



# DOWNEY ADULT SCHOOL



## SPRING/SUMMER 2018

SCHEDULE OF CLASSES • TRIMESTER BEGINS APRIL 9  
*Now Offering Online High School Diploma Classes!*

**FINANCIAL AID NOW AVAILABLE  
TO THOSE WHO QUALIFY**

[www.das.edu](http://www.das.edu)  
(562) 940-6200



## Message from the **PRINCIPAL**

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 Medical Assistant, Dental Assistant, EKG Technician, Emergency Medical Technician, Massage Therapist, Court Reporter, Medical Biller Coder, Paralegal, Pharmacy Technician, Phlebotomist, Advance Private Security Academy and Vocational Nurse, 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*

# TABLE OF CONTENTS

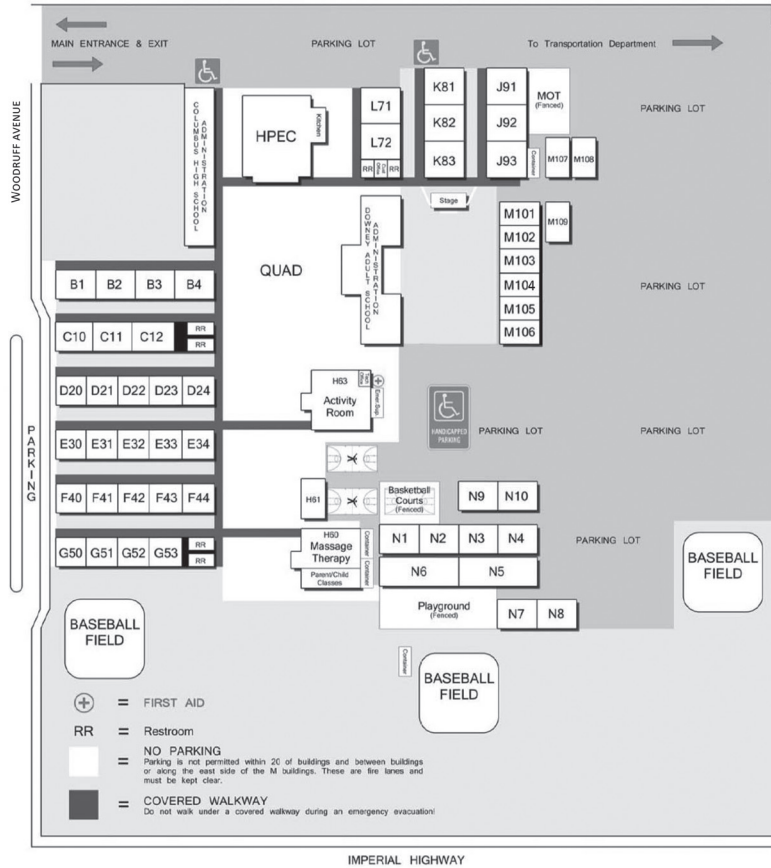
	<b>Map of Campus</b>	4
	<b>Frequently Asked Questions</b>	5
	<b>Financial Aid</b>	6-7
	<b>Institutional Staff</b>	8
	<b>Career Training Programs*</b> Advanced Private Security Academy, Clinical Dental Assistant, Court Reporting, Emergency Medical Technician (EMT), Massage Therapy, Medical Assistant, Medical Biller/Coder, Orthodontic Assistant, Paralegal, Pharmacy Technician, Phlebotomy, Vocational Nursing *Background check, health certificate, and fingerprints may be required for some entry-level positions.	10-23
	<b>Career/Personal Enhancement</b> EKG/ECG, Loan Signing, Notary Public, Real Estate, BLS. Online Classes: Court Reporting, Paralegal, English Grammar, Computers, Medical Biller/Coder, Medical Terminology	24-28
	<b>Learn English</b> Day, Afternoon, Evening, Pronunciation & Conversation, Computers (Cursos de Computadoras)	29-31
	<b>High School Diploma/HSE</b> GED & Career Prep, Learning Center Lab, Learn Math, Study at Home, Transitional Fast Track, GED/HiSET, SAT/ACT/Accuplacer Prep Courses	33-35
	<b>Exercise &amp; Fitness</b> Tai Chi, Zumba Fitness, Hatha Yoga, Ultimate Challenge Workout, Drop 2 Sizes Challenge	36-38
	<b>Art, Crafts, &amp; More</b> Photoshop Elements, Painting, Floristry, Weaving, Wire Wrap Jewelry, Sewing, Makeup	39-41
	<b>Parent Education</b> Mommy/Daddy and Me	42-43
	<b>Classes for 55+</b> Brain Fitness, Computer Basics, Beginning Adobe Photoshop Elements	44
	<b>General Information</b>	45-46, 48-49
	<b>Index/Calendar</b>	47-48



# DAS CAMPUS MAP

## DOWNEY ADULT SCHOOL / COLUMBUS HIGH SCHOOL

12340 Woodruff Ave. Downey, CA 90241



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.



# FREQUENTLY ASKED QUESTIONS



## 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](http://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. Vocational 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. How can I get my HSE or high school diploma?

Bring a copy of your high school transcripts to have them evaluated by the counselor or registrar

M 8:00am - 7:30pm  
T 8:00am - 7:30pm  
W 8:00am - 5:00pm  
Th 8:00am - 4:00pm  
F 8:00am - 3:00pm

(no appointment needed).

## 8. 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.

## 9. Do you offer payment plans?

Yes, we do for some of our career training programs.

## 10. 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

[FinancialAid@das.edu](mailto:FinancialAid@das.edu) for more information.

## 11. What programs qualify for Financial Aid?

Look for the Financial Aid symbol (Ⓢ) to see which classes are eligible.

## 12. When are the assessment tests?

Assessment tests are required for enrollment in our High School Diploma and HSE preparation programs. Tests are given:

M 8:00am - 6:00pm

T 8:00am - 3:30pm

W 8:00am - 4:00pm

Th 8:00am - 3:30pm

F 8:00am - 2:00pm

Photo ID is required.

## 13. What are the Transfer Policies for DAS?

Student transfers may be made between programs upon approval by the director/ instructor of the program to which they are transferring.

The DAS Transfer of Credit Policy is published in each program's Student Orientation Packet.

## 14. 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.

## 15. 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](http://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.

## 16. 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.

## 17. 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).





# FINANCIAL AID AND WORKFORCE

Downey Adult School

12340 Woodruff Avenue, Downey CA 90241 • (562) 940-6215

Hours: Monday–Thursday 8:00am – 5:30pm, Friday 8:00am – 2:00pm

## WELCOME SPECIAL PROGRAM RECIPIENTS!

The Downey Unified School District is a provider for a number of special Federal and State assistance programs. Our staff understands how to work with the following agencies:

**CalWORKS, TANF, GAIN, EDD/T.A.A, Department of Rehabilitation, Workers Compensation, Work Source Centers, WIOA**

## 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](http://www.fafsa.gov).**

**Our school code: 005638**

### 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 below)
- Demonstrate a need.
- Males must have applied for Selective Service before ages 18-24.

**Financial Aid applications take time to process so begin early. To get started apply online by visiting the Federal Student Aid website: [www.fafsa.gov](http://www.fafsa.gov). Once you have applied, please follow the steps on page 7.**

### ***Return of Title IV Funds (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).

**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

## WORKFORCE RESOURCE CENTER

The Resource Center 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 to job websites and other employment resources. You may also fill out your FAFSA on the computers.

### HOURS OF OPERATION:

Monday through Thursday:

8:00 am – 5:30 pm

Friday: 8:00 am – 2:00 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.

## VETERANS DEPARTMENT

**Post 9/11 Veterans:**



Come in and use your GI Bill benefits for:

- Court Reporting
- Dental Assistant
- Emergency Medical Technician
- Massage Therapy
- Medical Assistant
- Medical Assistant/Phlebotomist Combo
- Medical Biller/ Coder
- Pharmacy Technician
- Phlebotomy
- Vocational Nursing

# FINANCIAL AID AND WORKFORCE



## FINANCIAL AID

### Easy as 1,2,3

1. File a Free Application for Federal Student Aid (FAFSA [www.fafsa.gov](http://www.fafsa.gov))  
DAS school code: 005638
2. Attend Orientation-Registration (Must have HS Diploma or equivalent to complete registration)
3. Register and make a Financial Aid appointment

## FINANCIAL AID AVAILABLE to those who qualify



Look for this symbol for Career Training Programs that are eligible for Federal Pell Grants. Pell Grants are need-based grants that pay for your career training.

1. Before Beginning a FAFSA	2. Filling Out a FAFSA	3. FAFSA Follow-Up
<p><b>Get Organized!</b> To simplify the application progress gather required documents and other information ahead of time. For example: Prior year's IRS income tax information and Social Security Number.</p>	<p><b>Fill out the application!</b> The FAFSA contains questions that ask you about you or your parents, yours and/or their financial information, your school plans (add DAS school code: 005638) and more.</p>	<p>Once you have submitted a FAFSA application, you must attend a DAS Career Technical Education Orientation. Upon registration, you will receive an appointment with the Financial Aid Department.</p>

### Financial Aid Office Schedule

Monday	8:00 am – 5:30 pm
Tuesday	8:00 am – 5:30 pm
Wednesday	8:00 am – 5:30 pm
Thursday	8:00 am – 5:30 pm
Friday	8:00 am – 2:00 pm

### How To Contact Financial Aid Office

#### Financial Aid Staff

Evelyn Velasco ..... (562) 940-6215  
Rita Rodarte-Myers ..... (562) 940-6247

For more information email:

[FinancialAid@das.edu](mailto:FinancialAid@das.edu)

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)



START HERE  
GO FURTHER  
FEDERAL STUDENT AID





# INSTITUTIONAL STAFF

## FULL-TIME INSTITUTIONAL STAFF

NAME	DEGREE	AGENCY
Alexander, Scott	B.A.	Cal State University, Long Beach, CA
Chiaravallotti, Susan	B.S.	Humphrey's College, CA
Ciatti, Christina	A.A.	Orange Coast College, CA
Dame, Robert	B.A.	Cal State University, Long Beach, CA
Escalera, Claudia	B.S.	Cal State University, Long Beach, CA
Epperson, Jocelyn	A.A.	Cerritos College, CA
Gonzalez, Leonor	B.A.	Everest University, CA
Holt, Kelly	B.S.	Grand Canyon University, AZ
Legaspi, Dan	*	Community Colleges of So. Nevada, NV
Mejico, Gale	B.S.N.	University of Phoenix, CA
Monte, Richard	*	University of San Diego, CA
Morales, Hernand	*	University of San Diego, CA
Page, William	A.A.	Ashworth College, GA
Pacheco, Mariana	M.S.N.	Cal State University, Los Angeles, CA
Spathopoulos, Julie	B.S.	Cal State University, Long Beach, CA
Velazquez, Victor	*	University of San Diego, CA
Vicencio, Rosalina	B.A.	De Campo Memorial College, Philippines

