Course Catalog  |  FALL 2020

Trimester begins August 17, 2020
Welcome to DAS!

MESSAGE FROM THE Principal

Greetings! As Principal of Downey Adult School, I want to welcome everyone back. It is an honor and privilege to serve the community of Downey as well as the surrounding areas.

At DAS, we are delighted to reopen and get back to serving our community. Throughout this challenging time, your health and safety remain our top priority. We know the uncertainty everyone must feel however we want to assure you that we hear you and we are doing everything to make sure everyone feels safe. We are taking all precautions based on guidance from health experts and government officials. Our focus remains on the health and safety of our staff and students.

It is a privilege to be 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. We have courses that lead to a High School Diploma or High School Equivalence (HSE) formerly known as the GED. We have 11 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 and Vocational Nurse, many of which qualify for financial aid.

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

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

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

We look forward to meeting you and serving your needs.

Blanca Rochin, Principal
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In the midst of a storm, we sometimes see students panic and throw their hands in the air. This is far from the truth for our court reporting student, Jessica Villeda.

Our program was forced to go online very abruptly because of Covid-19 and the pandemic. DAS had to come up with new policies and procedures that accommodated being an online student. Students had to deal with technical issues that they had never experienced before and quickly learn how to resolve them.

The court reporting students are required to pass a 200 wpm speed test at 97.5% accuracy with four speakers talking. Usually that test is a "live" test with four people on campus.

Jessica Villeda, with true grit and determination, passed her qualifier online in the midst of this storm. Jessica is the very first student at DAS to pass a qualifier online. With everything going on, she continued to work hard through all of these challenges to make it happen, and she did.

Jessica is our Court Reporting Club President, and she was dedicated to making students feel welcome and appreciated. We, at DAS, are excited and elated for Jessica. We cannot thank her enough for all that she has done for DAS, and we are wishing her all the best at the state exam. Oh, and Jessica will be taking the state exam online! This is the first time the state will be administering the CSR state exam online. What great timing!!! Jessica is now an online expert. 😊

All of the teachers and students are so proud of you!!!! Thank you for being such a wonderful CR Club President, and dedicating your time to help others. We had fun times, and you are truly appreciated!!! 💖
Frequently Asked Questions
Including Admissions Requirements & Procedures

1. WHERE ARE YOU LOCATED?
We are located on the northeast corner of Woodruff Ave. and Imperial Highway. Exit west off 605 at Imperial Highway. Our address is: 12340 Woodruff Ave., Downey, CA 90241.

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

3. HOW DO I ENROLL IN ADULT SCHOOL?
- Online – register at www.das.edu
- Walk In – You may register in person with Cash, Check, Money Order, Visa or MasterCard. Come to our front office.

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

5. HOW OLD DO I HAVE TO BE TO TAKE CLASSES?
You must be an adult, which is any person 18 years or older. You may be a high school student enrolled in the Downey Unified School District with permission from your counselor or a resident of Downey attending another high school with permission from student services to make up high school credits.

6. DO I NEED TO BUY BOOKS FOR MY CLASSES?
Information on book purchases will be given at the orientations.

7. DO I HAVE TO HAVE A CERTAIN GRADE PERCENTAGE TO PASS MY COURSES?
DAS policy requires students to earn a minimum grade of 75% to pass.
90% and above = A
80% - 89% = B
75% - 79% = C
Grades of 74% or less are failing.

8. DO YOU OFFER PAYMENT PLANS?
Yes, we do for selected career training programs.

9. DO YOU HAVE FINANCIAL AID?
Federal Financial Aid is available for selected career programs to those who qualify. (Pell Grants only). Please call (562) 940-6215 or email DASFinancialAid@dusd.net for more information.

10. WHAT PROGRAMS QUALIFY FOR FINANCIAL AID?
Look for the Financial Aid symbol to see which classes are eligible.

11. DO YOU ACCEPT VA EDUCATIONAL BENEFITS?
Downey Adult School is Veteran friendly. Please call (562) 940-6215 or email DASVeterans@dusd.net for more information.

12. WHAT PROGRAMS QUALIFY FOR VA EDUCATIONAL BENEFITS?
Look for the VA Benefits symbol to see what classes are eligible.

13. DO I NEED TO BUY MY OWN SUPPLIES?
Most supplies are made available for purchase in the class by the teacher or the teacher will suggest locations where you can purchase supplies.

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

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

16. IS DAS ACCREDITED?
Yes, DAS is a part of the Downey Unified School District and is accredited by the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE).

How to Read the Schedule

18 weeks - Length of Class
M – Th - Day(s) Class Offered
9:00am – 5:00pm - Time Class Offered
M-107 - Room Number Class Meets At
Ciatti - Name of Instructor
310120.04 - Course #
Financial Aid Services

FINANCIAL AID

How do I get an appointment with Financial Aid?

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

FINANCIAL AID PROCESS

Federal Pell Grants available to eligible students.

