Myers, Financial Aid
Frances Sanchez, Office Manager
Gary Stott, HS/GED Registrar
Alejandro Valencia, Dental/EMT
Evelyn Velasco, Financial Aid Support
Liz Villalobos, Allied Health

DAS Office Hours
Monday - Thursday 7:30am - 7:30pm
Friday 7:30am - 4:30pm
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