## PART-TIME INSTITUTIONAL STAFF

NAME	DEGREE	AGENCY
Alfaro, Christian	B.A.	University of California, Los Angeles, CA
Alvarez, Patricia	M.A.	University of San Diego, CA
Ando, Michelle	A.A.	Cerritos College, CA
Bocanegra, Lina	D.M.D.	University of San Martin, Bogota, Columbia
Cervantes, Luis	*	University of San Diego, CA
Cuevas, Dania	M.A.	Cal State University, Long Beach, CA
Dunbar, Mai	B.S.	Cal State University, Long Beach, CA
Falcon, Ellen	M.D.	Bicol Christian College of Medicine
Fox, Colleen	B.A.	University of California, Los Angeles, CA
Gallagher, Mary	Ph.D.	Claremont Graduate University, CA
Guerra, Mario C.	A.S.	New Mexico Military Institute, Roswell, NM
Hagen, Linda	B.S.	University of Phoenix, AZ
Hargrove, Linda	M.A.	University of LaVerne, CA
Holcombe, David	*	University of San Diego, CA
Hurtado, Teresa	*	University of San Diego, CA
Iglesia, Allison	*	University of San Diego, CA
Itomura, Angelica	*	Cal State University, Long Beach, CA
Labadie, Rosemary	M.A.	University of California, Sacramento, CA
Lau, Julie	B.A.	Marquette University, Milwaukee, WI
Leaf, Randolph	M.A.	University of Phoenix, AZ
Lopez, Jenette	B.S.N.	California Baptist University, Riverside, CA
Lee, Linda	*	Pasadena City College, CA
Manzanares, Marvin	B.A.	Cal State University, Long Beach, CA
Martinez, Elizabeth	M.A.	Cal State University, Los Angeles, CA
Medaxian, Monique	M.A.	University of Southern California, CA
Mercurio, Teresa	*	University of San Diego, CA
Nelson, Melinda	B.S.	Humphreys College, CA
Nevarez, Robert	J.D.	Western State University College of Law
Perez, Marcela	B.A.	Cal State University, Los Angeles, CA
Robinson, Darryl	*	University of San Diego, CA
Rooney, Virginia	B.S.	Cal State University, Long Beach, CA
Sanchez, Marisol	B.A.	Cal State University, Long Beach, CA
Sawada, Marsha	B.A.	Cal State University, Long Beach, CA
Schaeffer, Susan	B.S.	Cal Poly Pomona, CA
Schoeman, Ron	M.A.	Loyola Marymount University, CA
Selnick-Doshay, Mona	B.A.	Cal State University, Fullerton, CA
Teh, Manolita	D.M.D.	Del Campo Memorial College
Tinneman, Teresa	B.S.N.	Biola University, CA
Wood, Silvia	A.A.	Los Angeles City College, CA
Youngblood, Shawn	*	University of San Diego, CA

\* 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.

### Special Programs: CalWORKS and CARL PERKINS

The Downey Unified School District is a provider for a number of special Federal and State assistance programs, including, but not limited to: CalWORKs, GAIN, AFDC, GROW and TANF.

### WE WELCOME E.D.D. AND REHAB

Our staff understands how to work with E.D.D. and Rehab clients.

### 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 Tuesday: 8:00am - 12:00pm(Adults)  
Every Thursday: 8:00am - 12:00pm  
(Community Youth Corp)



DAS is accredited by WASC & COE

### OUR MISSION STATEMENT

The Downey Adult School Career and Education Center, an institution of higher education, provides high-quality, relevant, and accessible programs for adults in a variety of areas, including English as a Second Language (ESL), High School Diploma (HSD), General Education Development (GED), and Career Technical Education (CTE), resulting in personal enrichment and/or gainful employment.





# CAREER TRAINING PROGRAMS

## ADVANCED PRIVATE SECURITY ACADEMY

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 complies 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).

### REQUIREMENTS:

**COMING SOON!**

- Must be 18 years of age prior to the start of class.
- Valid California Driver's License/ID card.
- Pass a Department of Justice and F.B.I. Background Check.
- Must have a High School Diploma or GED.

### ADVANCED PRIVATE SECURITY ACADEMY (OPTION 1 – 120 HOURS OF TRAINING)

This three week course includes: Powers to Arrest, Weapons of Mass Destruction & Terrorism Awareness, Public Relations, Communication & It's Significance, Firearms Safety/Firearms Range Qualifications (includes 38mm, 9mm, 40 cal. and 45 cal. is optional additional fee may apply), Arrest Search & Seizure, Handcuffing, Weaponless Defense, Straight, Side Handle, and Expandable Baton, Chemical Agents/OC-Pepper Spray, CPR/First Aid, Legal Liability, Conflict Resolution, Observation & Documentation, Post Orders, Report Writing and SB-1626 School Police Training includes Security Awareness in Education, Dynamics of Student Behavior, Disaster & Emergencies, Educational Environment, and Roles & Responsibilities of a School Police Officer.

**Permits include:** California Guard Card, Firearms Permit (up to 4 calibers), State Baton Card and Chemical Agents/OC Peppers Spray, CPR/First Aid (valid for 2 years) and SB-1626 School Police Training certification.

**Cost:** \$499 (includes registration, class materials, State Certifications, live scan, CPR/First Aid)



# CAREER TRAINING PROGRAMS

COURT REPORTING / CART PROVIDER / CAPTIONING



## ORIENTATIONS:

Please Register Online

March 2

May 4

June 1

July 13

**TIME:** 11:00am – 12:00pm

**ROOM:** E-30



Approved by  
CSR Board



**FINANCIAL AID**  
TO THOSE WHO QUALIFY

## 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 25 computers, wireless printing, and Internet access.

COURSE	DAYS	TIME	COST	INSTRUCTOR	ROOM
Speed Classes – On Campus	M – F	8:00am-1:00pm	\$2,999	Staff	E-32
Speed Classes – Online	OL	Available 24/7	\$3,299	Staff	Online
Theory I	M – F	8:00am-1:00pm	\$2,999	Staff	E-30
Lab	M – F	7:00am-5:00pm	Available free to CSR students	Staff	C-12

\* HS Diploma or equivalent due at registration

**Program Director:** Jocelyn Epperson, CSR 9295, CRI, 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:** Susan Schaeffer, CSR 11727, has been a court reporter for over 17 years. She has a B.S. degree in Business Marketing from Cal Poly Pomona. She has taught court reporting for over six years.

For more information: (562) 940-6242

**For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)**





# CAREER TRAINING PROGRAMS

## EMERGENCY MEDICAL TECHNICIAN (EMT)



### MANDATORY ORIENTATIONS:

**TIMES:** 11:00am – 12:00pm

March 9	<b>ROOM:</b> M-102
April 20	<b>ROOM:</b> M-102
May 11	<b>ROOM:</b> J-92
June 8	<b>ROOM:</b> J-92
July 13	<b>ROOM:</b> J-92
Aug 10	<b>ROOM:</b> J-92

**Cost: \$1,199**

**(Full payment due upon Registration)**

**Class Begins Saturday, April 21 & Saturday, August 25**

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
14 weeks	M-Th* *some Sat.	6:00pm-9:00pm	Staff	J-92

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. (194 hours)

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@das.edu](mailto:avalencia@das.edu)**

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

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

**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.

# CAREER TRAINING PROGRAMS

## MASSAGE THERAPY



**New classes begin every 5 weeks!  
Every 4 weeks for Night Program**

**Cost:** \$3,299  
(\$500 due at Registration)

**\*CAMTC Approved**

Downey Adult School presents a 600-hour 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.

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

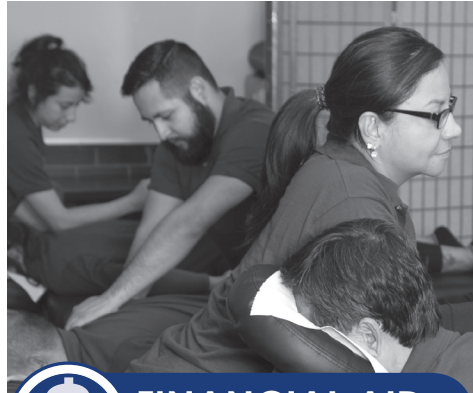
**Students must purchase their own supplies and books.** Books should be purchased by the first day of class. List of books will be given at orientation.

### 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



**For more information email  
Richard Monte • [rmonte@das.edu](mailto:rmonte@das.edu)**



**FINANCIAL AID**  
TO THOSE WHO QUALIFY

### ORIENTATIONS:

**ROOM:** H-60  
**TIMES:** 1:45pm OR 4:00pm

March 1	May 10
March 15	May 24
April 12	June 7
April 26	June 21

**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.

- Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. Seq.
- A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall Suite 800 Sacramento, CA 95814 [www.camtc.org](http://www.camtc.org) Phone (916) 669-5336 • Fax (916) 669-5337 • CAMTC Approval code #SCH0030

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
25 weeks	M-Th	8:30am-1:30pm	Monte	H-60
32 weeks	M-Th	5:00pm-9:00pm	Monte	H-60

\* Does not include 100 internship hours

**For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)**





# CAREER TRAINING PROGRAMS

## PARALEGAL / LEGAL ASSISTANT ONLINE



**FINANCIAL AID**  
TO THOSE WHO QUALIFY

### ORIENTATIONS

**INSTRUCTIONS:** Please register for mandatory online orientation. Instructor will email you details.

**TIME:** 6:00pm – 7:30pm

March 7      June 6

April 11     July 11

May 2        August 15

### Certificate Program

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. All classes are online. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. Students will be expected to complete a significant amount of homework for each weekly session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. Successful graduates of the eight (8) core courses will be awarded Certificates of Completion. These certificates provide an individual with the recognition that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business & Professions Code §6450.

**\*For more info, please email [mnelson@das.edu](mailto:mnelson@das.edu)**

#### Program - 624 hours

Each course is 13 weeks

8 courses total

**Cost:** \$2,999

**Begins:** April 16

**Instructor:** Nelson

eBooks included

Email: [mnelson@das.edu](mailto:mnelson@das.edu)

(\$500 & High School Diploma or equivalent due at Registration)

#### COURSES:

3 Prerequisites

- **Intro to Paralegal** (421100.07) Ms. Nelson
- **Introduction to Law** (421150.07) Ms. Nelson
- **Legal Terminology** (421130.07) Ms. Nelson
- **Legal Research** (421120.07) Ms. Nelson
- **Tort Law** (421180.07) Ms. Nelson
- **Will, Trusts, and Estate** (421210.07) Ms. Nelson
- **Criminal Law & Procedure** (421220.07) Ms. Nelson
- **Civil Litigation** (421140.07) Ms. Nelson

**Instructor:** Melinda Nelson, CSR 12496, has been a certified shorthand reporter for 15 years. She has been teaching court reporting and paralegal classes for more than six years. She holds an Associates of Science degree from Cerritos College and a Bachelor of Science degree from Humphreys College.