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

The following programs are eligible for Financial Aid Benefits (PELL Grant) for students who qualify:

• Court Reporting
• Dental Assistant
• Medical Assistant
• Medical Assistant/Phlebotomist Combo
• Medical Biller/Coder
• Massage Therapy
• Paralegal
• Pharmacy Technician
• Vocational Nursing

Minimum requirements:

• Meet U.S. citizenship or eligible non-citizenship requirements. Note: Deferred Action recipients (DACA) 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 equivalency may be obtained through one of the Approved Foreign Credentials Evaluation Services office https://www.dca.ca.gov/cba/applicants/foreign.pdf Proof must be notarized & translated.
• Males must have applied for Selective Service between the ages of 18-24.

SATISFACTORY ACADEMIC PROGRESS (SAP)

According to Federal regulations, 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 and institutional regulations, financial aid recipients must meet all Satisfactory Academic Progress (SAP) standards prior to the awarding and/or disbursing of any federal student aid funds. A review of SAP is conducted prior to each disbursement date for all Title IV recipients. The Satisfactory Academic Progress Policy ensures student success and accountability and promotes timely advancement toward objectives at Downey Adult School (DAS). SAP guidelines are based on reasonable expectations of academic progress. Accordingly, these guidelines should not be a hindrance to any student in good academic standing and will be measured using two standards.

1. Qualitative – All students must maintain a minimum cumulative grade point average (GPA) requirement.
2. Quantitative – Meeting a minimum number of hours per week.

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)

HOMEWORK & RESOURCE CENTER

The Resource Center, located in Room H-61, is intended for current students and the general public who need a place to study and/or conduct job searches. We also provide prospective students assistance with filing FAFSA.

SPECIAL PROGRAMS

WIOA, Work Source Centers, Workers Compensation, Department of Rehabilitation, EDD/TAA, CalWORKS, TANF, GAIN recipients are welcome. For more information, email DASSpecialPrograms@dusd.net

FINANCIAL AID & VETERANS OFFICE STAFF

FA-VA Office . . . . . . . . . . . . (562) 940-6215
Rudy Ojeda . . . . . . . . . . . . (562) 940-6215
Rita Rodarte-Myers . . . . . . . . (562) 940-6247
Fernando Masias . . . . . . . . . . (562) 940-6283
I’m a Veteran or a Dependent of a Veteran, how do I enroll?

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

What should I bring to my appointment with the SCO?

**VETERANS**
- Social Security Card
- Valid ID
- Form-DD214 Member-4
- C.O.E. if available
- Transcripts if available

**DEPENDENTS**
- Social Security Card
- Valid ID
- Veteran’s Form-DD214 Member-4
- C.O.E. if available
- Transcripts if available

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

What happens at my visit with the SCO?

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

**APPROVED COURSES FOR VETERANS BENEFITS**

Come in and use your benefits:
- Advanced Private Security Academy
- Court Reporting (on campus only)
- Dental Assistant
- Vocational Nursing
- Emergency Medical Technician
- Massage Therapy
- Pharmacy Technician
- Medical Assistant/Phlebotomist Combo
- Medical Biller Coder (on campus only)
- Medical Assistant (on campus only)

**PLEASE NOTE:** In order to qualify for full-time VA benefits, students must meet a minimum of 18 hours per week. We encourage you to review the hours of class meetings prior to making your selection of CTE Program.

**FOR MORE INFORMATION**

Please email DASVeterans@dusd.net

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

### FULL-TIME INSTITUTIONAL STAFF

<table>
<thead>
<tr>
<th>NAME</th>
<th>DEGREE</th>
<th>AGENCY</th>
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<tbody>
<tr>
<td>Alexander, Scott</td>
<td>B.A.</td>
<td>Cal State University, Long Beach, CA</td>
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<tr>
<td>Chiaravalloti, Susan</td>
<td>B.S.</td>
<td>Humphrey’s College, CA</td>
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<tr>
<td>Ciatti, Christina</td>
<td>A.A.</td>
<td>Orange Coast College, CA</td>
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<td>Dame, Robert</td>
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<td>Epperson, Jocelyn</td>
<td>A.A.</td>
<td>Cerritos College, CA</td>
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<td>Escaler, Claudia</td>
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<td>Cal State University, Long Beach, CA</td>
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<tr>
<td>Gonzalez, Leonor</td>
<td>B.A.</td>
<td>Everest University, CA</td>
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<tr>
<td>Holt, Kelly</td>
<td>B.S.</td>
<td>Grand Canyon University, AZ</td>
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<tr>
<td>Legaspi, Dan</td>
<td>*</td>
<td>Community Colleges of So. Nevada, NV</td>
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<tr>
<td>Mejico, Gale</td>
<td>B.S.N.</td>
<td>University of Phoenix, CA</td>
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<tr>
<td>Monte, Richard</td>
<td>*</td>
<td>University of San Diego, CA</td>
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<tr>
<td>Morales, Hernand</td>
<td>B.A.</td>
<td>Azusa Pacific University, Azusa, CA</td>
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<tr>
<td>Pacheco, Mariana</td>
<td>M.S.N.</td>
<td>Cal State University, Los Angeles, CA</td>
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<tr>
<td>Page, William</td>
<td>A.A.</td>
<td>Ashworth College, GA</td>
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<td>Spathopoulos, Julie</td>
<td>B.S.</td>
<td>Cal State University, Long Beach, CA</td>
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<tr>
<td>Velazquez, Victor</td>
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<tr>
<td>Vicencio, Rosalina</td>
<td>B.A.</td>
<td>De Campo Memorial College, Philippines</td>
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### PART-TIME INSTITUTIONAL STAFF