**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 Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)**

# CAREER TRAINING PROGRAMS

## MEDICAL BILLER AND CODER



**FINANCIAL AID**  
TO THOSE WHO QUALIFY

### ORIENTATIONS:

**\*For on campus students ONLY**

ROOM: Cafeteria  
 TIMES: 4:00pm – 5:30pm  
 March 5                      May 7  
 April 9                        June 4

\* Orientations for online, see page 27

**ONLINE CLASSES AVAILABLE!**  
**30 Weeks - Starts April 16**

See page 27  
 Email: [online@das.edu](mailto:online@das.edu)

**New classes begin every 5 weeks!**

**Cost: \$3,299**  
 (\$500 due at Registration)

The 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 clinics, physicians' offices, health maintenance organizations (HMOs), mental health care facilities, nursing homes, insurance companies, consulting firms, health data organizations and information system vendors. **(660 hours)**

- Medical Terminology/Anatomy
- Medical Coding ICD 10
- Medical Coding I
- Medical Coding II
- CPT Chapters 8-16
- CPT Chapters 17-26
- Insurance in the Medical Office
- Computers in Medical Offices
- Electronic Medical Records

Required: High School Diploma or equivalent due at registration.

**Students must purchase their own books. Books should be purchased by the first day of class. List of books will be available online.**

**For more information email**  
**Christina Ciatti • [cciatti@das.edu](mailto:cciatti@das.edu)**

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
18	M – Th	9:00am-5:00pm	Ciatti	M-107
30	OL	Online*	Leaf	Online
30	M – Th	5:00pm-9:00pm	Labadie	M-109

\* Does not include 160 internship hours

**Instructor:** Christina Ciatti, CPC, CPB, CPC-I, COC, has over 27 years experience in medical billing. She was the office manager at a local podiatry office where she managed the staff and also did medical billing. She received her AA degree from Orange Coast College, and holds certification in procedural coding and billing from the American Academy of Professional Coders (AAPC).

**Instructor:** Rosemary Labadie, CPC, CPC-H, has been in the medical field for over 10 years. She has a M.E.d, Masters in Educational Curriculum, and holds a certification in procedural coding for both physician and hospital coding from the American Academy of Procedural Coders (AAPC).

**For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)**





# CAREER TRAINING PROGRAMS

## MEDICAL ASSISTANT

### Medical Assistant Program

**Cost:** \$3,299

(\$700 due at Registration)

#### ORIENTATIONS:

**ROOM:** Cafeteria  
**TIMES:** 1:00pm – 2:30pm

March 9	May 11
March 23	June 8
April 13	June 22
April 27	



#### FINANCIAL AID TO THOSE WHO QUALIFY

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 sterilize surgical instruments and learn the steps for suture removal. The cost of the course includes Word, medical terminology, keyboarding, electronic health records, and externship. **(660 hours)**

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.

**Instructor:** Leonor Gonzalez, BSHEM 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. She has taught medical assisting, insurance and billing, electronic medical records, medical terminology, business administration, and is a BLS instructor for the American Heart Association.

**Instructor:** Hernand Morales, has over 26 years of experience in the medical field, specializing in phlebotomy, oncology, and pediatrics. His diverse history has given him the opportunity to work in private practice, large medical facilities, corporate organizations, and vocational education. 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.

**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:** [alliedhealth@das.edu](mailto:alliedhealth@das.edu)

\*High School Diploma or equivalent  
 due at registration

### New classes begin every 2 weeks and every 5 weeks!

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
12 weeks	M-F	8:30am-5:00pm	Staff	M-103/L-71
25 weeks	M-F	8:30am-12:30pm	Staff	J-93/M-103
25 weeks	M-F	1:00pm-5:00pm	Staff	M-102/J-93
27 weeks	M-Th	5:00pm-9:30pm	Staff	M-103/J-93

For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)



# CAREER TRAINING PROGRAMS

## MEDICAL ASSISTANT – PHLEBOTOMY COMBINATION



**FINANCIAL AID**  
TO THOSE WHO QUALIFY

### ORIENTATIONS:

**ROOM:** Cafeteria  
**TIMES:** 1:00pm – 2:30pm

March 9	May 11
March 23	June 8
April 13	June 22
April 27	

### Medical Assistant/Phlebotomy Combination

**Cost:** \$4,299  
(\$700 due at Registration)

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: [alliedhealth@das.edu](mailto:alliedhealth@das.edu)**

\*High School Diploma or equivalent  
due at registration

### COURSE PREREQUISITES

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

**Program Director:** *William Page, has over 21 years experience in the medical field in multiple specialties including urology, family practice, internal medicine and urgent care, where he developed the passion for emergency which led him to pursue a career with the LA City Fire Department. He has been teaching Medical Assisting and CPR for 8 years. He received his AS in Management in 2012 and obtained his teaching credential from LACOE in 2015.*

## New class begins every 5 weeks!

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
27 weeks	M-F	8:30am-12:30pm	Staff	M-102/J-93

For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)





# CAREER TRAINING PROGRAMS

## CLINICAL DENTAL ASSISTANT – FRONT & BACK OFFICE



### FINANCIAL AID

TO THOSE WHO QUALIFY

**New classes begin every 5 weeks!**

**Cost:** \$4,199

(\$700 due at Registration)

### ORIENTATIONS:

<b>ROOM:</b>	M-104
<b>TIMES:</b>	3:00pm - 4:30pm
March 6	June 5
March 27	June 26
April 17	July 11
May 8	August 21

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)

**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 more information email Mai Dunbar • [mdunbar@das.edu](mailto:mdunbar@das.edu)**

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
30 weeks	M-Th	8:30am-1:30pm	Bocanegra	K-83
30 weeks	M-Th	4:00pm-9:00pm	Teh	K-83

**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:** Patricia Alvarez, RDA, holds a Career Technical Credential in Health and Science and currently attending credential classes at the University of San Diego. She's been in the field and managing dental offices for 7 years now. She is a former Subject Matter Expert on Curriculum Evaluation for the Law and Ethics and RDA written Exams for the Dental Board of California.

**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:** Manolita "Abby" Teh, DMD, CDA, RDA, holds a Career Technical Credential in Health and Science from Cal State Long Beach and has been practicing clinical assisting for many years. Dr. Abby completed her Dental Degree and practiced General and Cosmetic Dentistry in the Philippines. In addition, she participated in developing the California RDA state written examination and currently doing consulting for curriculum development for different private institutions.

**For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)**

# CAREER TRAINING PROGRAMS

## ORTHODONTIC ASSISTING PERMIT COURSE



### New classes begin every 20 weeks!

**Cost:** \$1,999  
(\$700 due at 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@das.edu**

#### ORIENTATIONS:

**ROOM:** M-104  
**TIMES:** 4:00pm - 5:30pm  
March 6    June 5  
March 27                                         July 11  
May 8

#### 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.
5. Must purchase their own book, typodont, ortho supplies, and materials.
6. Must attend an orientation prior to registration.

**\*Financial Aid is NOT available  
for this course**

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
20 weeks	F	8:00am-12:00pm	Staff	M-104





# CAREER TRAINING PROGRAMS

## PHARMACY TECHNICIAN – FROM AMOXICILLIN TO ZITHROMAX



**New classes begin every 5 weeks!**

**Cost: \$3,299**

(\$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.(620 hours)



**FINANCIAL AID**  
TO THOSE WHO QUALIFY

### ORIENTATIONS:

**ROOM:** M-108

**TIMES:** 2:00pm - 3:30pm

March 5    June 4

March 26                                         June 25

April 16    July 10

May 7    August 20

**For more information email**  
**Dan Legaspi • [dlegaspi@das.edu](mailto:dlegaspi@das.edu)**

**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.**

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
25 weeks	M-F	8:30am-12:30pm	Staff	M-108/L-71
30 weeks	M-Th	5:00pm-9:00pm	Staff	M-108/L-71

**Program Director:** Dan Legaspi, RPhT, CPhT, has practiced in various healthcare settings and has been the Pharmacy Technician instructor at Downey Adult School for several years. In 2008 he received his teaching credential of Health Science and Medical Technology from California State University, Long Beach. He currently serves as the program director and is also active in the pharmacy field, holding a seat on the Board of Directors for the California Pharmacy Technician Association (CPTA), as well as being an active member of the Pharmacy Technician Educators Council (PTEC).

**Instructor:** Allison Iglesia, RPhT, received her teaching credential of Health Science and Medical Technology. She was a former student of Mr. Dan Legaspi and graduated as valedictorian of her class. Mrs. Iglesia has been active in the pharmacy field since she finished the program and has worked her way from a Pharmacy Technician to a Category Manager of Consumer Health, as well as a Marketing Associate.

**For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)**

# CAREER TRAINING PROGRAMS

## PHLEBOTOMY TECHNICIAN (CPT1)



**NEW  
SCHEDULE**



**48 hours  
+40 hours of  
clinical externship**  
**Cost: \$1,299**  
(Must be paid in full, no checks)

HS Diploma or equivalent due at registration

**\*Current DAS students receive  
priority enrollment**

### ORIENTATIONS:

May 11, 2018, 10:00 am

May 15, 2018, 5:00 pm

**ROOM:** Cafeteria

**Must Register Online**

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).

### 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

### 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.

WEEKS	DAYS	TIME	INSTRUCTOR	ROOM
3 weeks	Sat-Sun	8:00am-4:30pm	Staff	J-93
4 weeks	M-Th	6:00pm-9:00pm	Staff	J-93

**Sign up for our newsletter for future  
orientation dates & class schedule – [www.das.edu](http://www.das.edu)**





# CAREER TRAINING PROGRAMS

## VOCATIONAL NURSING

### 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.

*Top 30 students of the Pre-VN course who meet admission and screening criteria will be selected to begin the program.*

**1**

#### STEP 1 (OPTIONAL) PREP COURSE FOR VN EXAM

**VN ENTRANCE (TABE) EXAM PREP-COURSE – COMING IN SEPTEMBER**  
2 Day Class - 3 Hours Per Day - Cost: \$59

**2**

#### STEP 2 (REQUIRED) VOCATIONAL NURSING EXAM

**ORIENTATION/ENTRANCE (TABE) EXAM DATES – COMING IN SEPTEMBER**

\$25 testing fee if enrolled online

\$35 testing fee if enrolled on-site

**\*Registration fee is non-refundable**

**Registration required for orientations**

**Days:** Tuesdays

**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. Applicants will be accepted into the Pre-VN based on test scores.*



**3**

#### STEP 3 (REQUIRED) PRE-VN COURSE

**PRE-VN COURSE –  
COMING IN OCTOBER**

**5 Weeks - Cost: \$399**

*Selected candidates will be invited to enter the Pre-VN course.*



For Gainful Employment Disclosure Information, visit: [www.das.edu/ge-disclosure](http://www.das.edu/ge-disclosure)

# CAREER TRAINING PROGRAMS

## VOCATIONAL NURSING



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

#### 12 Months - Full-time day program

**Cost:** \$12,499\* (\$2,000 due on first day of class)

**Begins:** Program offered in January and May

**Days:** Monday - Thursday  
(Some Fridays & Saturdays are required)

**Time:** Varies (Full-time day program)

**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 Diploma or equivalent  
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 Staff Nurse for 11 years, specializing in labor and delivery.

**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](http://www.das.edu/ge-disclosure)**





# 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:** \$599

**4 Days:** June 1, 2, 8, 9

**Time:** 7:30 am - 5:00pm

**Room #:** J-92

**Course #:** 470000.03

**Instructors:** *Janette Lopez, RN, Gale Mejico, RN, Rosalina, Vicencio, RN, Ellen Falcon, RN and Mariana Pacheco, RN*

## 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 (April 17 – June 12)

**Time:** 6:00pm - 9:00pm

**Instructor:** Staff

**Room #:** M-102

**Course #:** 416100.10

### Session 2 (50 Hours)

**Cost:** \$899

**Days:** Friday (April 27 – June 29)

**Time:** 9:00am - 2:00pm

**Instructor:** Markos

**Room #:** J-92

**Course #:** 416100.11

## BLS (BASIC LIFE SUPPORT) FOR HEALTH CARE PROVIDERS

The American Heart Association now offers Basic Life Support (BLS) for Health Care Providers. This class is designed for most participants who provide health care to patients in a broad diversity of medical settings; as well as individuals operating a childcare facility or applying for childcare licenses, and most public school personnel. At the end of the BLS for Health Care Providers course, students are eligible to receive a BLS card for adult, child and infant issued by the American Heart Association. A BLS card is given to students at the end of class. Pre-registration required. Please wear comfortable clothing as you will be practicing hands on.

**\* Register online or in DAS main office**

**Cost:** \$79

**Days:** Sat

**Room #:** J-93

**Time:** 8:30am - 2:30pm

**Instructor:** Staff

**Dates:** April 21

**Dates:** May 19

**Dates:** June 16

**Course #:** 417201.23

**Course #:** 417201.24

**Course #:** 417201.25

## KEYBOARDING CERTIFICATION TEST

**Cost:** \$49

**Room #:** F-40

**Days:** Mondays

**Time:** 7:00pm - 8:00pm

**Course #:** 306000.07

**Days:** Saturdays

**Time:** 10:00am - 11:00am

**Course #:** 306000.08



# CAREER ENHANCEMENT



## NOTARY PUBLIC SEMINAR

### 1 Day Class

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

**Cost:** \$75 \*Required textbook/study materials are an additional \$45 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.

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

COURSE	DATE	DAYS	TIME	INSTRUCTOR	ROOM
310100.11	April 28	Sat	8:00am-4:00pm	Perez	L-72
		State Exam	4:00pm-6:00pm		
310100.12	June 9	Sat	8:00am-4:00pm	Perez	L-72
		State Exam	4:00pm-6:00pm		

## HOW TO BECOME A LOAN DOCUMENT SIGNING SPECIALIST

### 1 Day Class

**Cost:** \$65 Additional \$45 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).

COURSE	DATE	DAYS	TIME	INSTRUCTOR	ROOM
310110.07	June 14	Th	5:00pm-9:00pm	Perez	M-103

**For more information email  
Mr. Perez • dperez@das.edu**

***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

**Cost:** \$149

**Registration is Ongoing**

**Registration Fee Plus \$150.00 for supplies**  
(paid to the instructor directly)

CENTURY 21 My Real Estate School is a Bureau of Real Estate (BRE) 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: (562) 927-2626 x 119**

COURSE	DATE	DAYS	TIME	INSTRUCTOR	ROOM
310120.02	10 Weeks	Sat	10:00am-12:00pm	Roberson	Off Campus

**There are no refunds or class exchanges for community education classes.**





# CAREER ENHANCEMENT

## ONLINE CLASSES/PROGRAMS

### PARALEGAL/LEGAL ASSISTANT ONLINE

#### 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.

**Program - 624 hours**

**Each course is 13 weeks; 8 courses total**

**Cost:** \$2,999 (Deposit \$500)

**Begins:** April 16

**Instructor:** Nelson (mnelson@das.edu)

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

#### EBOOKS INCLUDED

\* See page 9 for more information

\* Mandatory Online Orientation, see page 9



**Instructor:** Melinda Nelson, CSR 12496, has been a certified shorthand reporter for 15 years. She has been teaching court reporting and paralegal classes for more than six years. She holds an Associates of Science degree from Cerritos College and a Bachelor of Science degree from Humphreys College.

### ENGLISH GRAMMAR, VOCABULARY & PUNCTUATION - ONLINE

This online course will provide you with a further review of the grammar, punctuation, and writing skills necessary when taking any high school or college test, or with your everyday work-related writing and correspondence.

This course is ideal for all types of students who want to get an edge on taking a high school, college or a job related English exam and anyone wishing to update and improve their grammar skills.

#### BASIC ENGLISH GRAMMAR

**13 Week Course**

**Cost:** \$249

**Course #:** 460510.05      **Begins:** April 16

**Instructor:** Gallagher (mgallagher@das.edu)

#### ADVANCED ENGLISH GRAMMAR

(Prerequisite-Basic English Grammar)

**13 Week Course**

**Cost:** \$249

**Course #:** 460520.05      **Begins:** April 16

**Instructor:** Gallagher (mgallagher@das.edu)

#### ENGLISH PUNCTUATION

(Prerequisite-Basic & Adv. English Grammar)

**13 Week Course**

**Cost:** \$249

**Course #:** 460530.05      **Begins:** April 16

**Instructor:** Gallagher (mgallagher@das.edu)

#### BUILD A BETTER VOCABULARY

**13 Week Course**

**Cost:** \$249

**Course #:** 460540.05      **Begins:** April 16

**Instructor:** Gallagher (mgallagher@das.edu)

**Instructor:** Mary Gallagher holds a Doctorate of Philosophy (PhD) from Claremont Graduate University, a Masters in Business Administration (MBA) from Pepperdine University with an emphasis in International Business, and a Bachelor of Science from Cal Poly Pomona in Business Administration. Mary has taught Court Reporting for 25 years and at all levels from Theory to high speed and CSR Preparation in both public and private colleges in face-to-face and online class environments.

**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.

# CAREER ENHANCEMENT

## ONLINE CLASSES/PROGRAMS



**FINANCIAL AID**  
TO THOSE WHO QUALIFY

### 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

**30 Week Course**

**Cost:** \$3,299 (Books not included)  
(\$500 due at Registration)

**Begins:** April 16

**Instructor:** Leaf

#### ORIENTATIONS:

**INSTRUCTIONS:** Please register for mandatory online orientation. Instructor will email you details.

**TIMES:** 6:00pm - 7:30pm

March 8

June 7

April 12

July 12

May 3

August 16

**For more information,  
email: [online@das.edu](mailto:online@das.edu)**

### 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 I and Medical Terminology II, 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 I**

**10 Week Course** (60 hours)

**Begins:** April 16

**Cost:** \$249

**Course #:** 460550.05

**Instructor:** Leaf

**Medical Terminology II**

**10 Week Course** (60 hours)

**Begins:** April 16

**Cost:** \$249

**Course #:** 460560.05

**Instructor:** Leaf

**For more information email: [rleaf@das.edu](mailto:rleaf@das.edu)**

**Instructor:** Randy Leaf has been teaching in the Court Reporting Department at Downey Adult School since January 2009. Randy previously taught criminal justice courses at the University of Phoenix. Randy holds a Bachelor's Degree in Management and a Master's Degree in Organizational Management from the University of Phoenix.

**\*BOOKS SOLD SEPARATELY - Email instructor for book list**





# CAREER ENHANCEMENT

## ONLINE CLASSES

### MICROSOFT OFFICE

#### 10 WEEK SESSIONS

**Cost:** \$249 per class (includes access code)

**Book required** (*not included*)

**Instructor:** Leaf (rleaf@das.edu)

**Begins:** April 16

New to Office? Upgrading? All introductory level Office classes begin with learning about Microsoft's Ribbon interface. These online classes are designed for PC users with Office 2013 installed. If you have questions about the classes or need additional information, please email the instructor. (*Not recommended for Mac users.*)

#### MICROSOFT WORD 2013 INTRO

**Course #:** 320110.04

In this introductory level class you will learn basic features of Word. Topics include basic text editing, formatting, proofreading, printing, lists, tables, forms, columns, WordArt, clip art, styles, themes, picture editing, mail merge and more.

#### MICROSOFT WORD 2013 ADVANCED

**Course #:** 320120.04

In this advanced class you will learn more powerful Word features, including headers & footers, templates, footnotes & endnotes, tables, indexes, tracking changes, macros, digital signatures, customization options, and more.

#### MICROSOFT EXCEL 2013 INTRO

**Course #:** 320130.04

In this introductory level class you will learn basic features of Excel. Topics include entering and editing data, selecting cells & ranges, formatting cells, printing, basic formulas & functions, inserting and deleting columns, rows, & cells, creating charts, large worksheets, workbooks, and more.

#### MICROSOFT EXCEL 2013 ADVANCED

**Course #:** 320140.04

In this advanced class you will learn more powerful features of this exciting program! Topics include tables, outlines, graphics, templates, digital signatures, PivotTables, macros, financial functions, data analysis & auditing, advanced formatting, collaboration, and more.

#### MICROSOFT ACCESS 2013 INTRO

**Course #:** 320150.04

In this introductory level Access database class you will learn basic database concepts including: creating tables, previewing, printing, designing databases, creating database objects, table formatting, lookup fields, field properties, basic queries, & reports. For a better understanding of Access, the Advanced class is highly recommended.

#### MICROSOFT ACCESS 2013 ADVANCED

**Course #:** 320160.04

**Prerequisite:** Microsoft Access 2013 Intro.

In this advanced class you will learn additional database features including: relational databases, custom input forms, specialized & advanced queries, complex & advanced forms and reports, splitting a database, calculated controls, customizing the user interface, & more.