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<tr>
<th>NAME</th>
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<tr>
<td>Anderson, Arthur</td>
<td>*</td>
<td>Los Angeles Cty. Office of Ed., Downey, CA</td>
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<tr>
<td>Ando, Michelle</td>
<td>A.A.</td>
<td>Cerritos College, CA</td>
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<tr>
<td>Bocanegra, Lina</td>
<td>D.M.D.</td>
<td>University of San Martin, Bogota, Columbia</td>
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<tr>
<td>Burns, Rosa</td>
<td>A.A.</td>
<td>Cerritos College, Norwalk, CA</td>
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<tr>
<td>Carstairs, Matthew</td>
<td>*</td>
<td>Los Angeles Cty. Office of Ed., Downey, CA</td>
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<tr>
<td>Cendejas, Alberto</td>
<td>B.A.</td>
<td>Cal State University, Dominguez Hills, CA</td>
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<tr>
<td>Cervantes, Luis</td>
<td>*</td>
<td>University of San Diego, CA</td>
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<tr>
<td>Chew, Patricia</td>
<td>B.A.</td>
<td>Azusa Pacific University, Azusa, CA</td>
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<tr>
<td>Dunbar, Mai</td>
<td>B.S.</td>
<td>Cal State University, Long Beach, CA</td>
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<tr>
<td>Falcon, Ellen</td>
<td>M.D.</td>
<td>Bicol Christian College of Medicine</td>
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<td>Gallagher, Mary</td>
<td>Ph.D.,Ed.</td>
<td>Claremont Graduate University, Claremont, CA</td>
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<td>Guerra, Mario C.</td>
<td>A.S.</td>
<td>New Mexico Military Institute, Roswell, NM</td>
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<td>Gutierrez, Michelle</td>
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<td>Hagan, Linda</td>
<td>B.S.</td>
<td>University of Phoenix, AZ</td>
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<td>Holcombe, David</td>
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<td>Hurtado, Teresa</td>
<td>B.S.</td>
<td>Cal State University, San Bernardino, CA</td>
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<td>Iglesia, Allison</td>
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<td>Jones, Angelique</td>
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<td>Leaf, Randolph</td>
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<td>University of Phoenix, AZ</td>
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<td>Lee, Linda</td>
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<td>Pasadena City College, CA</td>
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<td>Manzano-Lopez, Kora</td>
<td>B.A.</td>
<td>Sonoma State University, CA</td>
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<td>Markos, George</td>
<td>M.D.</td>
<td>Tanta University, Tanta, Egypt</td>
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<td>Martin Del Campo, Ninive</td>
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<td>Mercurio, Theresa</td>
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<td>University of San Diego, San Diego, CA</td>
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<td>Nelson, Melinda</td>
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<td>Humphreys College, CA</td>
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<td>Ravenscroft, Carrie</td>
<td>B.S.</td>
<td>Vanguard University, Costa Mesa, CA</td>
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<td>Rojas, Wendy</td>
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<td>Roxas, Agnes</td>
<td>D.M.D.</td>
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<td>Salcido, Rita</td>
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<td>Selnick-Doshay, Mona</td>
<td>B.A.</td>
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<td>Shaffer, Cheryl</td>
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<td>Teh, Manolita</td>
<td>D.M.D.</td>
<td>Del Campo Memorial College</td>
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<td>Washington, Larice</td>
<td>A.A.</td>
<td>Cerritos College, Norwalk, CA</td>
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<td>Watson, Harvey</td>
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<td>Los Angeles Cty. Office of Ed., Downey, CA</td>
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<td>Yoo, Sarah</td>
<td>*</td>
<td>Los Angeles Cty. Office of Ed., Downey, CA</td>
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<td>Youngblood, Shawn</td>
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<td>University of San Diego, CA</td>
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**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.
Court Reporting

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.
Time: 11:00am – 12:30pm
September 4  October 2
November 6  December 4

NIGHT CLASSES STARTING SOON!

COURT REPORTING

NEW STUDENTS START EVERY JANUARY, APRIL, AND AUGUST
Cost: See below
Total Program Hours: 4440
Due at registration: HS Diploma or equivalent.
DAS has a free practice lab with computers, wireless printing, and Internet access.