#### MICROSOFT POWERPOINT 2013 ESSENTIALS

**Course #:** 320170.04

In this introductory level class you will learn to create and give a PowerPoint presentation. Topics include themes, bulleted lists, templates, designs, slide masters, outlines, text formatting, slide formatting, printing slideshows & handouts, hyperlinks, multimedia, tables, animations, transitions, graphics, sound, preparing presentations, delivering slideshows, and more.

### QUICKBOOKS PRO

#### 10 WEEK SESSION

**Cost:** \$249 (includes access code)

**Book required** (*not included*)

**Instructor:** Leaf (rleaf@das.edu)

**Begins:** April 16

#### QUICKBOOKS PRO 2014 ESSENTIALS

**Course #:** 320210.04

Learn how to use this powerful and popular accounting software program designed for small to mid-sized companies. This class will teach you all the basics you need to use the program successfully. Topics include: learning the QuickBooks interface, creating a company, working with customers & vendors, banking, inventory, balance sheet accounts, budgeting, payroll, estimates, time tracking, and customizing the program.

# LEARN ENGLISH

ENGLISH CLASSES



## ENGLISH AS A SECOND LANGUAGE

**Dates:** April 9 – June 14 (10 weeks)

Call (562) 940-6200 for information

**MUST REGISTER IN  
PERSON**

**NECESITA REGISTRARSE EN  
PERSONA**

### Registration Dates & Times

**Room M-106**

**April 9–12**

**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 helping students improve their reading and writing skills to prepare them for their future careers.

**Instructor:** Julie Lau received her Bachelor of Arts in Education and Spanish from Marquette University in Milwaukee, WI. She has an ESL Adult Education Designated Subject Credential from California State University, Long Beach. She has been teaching ESL for over 17 years at all levels

**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. Alondra enjoys assigning group projects and using various strategies to make learning English a pleasant experience.





# LEARN ENGLISH

## ENGLISH CLASSES

**ESL STUDENTS MUST REGISTER IN PERSON.  
NO MAIL-IN OR ONLINE REGISTRATIONS ACCEPTED.**

### ESL - BEGINNING/PRINCIPIANTE

**Dates:** April 9 - June 14

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 proveerán los libros que usted utilizará en el salón de clase.

COURSE	DAYS	TIME	ROOM
201100.03	M-Th	8:00am-11:00am	G52
201100.04	M-Th	6:00pm-9:00pm	M101

### ESL - INTERMEDIATE/INTERMEDIO

**Dates:** April 9 - June 14

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.

COURSE	DAYS	TIME	ROOM
201200.03	M-Th	6:00pm-9:00pm	G53

### ESL - INTERMEDIATE/ADVANCED COMBINATION

**Dates:** April 9 - June 14

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

INT COURSE	ADV COURSE	DAYS	TIME	ROOM
201700.03	201800.03	M-Th	8:00am-11:00am	G53
201700.04	201800.04	M-Th	11:30am-2:30pm	G53

### ESL - ADVANCED

**Dates:** April 9 - June 14

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!

COURSE	DAYS	TIME	ROOM
201300.03	M-Th	6:00pm-9:00pm	G52

# LEARN ENGLISH

## ENGLISH CLASSES



**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:** 201500.05

**Days:** Friday

**Room:** G-52

**Begins:** April 13 – June 15

**Time:** 9:00am - 12:00pm

**Instructor:** Medaxian

***Instructor:** Monique Medaxian received her B.S. in Human Services from California State University, Fullerton in 2014. She received her Master's in Teaching English to Speakers of Other Languages from the University of Southern California in May 2017. She enjoyed her experience teaching EFL in Yeosu, South Korea. Her teaching style emphasizes active participation through discussions, group projects, and games. She views language as a process and encourages all students to meet their education goals.*

**Materials Fee:** \$69

**Course:** 201500.06

**Days:** Saturday

**Room:** G-53

**Begins:** April 14 – June 16

**Time:** 9:00am - 12:00pm

**Instructor:** Alfaro

***Instructor:** Christian Alfaro received a Bachelors of Arts degree in Chicano Studies and Education from the University of California, Los Angeles. He received his adult education teaching credential from the Los Angeles County Office of Education in 2016. He has also received a multiple subjects and bilingual authorization teaching credential from California State University, Long Beach. His teaching style emphasizes on reading, grammar, and project-based learning. His classroom is a fun and exciting learning environment encouraging all students to succeed.*





# COMPUTER CLASSES BASIC & INTERMEDIATE

Bilingual Classes / Clases bilingües

**Do you have a new computer? Need help with software?  
This is the class for you!**

No espere - Inscríbese ahora! Aprenda como usar la más avanzada tecnología en computadoras, a su propio paso.

**Cost: \$69 per class**

## EXCEL 2013 – BEGINNING

In this class you will develop fundamental Excel skills. This class will provide you with a solid understanding of Excel so you are prepared to master advanced features later. Topics covered include the Ribbon interface, inserting and deleting columns, rows, and cells, entering and editing data, creating and modifying formulas, formatting worksheets, copying and moving worksheets, using charts and graphs, and much more.

En esta clase usted desarrollará habilidades fundamentales en Excel. Esta clase le proveerá con un conocimiento básico, sólido de Excel para que usted continúe conociendo más ampliamente este programa. Los tópicos incluirán como usar la banda de comunicación para trabajar con Excel, insertar y borrar columnas, filas, celdas, agregar y editar datos, crear y modificar fórmulas, preparar hojas de trabajo, copiar y mover hojas de trabajo, como usar cuadros y gráficas y mucho más.

**Course #:** 310210.03

**Begins:** April 9 – June 25

**Days:** Mon **Time:** 5:00pm - 9:00pm

**Room #:** F-40 **Instructor:** Wood

## 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 cantidad 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 #:** 310220.03

**Begins:** April 14 – June 29

**Days:** Sat **Time:** 8:30am - 12:30pm

**Room #:** F40 **Instructor:** Wood

## BILINGUAL INSTRUCTOR

**Instructor:** Silvia Wood obtained her teaching credential from the University of California, Los Angeles. Ms. Wood has many years of experience as an instructor in Business Education and she is fluent in both English and Spanish.

**Instructora:** Silvia Wood obtuvo sus credenciales de enseñanza en la Universidad de California, Los Angeles. Sra. Wood tiene muchos años de experiencia como instructora en educación comercial y domina el inglés y español.







For more information,  
email: [jobs@das.edu](mailto:jobs@das.edu)

# HIGH SCHOOL/HSE ACADEMIC COUNSELING AVAILABLE

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**  
**COUNSELING HOURS**

- Monday . . . . . 8:00am - 7:00pm**
- Tuesday . . . . . 8:00am - 4:30pm**
- Wednesday . . . . . 8:00am - 5:00pm**
- Thursday . . . . . 8:00am - 4:30pm**
- Friday . . . . . 8:00am - 3:00pm**



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

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

**Instructor:** Julie Spathopoulos has been teaching since 2001. She obtained a Bachelor of Science in Business Management and holds two California Teaching Credentials from Cal State Long Beach in Computer/Office Applications and Finance/Business.





# HIGH SCHOOL / COUNSELING

## ADULT 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 can complete their coursework in our Learning Center Lab that offers students online courses and unlimited access to resources needed to complete their program successfully. The Learning Center also provides students a quiet learning environment that is free from distractions. Students have the freedom to work at their own pace and instructors are always available to help in any subject that students find difficult for them. 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.

**Course #:** 102000.02

**Begins:** April 9 – June 22

**Days:** M-Th 9:00am-7:00pm  
Fri 9:00am -1:00pm

**Begins:** June 25 – July 20

**Days:** M-Th 9:00am-4:30pm  
Fri 9:00am -1:00pm

**Room #:** L-72      **Instructor:** Dame

#### SAT/ACT/ACCUPLACER PREP COURSES

SAT® Reasoning Test is a college-prep examination that consists of three sections: Critical Reading, Math, and Writing.

ACT® Test is another college-prep examination that consists of four multiple-choice tests: English, mathematics, reading, and science. The ACT with writing includes the four multiple-choice tests and writing test.

ACCUPLACER is a college entrance exam in which students need to demonstrate proficiency in Reading and Math to be placed into credit bearing courses.

All courses have a pretest to diagnose strengths and areas for improvement.

**10 Week Course**

**Instructor:** Dame (rdame@das.edu)

#### STUDY AT HOME

Students are able to complete their High School Diploma with our new online program at their convenience. Our online program offers students the freedom to complete their courses at home, the local library, or anywhere with internet access. Students will be able to complete their regular scheduled work in class or at home and jump ahead by putting in the extra time to complete each course. Students will be required to come in to the Learning Center to complete any test or exam that is needed within their course.

#### TRANSITIONAL FAST TRACK PROGRAM

Students enroll in a rigorous accelerated program in which students complete one course at a time within 5-10 weeks. The Transition Program is available for those who need to complete their Diploma course requirements in order to continue their education at the college level or entrance into a DAS CTE program.

**Strict attendance policy enforced.**

#### 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 12 week 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.

# HIGH SCHOOL DIPLOMA / HSE

## GENERAL EDUCATION DEVELOPMENT TEST (GED)



### REQUIREMENTS:

- Age 18 or 60 days prior to 18th birthday
- Valid government photo ID with a California residence
- Valid credit card for online test registration
- Set up an account at: [www.ged.com](http://www.ged.com)



### 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-paced/self-study preparation course through our Learning Center. Preparation and testing for the GED/HiSET is available in both English and Spanish.

### PREPARE FOR THE GED/HiSET AT HOME

Study at home and prepare for the GED/HiSET using DVDs and written materials. Students only need to meet with the instructor once a week to review progress and assure mastery of the material. Students must be enrolled in the GED/HiSET preparation course through the Learning Center to qualify for this class.

### SCHEDULING GED TEST

Schedule individual subject tests through [www.ged.com](http://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 & CAREER TECH PREP

This course will help you get ready for the GED while preparing you for college and the workforce. You will learn how to comprehend various workplace and academic reading selections as well as apply those interpretations to new circumstances by analyzing and synthesizing information. This course will review various core subjects, such as English, writing, reading, math, social studies, and science, while incorporating a career pathway/internship training component. The career pathway component will help you discover possible career and educational options. This course includes practice GED exams, computer-assisted programs, individual tutoring/counseling sessions, and internship opportunities.

**Course #** 101100.05

**10 Weeks**

**Dates:** April 9 – June 14

**Days:** M-Th

**Time:** 8:00am-11:00am

**Room #:** M-101

**Instructor:** Staff

**\*\*\*There is a fee of \$10.00 for a High School Diploma or GED transcript.\*\*\***





## EXERCISE & FITNESS

### **NEW!** 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 Sifu Y.M. Cheng and Luke Chan.*

#### **Session 1** **6 Weeks**

**Cost:** \$49 per course

**Dates:** April 10 – May 15

**Days:** Tuesday

**Room #:** Act. Room

**Time:** 4:00pm-5:00pm

**Instructor:** Krause

**Course #:** 301100.08

#### **Session 2** **6 Weeks**

**Cost:** \$49

**Dates:** May 22 – June 26

**Days:** Tuesday

**Room:** Activity Room

**Time:** 4:00pm-5:00pm

**Instructor:** Krause

**Course #:** 301310.09

### 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** **6 Weeks**

**Cost:** \$59 per course

**Dates:** April 10 – May 15

**Day:** Tuesday

**Room #:** HPEC

**Time:** 6:00pm-7:00pm

**Instructor:** Medrano

**Course #:** 301210.07

#### **Session 2** **6 Weeks**

**Cost:** \$59 per course

**Dates:** April 12 – May 17

**Day:** Thursday

**Room:** HPEC

**Time:** 6:00pm-7:00pm

**Instructor:** Medrano

**Course #:** 301310.08

# 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: Juan Guillen, Downey High School*

### Session 1

**6 Weeks**

**Cost:** \$79

**Dates:** April 9 – May 16

**Days:** Mon/Wed 7:00pm-9:00pm,  
Sat 7:45am-9:45am

**Time:** 6:30pm-7:30pm

**Room:** Downey High School

**Instructor:** Guillen

**Course #:** 301500.04

### Session 2

**6 Weeks**

**Cost:** \$79

**Dates:** May 21 – June 27

**Days:** Mon/Wed 7:00pm-9:00pm,  
Sat 7:45am-9:45am

**Time:** 6:30pm-7:30pm

**Room:** Downey High School

**Instructor:** Guillen

**Course #:** 301500.05

## 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 this community education 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.*

**8 Weeks**

**Cost:** \$49

**Dates:** April 11 – May 30

**Days:** Wednesday

**Time:** 6:30pm-7:30pm

**Room:** HPEC

**Instructor:** Heyne

**Course #:** 301310.07





## EXERCISE & FITNESS

### DROP 2 SIZES CHALLENGE

#### Join the D2S Challenge!

Tried every diet and weight loss product out there only to feel frustrated when any hard-earned results don't last?

It's not your fault! Diets are set up to make you fail and the more you try the harder it is to lose weight. Plus they are NO fun!

What is? Our Drop 2 Sizes Challenge!

#### In our D2S Challenge, you will:

- Follow the D2S Nutritional Program and Official Free journal.
  - Have weekly nutrition coaching meetings reserved just for D2S Challenge participants - you will stay accountable for your progress and learn how to eat to reach your goals.
  - Have access to our private Facebook group. Where you will get daily tips, strategies, and at home workout routines.
  - Have 3x per week circuit training with certified Fitness Professionals
  - Receive an exclusive free D2S T-shirt
  - Drop 2 sizes in 8 weeks.
- **This will NOT be a diet, but a challenge that will help you jumpstart your healthy lifestyle.**
- **No Scales!!!**
- **No restrictive diet plan (get basic healthy eating tips, but enjoy the freedom to live life at the same time)**



#### Meet Your Hostess and Host:

*Hello, I'm Jacqueline Jacinto, NASM-Certified Personal Trainer and Trainer at TFL Fitness Center. I'm the hostess of the challenge and will be your main cheerleader during the 8 weeks. I can't wait for you to see how you can drop 2 sizes without stepping on the scale or depriving yourself. Over the past 5 years, I've worked with dozens of fitness clients to help them reach their goals and I'm so excited to share my tips with you AND give you the results you been looking for. I can't wait to see you rocking your new clothes at the end of the 8 weeks ;)*



*Hello, I'm Cesar Salas, NASM-Certified Fitness Professional, Precision Nutrition Level 1 Certified Coach and Training Director at TFL Fitness Center. I'm the program director of the challenge and will be supervising your progress, and overseeing your workouts during the 8 weeks. I am certainly looking forward to working with you and show you how fitness is done right!*

#### 8 Weeks

**Cost:** \$115

**Room #:** F-44

**Dates:** April 10 – May 29

**Days/Times:** T/Th 6:00pm-7:00pm, Sat 9:00am-10:00am

**Course #:** 301410.04

# ARTS, CRAFTS, & MORE



## LEARN ADOBE PHOTOSHOP ELEMENTS IN 8 WEEKS

This is a fast track course to learn one of the Best Selling graphic arts softwares on the market today. You will learn to edit photos, add filters, use the various Photoshop Elements tools, understand layers, palettes and much more. In 8 weeks you will have a good working knowledge of the Photoshop Elements program and basic graphic design concepts.

### 8 Weeks – Wednesdays

**Cost:** \$65

**Course #:** 302100.05

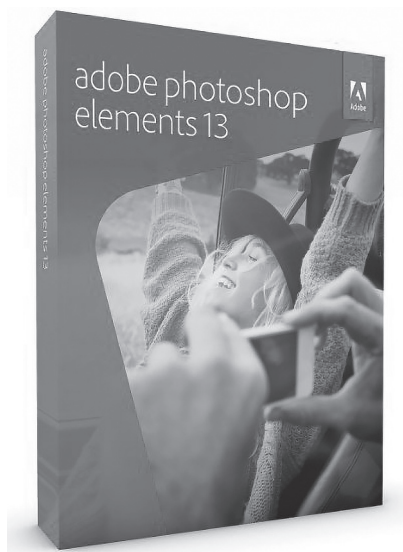
**Dates:** April 11 – May 30

**Days:** Wednesday

**Time:** 3:00pm - 5:30pm

**Room #:** C-10

**Instructor:** Rooney



## RIGID HEDDLE WEAVING

### 1 Day Workshops

**Cost:** \$59 per course – \$20 loom rental fee to instructor **Instructor:** Moren

#### Rigid Heddle Weaving

Ever thought of weaving on a loom? A rigid heddle is a small, portable loom that is easy to use. Come make a pair of impressive dish towels on your first day and decide if weaving is your new passion. Your project will be completed in one session with instruction on finishing the final step at home. Bring your own 100% cotton yarn to class in four colors of your choice. Yardage requirement supplied after registration. Class size is limited.

**Course #:** 302900.04

**Date:** April 14

**Course #:** 302900.05

**Date:** May 5

**Course #:** 302900.06

**Date:** June 2

**Day:** Saturday

**Time:** 8:00am-2:30pm

**Room #:** M-101



**Instructor:** Nancy Moren has an Associate Degree in Consumer Studies (Home Economics) from Chaffey College. After decades of weaving lace and years of weaving cloth on full size floor and table looms, she has fallen in love with the simplicity and versatility of the little rigid heddle loom.





## ARTS, CRAFTS, & MORE



### 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 #:** 302400.17

**Dates:** April 10 – June 26

**Days:** Tuesday

**Time:** 9:00am - 11:00am

**Room #:** K-81

**Instructor:** Mercurio

**Course #:** 302400.19

**Dates:** April 11 – June 27

**Days:** Wednesday

**Time:** 6:00pm - 8:00pm

**Room #:** K-81

**Instructor:** Mercurio

**Course #:** 302400.18

**Dates:** April 10 – June 26

**Days:** Tuesday

**Time:** 6:00pm - 8:00pm

**Room #:** K-81

**Instructor:** Mercurio

**Course #:** 302400.20

**Dates:** April 14 – June 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 17 years. Teri has over 30 years experience in the floral industry.

### COLOR YOUR WORLD

#### 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 #:** 302300.03

**Dates:** April 10 – June 26

**Days:** Tuesday

**Time:** 12:00pm-3:00pm

**Room #:** K-81

**Instructor:** Lee

### 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 #:** 302310.03

**Dates:** April 12 – June 28

**Days:** Thursday

**Time:** 9:00am-12:00pm

**Room #:** K-81

**Instructor:** Lee

**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.

**There are no refunds or class exchanges for community education classes.**



# ARTS, CRAFTS, & MORE



## BLING, BAUBLES & MORE – Wire Wrap Jewelry

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.

### 6 Weeks

**Cost:** \$99

**Course #:** 302410.05

**Date:** April 18 – May 23

**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 at first day of class

## SEWING BASICS AND BEYOND

### Beginning Sewing

Have you wanted to learn the basics of sewing? **In Sewing 101**, I will teach you how to operate a sewing machine, stitches and techniques. **In Sewing 102**, we will learn to shop for fabric and pick the right patterns. You will do projects to build your skills further. Learn a new hobby in a fun environment. We will have “SEW” much fun together, bring a friend and let’s get started. All levels welcomed. Bring your own machine or use one of ours. Enroll early, class size is limited.

#### Session 1 – Sewing 101

**10 Weeks**

**Cost:** \$139 per course

**Instructor:** Ibarra

**Room#:** K-81

**Course #:** 302510.08

**Dates:** April 9 – June 18,  
No school on May 28th

**Day:** Monday

**Time:** 6:00 – 9:00pm

#### Session 2 – Sewing 102

**10 Weeks**

**Cost:** \$139 per course

**Instructor:** Ibarra

**Room#:** K-81

**Course #:** 302520.10

**Dates:** April 12 – June 14

**Day:** Thursday

**Time:** 6:00 – 9:00pm

#### Session 3 – Sewing 101/102

**10 Weeks**

**Cost:** \$139 per course

**Instructor:** Ibarra

**Room#:** K-81

**Course #:** 302540.01

**Dates:** April 13 – June 15

**Day:** Friday

**Time:** 9:00am – 12:00 noon

**Instructor:** *Lina Ibarra has a Bachelor in Business Management with the Specialty in Sewing, Knitting and Crochet. Lina has been in this profession for over 7 years.*





# PARENT EDUCATION

## MOMMY / DADDY AND ME CLASSES



### All children must meet district age requirement:

Age 2 before September 1, 2017 for PC2

Age 3 before September 1, 2017 for PC3

Age 4 before September 1, 2017 for PC4

[wecare@das.edu](mailto:wecare@das.edu)

### 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 required for parent and child.

### PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION-2

#### 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 #:** 310502.04

**Room #:** Parent Ed

**Dates:** April 11 – June 6

**Instructor:** Montalvan

**Days:** Wednesday

**Time:** 9:00am - 11:30am

***Instructor:** Adrienne Montalvan holds a Bachelors of Science degree in child development from the University of La Verne. She has been heavily vested in the Mommy/Daddy and Me program for over nine years, and has three wonderful young daughters who are graduates of the program.*

# PARENT EDUCATION

## MOMMY / DADDY AND ME CLASSES



### PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION-3

#### 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 #:** 310503.04

**Room #:** Parent Ed

**Dates:** April 10 – June 7

**Instructor:** Cuevas

**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.

### PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION-4

#### 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 #:** 310504.04

**Room #:** Parent Ed

**Dates:** April 10 – June 7

**Instructor:** Chisum

**Days/Times:** Tue/Wed 12:30pm - 2:30pm  
Th 9:00am - 12:00pm

**Instructor:** Diane Chisum has been teaching Parent Education for many years at Downey Adult School. She holds a Bachelor's degree in Child Development from CSUF and is the mother of three grown sons.