Online Academics – $299 each:
• CASE Catalyst – Beginning
• CASE Catalyst – Advanced
• Court Procedures
• Criminal Procedures
• CSR Preparation
• Deposition Procedures
• Eclipse Software – Beginning
• Eclipse Software – Advanced
• English Punctuation
• English Vocabulary
• English Grammar – Beginning
• English Grammar – Advanced
• Legal Terminology
• Medical Terminology
• Transcript Preparation

Speed Classes – On Campus
$3,699/yr.
M – F 8:00am – 1:00pm
Staff E-32

Speed Classes – Online
$3,999/yr.
Online Available 24/7

Theory I, Theory II,
One Trimester of Speed
$3,999/yr.
Online Available 24/7
Staff Online

Lab*
M – Th 8:00am – 5:00pm
F 8:00am – 3:00pm
Staff C-12

*Available free to CSR students

FOR MORE INFORMATION, EMAIL
jepperson@dusd.net, or
CALL (562) 940-6242

EMPLOYMENT OUTLOOK FACTS
Median Pay: $27.48 per hour
Job Outlook: 7% (Faster than average)
Job Openings (2018-28): 1,100
Source: www.bls.gov

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

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

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

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

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

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

APPROVED for VETERANS
ON-CAMPUS ONLY!

FINANCIAL AID
TO THOSE WHO QUALIFY
Paralegal

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.

Mandatory Orientations:

Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

Time: 6:00pm – 7:30pm
September 2    October 14
November 11   December 2

Paralegal Certificate Program

8 Courses Total / Each Course is 13 Weeks
Cost: $3,999
Total Program Hours: 624
Due at registration: $500 and HS Diploma or equivalent. eBooks included.

Courses:
3 Prerequisites:
• Intro to Paralegal
• Introduction to Law
• Legal Terminology
• Legal Research
• Tort Law
• Will, Trusts, and Estate
• Criminal Law & Procedure
• Civil Litigation

 Begins: August 24, 2020
Instructor: Melinda Nelson, CSR 12496, has been a certified shorthand reporter for 17 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

Financial Aid to Those Who Qualify

For more information, email: menelson@dusd.net

Employment Outlook Facts

Median Pay: $24.49 per hour
Job Outlook: 12% (Much faster than average)
Job Openings (2018-28): 39,000
Source: www.bls.gov
Clinical Medical Assistant

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 also take pulse, respiration, temperature, blood pressure, administer injections, apply bandages and dressings and record electrocardiograms (EKG). They also learn steps for suture removal.

The cost of the course includes Word, medical terminology, keyboarding, electronic health records, and externship.

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

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

Time: 1:00pm – 2:30pm
August 14  August 28  September 11
September 25  October 9  October 23
November 13  December 11
Orientations for Hybrid Class, see page 28

MEDICAL ASSISTANT PROGRAM
NEW CLASSES BEGIN EVERY 2 WEEKS AND EVERY 5 WEEKS
Cost: $3,999
Total Program Hours: 660
Due at registration: $700 and HS Diploma or equivalent.

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

27 weeks
M – Th  5:00pm – 9:30pm
Staff  M-103/J-93

15 weeks – Hybrid
Sat  8:00am – 4:30pm
Staff  TBD

* Above schedule does not include externship hours.

NEW HYBRID ONLINE CLASSES
15 WEEKS – STARTS AUGUST 24, 2020
See page 28. For more info email: menelson@dusd.net

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

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

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

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

EMPLOYMENT OUTLOOK FACTS
Median Pay: $16.16 per hour
Job Outlook: 23% (Much faster than average)
Job Openings (2018-28): 154,900
Source: www.bls.gov

FINANCIAL AID TO THOSE WHO QUALIFY

FOR MORE INFORMATION, EMAIL
DASAlliedHealth@dusd.net

APPROVED FOR VETERANS

www.das.edu  (562) 940-6200
Medical Assistant and Phlebotomy

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).

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

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.
Time: 1:00pm – 2:30pm
August 14
August 28
September 11
September 25
October 9
October 23
November 13
December 11

MEDICAL ASSISTANT/PHLEBOTOMY COMBINATION
NEW CLASSES BEGIN EVERY 5 WEEKS
Cost: $4,999
Total Program Hours: 700
Due at registration: $700 and HS Diploma or equivalent.
Course prerequisites:
• High School/GED Diploma or equivalent.
• Vaccination Records – must include Hep A, Hep B, MMR, and Varicella.
• Current TB Test (within the last year).
• BLS (Basic Life Support) Card.
• Must attend an orientation prior to registration.

27 weeks
M – F 8:30am – 12:30pm
Staff M-102/J-93
27 weeks
M – F 1:00pm – 5:00pm
Staff M-102/J-93
* Above schedule does not include externship hours.

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.

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

FINANCIAL AID TO THOSE WHO QUALIFY
FOR MORE INFORMATION, EMAIL
DASAlliedHealth@dusd.net

EMPLOYMENT OUTLOOK FACTS
Median Pay: $16.58 per hour
Job Outlook: 23% (Much faster than average)
Job Openings (2018-28): 29,500
Source: www.bls.gov
Dental Assistant

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)
- Sealants.