**\* 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 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!

#### 6 Weeks

**Cost:** \$89

**Course #:** 303100.07

**Time:** 12:45pm-2:45pm

**Room #:** E-33

**Dates:** April 10 – May 17

**Days:** Tue/Thu

**Instructor:** Robinson

#### 6 Weeks

**Cost:** \$89

**Course #:** 303100.08

**Time:** 12:45pm-2:45pm

**Room #:** E-33

**Dates:** May 22 – June 28

**Days:** Tue/Thu

**Instructor:** Robinson

***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 Microsofts 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

**Course #:** 303110.05

**Time:** 10:15am - 12:15pm

**Instructor:** Holt

**Room #:** E-33

**Dates:** April 10 – June 28

**Days:** Tue/Wed/Thu

**PositScience®**

Your brain will thank you.™

As seen on PBS, learn to strengthen your mind and memory by using Brain Fitness Techniques.

### CREATE & PUBLISH A DIGITAL PHOTO BOOK

In this class you will learn basic photo editing skills to touch up and edit your personal photos. Once your photos are fixed we will create a photo book online using a photo processing website. The end product will be a published book of your cherished memories.

#### 8 Weeks

**Cost:** \$65

**Course #:** 303140.01

**Dates:** April 11 – May 30

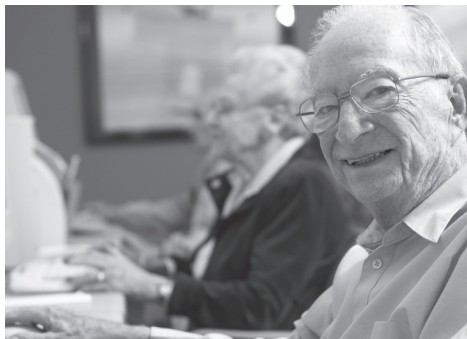
**Days:** Wednesday

**Time:** 3:00pm - 5:30pm

**Instructor:** Rooney

**Room #:** C-10

***Instructor:** Kelly Holt has over 30 years experience in business and training adults and is Microsoft Office Certified. In 18 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



## DOWNEY UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

### Members

Tod M. Corrin

William A. Gutierrez

Donald E. LaPlante

D. Mark Morris

Barbara R. Samperi

Martha E. Sodetani

Nancy A. Swenson

## DISTRICT ADMINISTRATIVE STAFF

John Garcia, Jr., Ph.D.  
Superintendent

Roger Brossmer  
Assistant Superintendent

Wayne Shannon  
Assistant Superintendent

Rena Thompson, Ed.D.  
Assistant Superintendent

## ADULT SCHOOL ADMINISTRATION

Blanca Rochin  
Principal

Cindy Grafton  
Assistant Principal

## 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 reduced by a 15% service charge.

To receive a refund, a student must complete a Refund Request Form from the front office. Once the form is completed by the student, it must be approved by Administration. Once approved, the refund request form is processed. The refund check is mailed to the student. The process may take up to six weeks. **No refund on community ed classes.**

### 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.





## GENERAL INFORMATION

### 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.



### California Council for Adult Education (CCAE)

The California Council for Adult Education (CCAE) is comprised of just under 3,000 members statewide. CCAE is the largest professional organization serving adult education administrators, teachers, students and classified personnel in California and the ONLY organization that's sole purpose is to support adult education at all levels.

Downey Adult School CCAE annually awards scholarships to deserving students at our school.

We at Downey Adult School would like to take this opportunity to invite you to become a member of your Downey Chapter of CCAE. If interested, call (562) 940-6200.

# INDEX



<b>A</b>		<b>M</b>	
Academic Counseling . . . . .	33	Map . . . . .	4
Adobe Photoshop Elements . . . . .	39, 44	Math . . . . .	34
Adult School Diploma/GED/HiSET . . . . .	33-35	Massage Therapy . . . . .	13
Advanced Private Security Academy . . . . .	10	Medical Assistant . . . . .	16-17
Arts, Crafts and More . . . . .	39-41	Medical Biller/Coder . . . . .	15, 27
<b>B</b>		Medical Terminology . . . . .	27
Basic Life Support-American Heart		Microsoft Access 2013-Intro/Adv . . . . .	28
Association . . . . .	24	Microsoft Excel 2013-Intro/Adv . . . . .	28
Biller/Coder . . . . .	15, 27	Microsoft PowerPoint 2013 . . . . .	28
Brain Fitness . . . . .	44	Microsoft Word 2013-Intro/Adv . . . . .	28
<b>C</b>		Mission Statement . . . . .	9
Calendar . . . . .	48	Mommy/Daddy & Me Parent Education . . . . .	42-43
Career Enhancement . . . . .	24-28	<b>N</b>	
Career Resource Center . . . . .	6-7	Notary Public . . . . .	25
Career Training Programs . . . . .	10-23	<b>O</b>	
CART Provider . . . . .	11	Office Hours . . . . .	50
Clinical Dental Assistant . . . . .	18	Oil Painting-All Levels . . . . .	40
Computer Basics (Seniors) . . . . .	44	Online Classes . . . . .	26-28
Computer Microsoft Online . . . . .	28	Orthodontic Assisting . . . . .	19
Court Reporting . . . . .	11	<b>P</b>	
Court Reporting Online . . . . .	11	Painting Watercolor . . . . .	40
<b>D</b>		Paralegal – Online . . . . .	14, 26
Dental Assistant . . . . .	18	Pharmacy Technician . . . . .	20
Drop 2 Sizes Challenge . . . . .	38	Phlebotomy Technician . . . . .	21
<b>E</b>		Photoshop Elements (Version 12) . . . . .	39,44
Edgenuity . . . . .	33	Pronunciation & Conversation . . . . .	31
EKG/ECG . . . . .	24	<b>Q</b>	
EMT . . . . .	12	Quickbooks Pro Essentials . . . . .	28
English Grammar & Vocab . . . . .	26	<b>R</b>	
ESL . . . . .	29-31	Real Estate . . . . .	25
Exercise and Fitness . . . . .	36-38	Refund Policy . . . . .	45
<b>F</b>		Registration Information . . . . .	50-51
Financial Aid . . . . .	6-7	Rigid Heddle Weaving . . . . .	39
Floristry with a Flair . . . . .	40	<b>S</b>	
Frequently Asked Questions . . . . .	5	School Policies . . . . .	45-46
<b>G</b>		Senior Classes for 55+ . . . . .	44
GED & Career Prep . . . . .	35	Sewing . . . . .	41
General Education Development Test (GED) . . . . .	35	Staff . . . . .	8, 50
General Information . . . . .	45-46, 48	<b>T</b>	
<b>H</b>		Table of Contents . . . . .	3
Hatha Yoga . . . . .	37	Tai Chi . . . . .	36
High School Subjects . . . . .	33-34	<b>U</b>	
<b>I</b>		Ultimate Challenge Workout . . . . .	37
Institutional Staff . . . . .	8	<b>V</b>	
Intro to Computers . . . . .	32	VN Entrance Exam Prep-Course . . . . .	22
<b>J</b>		Vocational Nurse . . . . .	22-23
Jewelry-Wire Wrap . . . . .	41	<b>W</b>	
<b>K</b>		Watercolor Painting . . . . .	40
Keyboarding Certification Test . . . . .	24	Wire Wrap Jewelry . . . . .	41
<b>L</b>		<b>Y</b>	
Learn English . . . . .	29-31	Yoga . . . . .	37
Learning Center . . . . .	34	<b>Z</b>	
Loan Signing . . . . .	25	Zumba . . . . .	36





## GENERAL INFORMATION

### Success Story: Amy Schwartz

My name is Amy Schwartz and I have the pleasure of saying that I am the recipient for 1st place gold medal for Skills USA Practical Nursing competition 2017. I have always been one who made it a point to excel academically. So when I heard about this competition with DAS, I knew I wanted to win. The opportunity to showcase my skills as a nursing student was a blessing. The guidance by my professors and the support of the nursing staff made me feel like I could not fail. The experience of being able to travel with them and see the once in a lifetime sights, is invaluable, and I will never forget it. My hard work was rewarded with excursions to a theme park, zip lining with my instructors in an underground cave, hotel stays in San Diego, countless wonderful dining and bonding experiences with them during the trip, and forming friendships with my competitors that I still hold dear to this day. And that is not even all that we did. The feeling that overwhelmed me to tears while that national winner gold medal was



placed around my neck is a feeling that fills my heart to this day. Believe you can, and you will. Because the only true failure in life is not trying at all. Thank you to the nursing staff and director of DAS for all that you have done for me. You laid the ground work for a lifetime of success for me, and then left it up to me to do with it what I could. And, I'm so happy that I could bring us the gold.

## We Accept VISA and MasterCard



### Adult School Calendar Spring/Summer 2018

April 9 (Monday) .....Spring/Summer Session Begins  
 May 28 (Monday) ..... Memorial Day  
 July 4 (Wednesday)..... 4th of July  
 July 22 (Sunday)..... Spring/Summer Session Ends  
 July 23 – August 12..... Summer Break  
 August 13 (Monday)..... Fall 2018 Begins



## GENERAL INFORMATION



# DOWNEY ADULT SCHOOL BRINGS HOME GOLD, SILVER, & BRONZE!

## Downey Adult School's Vocational Nursing Program Participates at Skills USA Competition!

Launched in 1965, Skills USA is a partnership of students, teachers, and industry leaders in the workforce to ensure that America is equipped with highly qualified employees. Skills USA empowers its members to become world class leaders and responsible citizens in the area of Career and Technical Education.

Downey Adult School started a Skills USA chapter in 2009. Earlier this year, Downey Adult School had 19 post-secondary students compete in the areas of Practical Nursing, First AID/CPR, Health Occupations Professional Portfolio, Medical Math, and Medical Terminology.

The two day, Regional Conference, hosted approximately 1900 students in over 100 occupational areas. The conference tested students' technical and soft skills in their contest area and with their scores, 13 Vocational Nursing students have advanced to the State Competition, which will be held in April, where they will compete against thousands of students from all over California in hopes of winning the Gold Medal and advancing to Nationals in Louisville, Kentucky.

Gold medalists were Akemi Hiwada (Practical Nursing), Amy Schwartz (Practical Nursing), Cheska Nicole Ochoa (First AID/CPR), Priscilla Villatoro (Health Occupations Professional Portfolio), Lloyd Talan (Medical Math), and My Nguyen (Medical Terminology). Silver medalists were Jennifer Portillo Valladares (PN) and Rochelle Page (Medical Terminology). Bronze medalists were Won Choi (PN) and Christine Bustillo (Medical Terminology). Leslie Encinas, Cecilia Cardenas, Jennifer De Haro, and Stephanie Cardona also qualified to advance for State Competition in the area of Practical Nursing.

Downey Adult School - Career and Education Center would like to thank the Downey Unified School District for their support of the SkillsUSA program and is especially thankful for the 21st Century opportunities afforded to Downey Adult School students via the SkillsUSA program.

### 2017-2018 CTE Scholarship Recipients

Wendy Andrade  
Court Reporting

Amanda Arteaga  
Dental Assistant

Stephanie Cardona  
Vocational Nursing

Jessica Casillas  
Dental Assistant

Leslie Encinas  
Vocational Nursing

Jerry Guzman  
Medical Assistant/  
Phlebotomy

Jennifer Perez  
Dental Assistant

Cristal Ramirez  
Dental Assistant

Marba Reyes  
Massage Therapy



# REGISTRATION INFORMATION

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



## There are Three Ways To Pre-Register and Reserve Your Seat.

**ESL STUDENTS MUST REGISTER IN PERSON.**



### ONLINE

Register at [www.das.edu](http://www.das.edu)



### MAIL-IN

Complete the registration form on the next page. Use one registration form per person. For additional forms you may photocopy the form or call us. Include your Check, Money Order, Visa or Mastercard information and mail the registration form to:

Downey Adult School  
12340 Woodruff Ave.  
Downey, CA 90241



### WALK-IN

You may register in person with Cash, Check, Money Order, Visa or Mastercard. Come in to the Downey Adult School office located on the corner of Woodruff and Imperial and one of our courteous office staff will gladly assist you!

## REGISTRATION ASSISTANCE STAFF

Minerva Alvarez, Learning Center  
Elizabeth Baños, Registration  
Janet Gera, Pharmacy Technician  
Jaymee Hunt, Registration/ASAPv3  
Maria Lopez, Nursing  
Karina Madariaga-Valentine,  
Admin Support  
Fernando Munoz, CSR, Online Classes

Brian Ofner, Counselor  
Neeti Rajput, Int. Accounting Clerk  
Rita Rodarte-Myers, Financial Aid  
Frances Sanchez, Office Manager  
Gary Stott, HS/GED Registrar  
Ajejandro Valencia, Dental/EMT  
Evelyn Velasco, Financial Aid  
Liz Villalobos, Allied Health

### DAS Office Hours

Monday - Thursday 7:30am - 7:30pm  
Friday 7:30am - 4:30pm

**STUDENT REGISTRATION/ENROLLMENT FORM – Spring/Summer 2018**

Please take time to fill out this form. All areas are required information!

Today's Date \_\_\_\_\_ Student ID# \_\_\_\_\_ Update Information \_\_\_\_\_  
(Fecha de hoy) (Downey Adult School ID number - Only) (New Address/ Phone/or Name)

Student Name: \_\_\_\_\_ Sex: M \_\_\_ F \_\_\_  
Last Name (Apellido Paterno, o de Casada) First Name (Primer Nombre) Middle Name (Segundo Nombre)

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code \_\_\_\_\_  
(Dirección) (Ciudad) (Código Postal)

E-mail address: \_\_\_\_\_ Your Country \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Correo Electrónico) (País de Origen) Month/Mes Day/Día Year/Año

Phone No. ( ) \_\_\_\_\_ Cell No. ( ) \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ Phone No. ( ) \_\_\_\_\_

<p><b>RACE</b> (Please mark one)</p> <p><input type="checkbox"/> Hispanic</p> <p><input type="checkbox"/> Not Hispanic</p>	<p><b>HIGHEST YEAR OF SCHOOL COMPLETED</b></p> <p>_____ (Grade 1 through 16)</p> <p><input type="checkbox"/> Majority of Schooling Outside US</p>	<p><b>ATTAINABLE GOAL</b></p> <p>*Choose 2 goals*</p> <p>1 = Primary Goal 2 = Secondary Goal</p> <p><input type="checkbox"/> Improve Basic Literacy Skills</p> <p><input type="checkbox"/> Improve English Skills</p> <p><input type="checkbox"/> HS Diploma/GED/HISET</p> <p><input type="checkbox"/> Get a Job</p> <p><input type="checkbox"/> Retain a Job</p> <p><input type="checkbox"/> Get a different Job</p> <p><input type="checkbox"/> Enter College or Training</p> <p><input type="checkbox"/> Work-based Project</p> <p><input type="checkbox"/> Family Goal</p> <p><input type="checkbox"/> U.S. Citizenship</p> <p><input type="checkbox"/> Military</p> <p><input type="checkbox"/> Personal Goal</p> <p><input type="checkbox"/> Other _____</p>	<p><b>SPECIAL STATUS</b> (Student Type)</p> <p><input type="checkbox"/> Displaced Homemaker</p> <p><input type="checkbox"/> Limited English Proficient</p> <p><input type="checkbox"/> Single Parent</p> <p><input type="checkbox"/> Economically disadvantaged (Mark all that apply)</p> <p><input type="checkbox"/> BOGG Grant</p> <p><input type="checkbox"/> Bureau of Indian Affairs Assistance</p> <p><input type="checkbox"/> CalWORKs</p> <p><input type="checkbox"/> Free/Reduced Lunch</p> <p><input type="checkbox"/> GA (General Assistance) or GR (General Relief)</p> <p><input type="checkbox"/> Individual with a disability</p> <p><input type="checkbox"/> Low Income</p> <p><input type="checkbox"/> Migrant</p> <p><input type="checkbox"/> PELL Grant</p> <p><input type="checkbox"/> Rehabilitation</p> <p><input type="checkbox"/> Supplemental Security Income (SSI)</p> <p><input type="checkbox"/> TANF</p> <p><input type="checkbox"/> Veteran</p> <p><input type="checkbox"/> WIA</p> <p><input type="checkbox"/> WIC</p>
<p><b>ETHNICITY</b> (Please mark one)</p> <p><input type="checkbox"/> Alaskan Native or American Indian</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> Native Hawaiian or Other Pacific Islander</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Other _____</p>	<p><b>HIGHEST DIPLOMA OR DEGREE EARNED</b></p> <p><input type="checkbox"/> None</p> <p><input type="checkbox"/> GED</p> <p><input type="checkbox"/> High School Diploma</p> <p><input type="checkbox"/> Technical Certificate</p> <p><input type="checkbox"/> A.A./A.S. Degree</p> <p><input type="checkbox"/> 4 Year College</p> <p><input type="checkbox"/> Graduate Studies</p> <p>Other _____</p> <p><input type="checkbox"/> I Earned the Above Outside of the U.S.</p>	<p><b>DEPENDENTS</b></p> <p>Number of Dependents _____</p> <p>Number of K-12 students in family _____</p>	<p><b>PAYMENT</b></p> <p><input type="checkbox"/> Cash \$ _____</p> <p><input type="checkbox"/> Check \$ _____ Check # _____</p> <p><input type="checkbox"/> Visa \$ _____</p> <p><input type="checkbox"/> MasterCard \$ _____</p> <p><input type="checkbox"/> MO \$ _____ MO# _____</p> <p><b>REFUNDS</b> may be issued less 15% processing fee. <b>NO REFUNDS</b> will be issued after third class meeting.</p>
<p><b>NATIVE LANGUAGE</b></p> <p><input type="checkbox"/> English</p> <p><input type="checkbox"/> Spanish</p> <p><input type="checkbox"/> Arabic</p> <p><input type="checkbox"/> Cambodian</p> <p><input type="checkbox"/> Chinese</p> <p><input type="checkbox"/> Farsi</p> <p><input type="checkbox"/> Korean</p> <p><input type="checkbox"/> Lao</p> <p><input type="checkbox"/> Russian</p> <p><input type="checkbox"/> Tagalog</p> <p><input type="checkbox"/> Vietnamese</p> <p><input type="checkbox"/> Other _____</p>			
<p><b>DAS - CONTACT INFORMATION</b></p> <p><b>12340 Woodruff Ave.</b> <b>Downey, CA. 90241</b> <b>Phone: (562) 940-6200</b></p>			
<p><b>EMPLOYMENT</b></p> <p>Employed : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Retired</p> <p>► If "Yes," please answer the information below:</p> <p>Employer: _____</p> <p>Address: _____</p> <p>City: _____ Zip Code: _____</p>			

**CLASS SELECTION**

Course Number	Class Name	Fee
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

**PLEASE TAKE A MOMENT TO ANSWER THE FOLLOWING QUESTIONS:**

How did you hear about Downey Adult School? \_Banner \_Event \_Friend \_Marquee \_Catalogue \_Flyer \_Internet \_Postcard

**LOOKING FOR A NEW CAREER?**

What class(es) would you like to see offered at Downey Adult School?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

ADDITIONAL COMMENTS OR SUGGESTIONS:

**REFUND POLICY:**

Downey Adult School follows a fair and equitable refund policy for the refunds of fees and other institutional charges as adopted by the Commission on Occupational Education. Refunds are given if the class is canceled. To receive a refund, a student must complete a Refund Request Form from the main office. Once the form is completed by the student, it must be approved by Administration. Once approved, the refund request is processed. There are no refunds on textbooks or uniforms. Also, there are no refunds or class exchanges for Community Education classes. The refund check will be mailed to the student. The process may take up to six weeks. **I understand that D.A.S. may issue a refund, less a 15% processing fee, if the request is made prior to the third class meeting, whether attended or not. If approved, refunds will be received within 4 to 6 weeks of request.**

Student's Signature \_\_\_\_\_

**Downey Unified School District**  
**Downey Adult School**  
**Career and Education Center**  
12340 Woodruff Avenue  
Downey, CA 90241-5610  
www.das.edu

Non-Profit  
Organization  
U.S. Postage  
PAID  
Bell Gardens, CA  
Permit No. 5243

**FINANCIAL AID NOW AVAILABLE  
TO THOSE WHO QUALIFY**

TRIMESTER BEGINS **APRIL 9<sup>TH</sup>**

## **NEW CLASSES**

Advanced Private Security Academy.....	pg. 10
New Phlebotomy .....	pg. 21
Drop 2 Sizes Challenge .....	pg. 38
EKG/ECG .....	pg. 24
Emergency Medical Technician .....	pg. 12
Sewing .....	pg. 41
Online High School .....	pg. 34
Ultimate Challenge Workout.....	pg. 37

**CALL TODAY for detailed information  
(562) 940-6200 or visit [www.das.edu](http://www.das.edu)**



DAS is accredited by: WASC & COE