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

Time: 3:00pm – 4:30pm
July 28  August 19  September 16
October 14  November 18  December 16

DENTAL ASSISTANT PROGRAM
NEW CLASSES BEGIN EVERY 5 WEEKS
Cost: $6,999
Total Program Hours: 800

Due at registration: $700, HS Diploma or equivalent, TB clearance, Hepatitis B Immunization record, CPR certification. Must be at least 18 years of age to enroll in the program.

NOTE: Students must purchase their own books and uniform.

30 weeks
M – Th  8:30am – 1:30pm
Staff  K-83

30 weeks
M – Th  4:00pm – 9:00pm
Staff  K-83

*Above schedule does not include externship hours.

FOR MORE INFORMATION, EMAIL
Mai Dunbar at mdunbar@dusd.net

EMPLOYMENT OUTLOOK FACTS
Median Pay: $18.59 per hour
Job Outlook: 11% (Much faster than average)
Job Openings (2018-28): 38,700
Source: www.bls.gov

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

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

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

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

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

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

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

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

REGISTERED DENTAL ASSISTANT COMING SOON!

FINANCIAL AID TO THOSE WHO QUALIFY
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.

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

Time: 4:30pm – 5:30pm
July 15  August 19  September 16
October 14  November 18  December 16

ORTHODONTIC ASSISTING PERMIT COURSE

NEW CLASSES BEGIN EVERY 21 WEEKS
Cost: $2,499  (Financial Aid is NOT available for this course.)
Due at registration: $700.

Course prerequisites:
• All students wishing to enroll in the Orthodontic Assisting Course must have at least six (6) months experience in the dental field DA/RDA and an employment certification from a licensed dentist. 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.
• Students must have a current TB clearance.
• Students must have Hepatitis B vaccination records or must sign the HBV refusal form.
• Students must have a current CPR certification approved by the Dental Board of California.
• Must purchase their own book, typodont, ortho supplies, and materials.
• Must attend an orientation prior to registration.

EMPLOYMENT OUTLOOK FACTS
Median Pay: $18.59 per hour
Job Outlook: 11% (Much faster than average)
Job Openings (2018-28): 38,700
Source: www.bls.gov

FOR MORE INFORMATION, EMAIL
Mai Dunbar at mdunbar@dusd.net

21 weeks  F  1:00pm – 5:00pm
Staff  M-104
Pharmacy Technician

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.

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

Time: 2:00pm – 3:30pm
August 24  September 14  October 5
October 26  November 16  December 7

PHARMACY TECHNICIAN PROGRAM
NEW CLASSES BEGIN EVERY 5 WEEKS
Cost: $3,999
Total Program Hours: 620
Due at registration: $700, HS Diploma or equivalent, TB clearance, Hepatitis B Immunization record, CPR certification, background/drug screening.

Students must purchase their own books and supplies.

| 25 weeks | M – F  | 8:30am – 12:30pm |
| 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

Mandated Orientations:
Program: Pharmacy Technician
Date: August 24
Time: 2:00pm – 3:30pm
Location: M-108/L-71

For More Information, Email Dan Legaspi at dlegaspi@dusd.net

Financial Aid
To Those Who Qualify

Employment Outlook Facts
Median Pay: $15.72 per hour
Job Outlook: 7% (Faster than average)
Job Openings (2018-28): 31,500
Source: www.bls.gov
Emergency Medical Technician

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

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

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for anorientation, you will receive an email confirmation with orientation information and details.
Time: 11:00am – 12:30pm
August 14  September 11  October 9
November 13  December 11

EMERGENCY MEDICAL TECHNICIAN PROGRAM

CLASSES BEGIN SATURDAY, AUGUST 29, 2020
Cost: $1,299  (Financial Aid is NOT available for this course.)
Total Program Hours: 194
Due at registration: Full payment.

Requirements:
• Must have a High School Diploma or GED at registration.
• Students must purchase uniforms.
• Additional fees: background check fees, Livescan for EMS paperwork, shoes and necessary equipment (BP cuff with sphygmonanometer and Pen Light).
Background Check and Health Physical Forms will be provided at orientation.  PLEASE DO NOT DO ON YOUR OWN.

14 weeks M – Th, some Fridays and Saturdays
6:00pm – 9:00pm
Staff  J-92
* Above schedule does not include externship hours.

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

EMPLOYMENT OUTLOOK FACTS
Median Pay: $26.57 per hour
Job Outlook: 7% (Faster than average)
Job Openings (2018-28): 18,700
Source: www.bls.gov
 Massage Therapy

Downey Adult School presents a massage therapy program designed to teach students through an in-depth 25 or 32 week curriculum. Upon completion, our students will have learned the necessary skills to work and succeed in an ever changing field with possible career opportunities in chiropractic offices, spas, hospitals, physical/sports therapy offices, health and wellness clinics, cruise ships, and self-employed private practices.

MANDATORY ORIENTATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

**Time:** 4:00pm – 5:30pm

- August 5
- August 19
- September 2
- September 16
- October 7
- October 21
- November 4
- November 18
- December 2
- December 16

**MASSAGE THERAPY PROGRAM**

NEW CLASSES BEGIN EVERY 5 WEEKS;
EVERY 4 WEEKS FOR NIGHT PROGRAM

**Cost:** $3,999

**Total Program Hours:** 600

**Due at registration:** $500 and HS Diploma or equivalent.

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

25 weeks

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>8:00am – 1:00pm</th>
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<tbody>
<tr>
<td>Monte</td>
<td>H-60</td>
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32 weeks

<table>
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<tr>
<th>Monday – Thursday</th>
<th>1:00pm – 5:00pm</th>
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</thead>
<tbody>
<tr>
<td>Monte</td>
<td>H-60</td>
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</table>

32 weeks

<table>
<thead>
<tr>
<th>Monday – Thursday</th>
<th>5:00pm – 9:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>H-60</td>
</tr>
</tbody>
</table>

* Above schedule does not include externship hours.

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
  - Phone (916) 669-5336
  - Fax (916) 669-5337
  - www.camtc.org
  - CAMTC Approval code #SCH0030

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

**FINANCIAL AID**

**TO THOSE WHO QUALIFY**

For more information, email: Richard Monte at rmonte@dusd.net

**EMPLOYMENT OUTLOOK FACTS**

- **Median Pay:** $19.92 per hour
- **Job Outlook:** 22% (Much faster than average)
- **Job Openings (2018-28):** 35,400

Source: www.bls.gov
Medical Biller Coder

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.

MANDATORY ORIENTATIONS: (for on-campus students only)
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.
Time: 4:00pm – 5:30pm
August 24  September 14  October 5
November 2  December 7
Orientations for online, see page 27.

MEDICAL BILLER CODER PROGRAM

NEW CLASSES BEGIN EVERY 5 WEEKS;
EVERY 4 WEEKS FOR NIGHT PROGRAM
Cost: $3,999
Total Program Hours: 660
Due at registration: $500 and HS Diploma or equivalent.

Students must purchase their own books. Books should be purchased by the first day of class.

Courses:
• Medical Terminology/Anatomy
• Medical Coding ICD-10-CM
• Medical Coding I
• Medical Coding II
• CPT Chapters 8-17
• CPT Chapters 18-26
• Insurance in the Medical Office
• Computers in Medical Offices
• Electronic Medical Records

18 weeks  M – Th  9:00am – 5:00pm
Ciatti  M-107

30 weeks  Online
Leaf  Online

30 weeks  M – Th  5:30pm – 9:30pm
Martin Del Campo  M-107

* Above schedule does not include externship hours.

ONLINE CLASSES AVAILABLE!
30 WEEKS – STARTS AUGUST 24, 2020
See page 27. For more info email: DASONline@dusd.net

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).

FINANCIAL AID
TO THOSE WHO QUALIFY
FOR MORE INFORMATION, EMAIL
Christina Ciatti at cciatti@dusd.net

EMPLOYMENT OUTLOOK FACTS
Median Pay: $19.40 per hour
Job Outlook: 11% (Much faster than average)
Job Openings (2018-28): 23,100
Source: www.bls.gov

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

19
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.

STEP 1 (OPTIONAL)

VN ENTRANCE EXAM PREP-COURSE

2 day class | Cost: $59 | Room: TBD

SESSION I
September 2 – 3
5:00pm – 8:00pm

SESSION II
September 3 – 4
9:00am – 12:00pm

SESSION III
September 3 – 4
1:00pm – 4:00pm

STEP 2 (REQUIRED)

ORIENTATION/ENTRANCE (TABE) EXAM DATES:

Tuesday, September 8, 15, 22, 29

Cost: $35 testing fee | Registration fee is non-refundable | Preregister on-site

Registration required for orientations.

Days: Tuesday, September 8, 15, 22, 29 | Times: 8:00am – 12:00pm or 1:00pm – 5:00pm | Room: M-105

The TABE Exam includes: math, reading and aptitude testing with competitive results. Due to limited seating not all applicants will be accepted. Based on test scores, the top 60 applicants will be accepted into the Pre-VN course.

STEP 3 (REQUIRED)

REQUIRED PRE-VN COURSE

5 weeks | Cost: $399

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

October 8 - November 6; Thursdays and Fridays

SESSION I
Thursday – Friday 8:00am – 12:00pm

SESSION II
Thursday – Friday 1:00pm – 5:00pm

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

PROGRAM OFFERED IN JANUARY 2021

Cost: $14,999
Total Program Hours: 1536 (12 months full-time day program)

Days: Monday – Thursday (Some Fridays & Saturdays are required)
Time: Varies (Full-time day program)
Due at registration: $2,000 and High School Transcripts.

- 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 in the cost.
- 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 Postpartum Nurse for 8 years.

Instructor: Sarah Yoo has been a Registered Nurse since 2016 and graduated with a B.S.N. from California State University, Fullerton.

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

EMPLOYMENT OUTLOOK FACTS

Median Pay: $22.23 per hour
Job Outlook: 11% (Much faster than average)
Job Openings (2018-28): 78,100
Source: www.bls.gov

FINANCIAL AID TO THOSE WHO QUALIFY
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.

National Exam: Additional $90 required on the first day of class. Payment will be made online directly to NCCTINC.com via credit card only. Visa or MasterCard accepted. This program meets all California requirements for students to become a California licensed phlebotomist (CPT1). The program will introduce students to the field of phlebotomy and provide them with basic and advanced skills in both theory and clinical practice and prepares the students for the National Certification Exam by the National Center for Competency Testing (NCCT).

PHLEBOTOMY TECHNICIAN PROGRAM

NEW CLASSES STARTING SOON!
Cost: $1,499
Total Program Hours: 48 hours + 40 hours of clinical externship
Due at registration: Full payment and HS Diploma or equivalent. Current DAS students receive priority enrollment.

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

COMBINATION MEDICAL ASSISTANT PHLEBOTOMY PROGRAM
See page 13.

EMPLOYMENT OUTLOOK FACTS
Median Pay: $16.58 per hour
Job Outlook: 23% (Much faster than average)
Job Openings (2018-28): 29,500
Source: www.bls.gov
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 complied with the Department of Consumer Affairs’ skills training for security guards. (Authority cited: 7581, Business and Profession code, Reference: Sections 7583.6 and 7583.7, Business and Professions code).

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

**ADVANCED PRIVATE SECURITY ACADEMY**

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

This two week course is a comparative examination of the technical and hands-on aspects of physical activity, as well as the relationship of the criminal justice system and physical security. It provides overviews of the administrative, personnel, and physical aspects of the security field. Additionally, the course provides hands-on training with lethal and non-lethal weapons. Upon successful completion of this course, students will be able to apply for BSIS CA licensure as an Armed and Unarmed Security Officer with SB 1626 School Security Certification. Each student will receive training the following:

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

**RETURNING IN JANUARY!!**

**ONE-WEEK & ONE-DAY CLASSES AVAILABLE.**

FOR MORE INFORMATION, PLEASE EMAIL cgrafton@dusd.net

Instructor Arthur Anderson, received an A.A. degree in Administration of Justice from El Camino College, Torrance. He received his teaching Credential from the Los Angeles County Office of Education in 2018. Arthur has worked in adult education for 2 years, and has been in the field for 6+ years. Arthur was also enlisted in the U.S. Army for four years with one over-seas deployment.

Instructor Cheryl Shaffer, is a Retired First Sergeant in the U.S. Military Police Corps. She has served over 22 years for the Armed Forces in various areas such as the Military Police Fields. She is currently a CA B.S.I.S. Instructor for Firearm and Baton Training, (license #2206 & #1830), a NRA Pistol Instructor, as well as a California Department of Justice Bureau of Firearms Instructor.

**EMPLOYMENT OUTLOOK FACTS**

**Median Pay:** $13.72 per hour

**Job Outlook:** 4% (As fast as average)

**Job Openings (2018-28):** 40,600

Source: www.bls.gov
PATIENT CARE ASSISTANT (CERTIFICATE CLASS)

A Patient Care Assistant provides basic medical and personal care to patients in a clinical setting and home setting. Essential duties and responsibilities often include the following:

• Taking and recording of vital signs (temperature, blood pressure, etc)
• Directs patient in ways to live independently
• Assists with eating (including purchase, preparation and serving)
• Home maintenance (including cleaning, laundry and buying supplies)
• Assists with bathing, grooming, and moving around
• Provides medication reminders and assistance with medications
• Assists with errands and appointments
• Communicates the patient’s needs to nurses and doctors as appropriate
• Aids the patient in the use of any medical devise and equipment required for their specific condition

High School Diploma or equivalent REQUIRED. Background check required. Forms provided. PLEASE DO NOT DO ON YOUR OWN.

RETURNING IN JANUARY!!

SESSION 1 (100 hours)
Days: Monday/Wednesday
Time: 5:30pm – 9:30pm
Room #: M-102
Instructors: Gonzalez
Cost: $899

FOR MORE INFORMATION, PLEASE EMAIL
cgrafton@dusd.net

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

EMPLOYMENT OUTLOOK FACTS

Median Salary: $24,060
Job Growth: 37%
Job Openings (2018-28): 3,253,000
Source: www.bls.gov
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.

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

SESSION 1 (50 hours)
Days: Tuesday/Thursday
September 1 - October 27
Time: 6:00pm – 9:00pm
Room #: M-102
Instructors: Jones
Cost: $999
Course #: 416100.24

SESSION 2 (50 hours)
Day: Friday
September 4 - November 6
Time: 9:00am – 2:00pm
Room #: L-71
Instructors: Markos
Cost: $999
Course #: 416100.25

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. Preregistration required. Please wear comfortable clothing as you will be practicing hands on.

Register online or in M-106
Day: Saturday
Time: 8:30am – 2:30pm
Room #: J-93
Instructors: Staff
Cost: $79

KEYBOARDING CERTIFICATION TEST

RETURNING JANUARY 2021

Days: Thursdays, 6:00pm – 8:00pm
Cost: $49
Course #: 306000.15

Days: Saturdays, 10:00am – 11:00am
Cost: $49
Course #: 306000.15

Source: www.bls.gov

EMployment outlook facts
Median Pay: $16.50 per hour
Job Outlook: 14% (Much faster than average)
Job Openings (2018-28): 18,000

Source: www.bls.gov
HOW TO BECOME A LOAN DOCUMENT SIGNING SPECIALIST

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).

RETURNING JANUARY 2021

Day: Thursday (1 Day Class)
State Proctor exam will be given after the class is completed.
Time: 5:00pm – 9:00pm
Room #: M-103
Instructor: Perez
Cost of Class: $65. Additional $49 books & supplies fee. Optional Certification Test Cost: $35

For more information email Mr. Perez at dperez@dusd.net

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

REAL ESTATE – PRINCIPLES, PRACTICES AND LEGAL ASPECTS

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

Registration is ongoing.

Day: Saturday (10 Week Program)
Time: 10:00am – 12:00pm
Location: Off Campus (7825 Florence Avenue)
Instructor: Roberson
Cost: $149, plus $150 for supplies (paid to the instructor directly)
Classes are Ongoing Course #: 310120.05

For more information call Bertha Salgado at CENTURY 21 My Real Estate (Peak): (562) 927-2626 x 119
Online Programs

PARALEGAL 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. eBooks included. See page 11 for more information.

Due at registration: $500, High School Diploma or equivalent, Mandatory Online Orientation.

Total Program Hours: 624
Each course is 13 weeks; 8 courses total
Begins: August 24
Instructor: Nelson (menelson@dusd.net)
Cost: $3,999

MANDATORY ORIENATIONS:

Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

Time: 6:00pm – 7:30pm
September 2       October 14
November 11       December 2

FINANCIAL AID TO THOSE WHO QUALIFY

FOR MORE INFORMATION, EMAIL
DASOnline@dusd.net

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.

Students will learn:
• Medical Terminology/Anatomy
• Medical Billing
• Medical Coding
• Microsoft Word

Due at registration: $500, High School Diploma or equivalent, Mandatory Online Orientation.

Total Program Hours: 660
30 weeks
Begins: August 24
Instructor: Leaf
Cost: $3,999 (Books not included. Email instructor, rleaf@dusd.net, for book list.)

MANDATORY ORIENATIONS:

Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.

Time: 6:00pm – 7:30pm
September 3       October 15
November 12       December 3

FINANCIAL AID TO THOSE WHO QUALIFY

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.
Online Programs / Classes

MEDICAL ASSISTANT – HYBRID ONLINE
Due at registration: $700, High School Diploma or equivalent, Mandatory Online Orientation.
Total Program Hours: 660
15 weeks
Begins: August 24
Instructor: Nelson (menelson@dusd.net)
Cost: $3,999

MANDATORY ORIENATIONS:
Please register online to reserve your spot. Once registered for an orientation, you will receive an email confirmation with orientation information and details.
Time: 6:00pm – 7:30pm
September 1  October 13
November 10  December 1

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
Total Program Hours: 65
13 weeks
Begins: August 24
Instructor: Gallagher
Cost: $299
Course #: 460510.14

ADVANCED ENGLISH GRAMMAR
Prerequisite: Basic English Grammar
Total Program Hours: 65
13 weeks
Begins: August 24
Instructor: Gallagher
Cost: $299
Course #: 460520.14

ENGLISH PUNCTUATION
Prerequisite: Basic & Advanced English Grammar
Total Program Hours: 65
13 weeks
Begins: August 24
Instructor: Gallagher
Cost: $299
Course #: 460530.14

BUILD A BETTER VOCABULARY
Total Program Hours: 65
13 weeks
Begins: August 24
Instructor: Gallagher
Cost: $299
Course #: 460540.14

FINANCIAL AID TO THOSE WHO QUALIFY
For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

MEDICAL TERMINOLOGY – ONLINE
Online medical terminology courses teach students an in-depth view of medical terminology, physiology, and anatomy. After successful completion of Medical Terminology, students will receive a Certificate of Completion. Students who earn an online medical terminology course certification can expect to find work as medical terminology experts, medical clerks, medical records specialists, or medical receptionists.
Total Program Hours: 130
13 weeks
Begins: August 24
Instructor: Leaf
Cost: $299 (Books not included. Email instructor for book list.)
Course #: 460550.14

FOR MORE INFORMATION, EMAIL
Instructor: Randy Leaf
Mr. Leaf at rleaf@dusd.net

Instructor: Mary Gallagher
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.

FOR MORE INFORMATION, EMAIL
Ms. Gallagher at mgallagher@dusd.net

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.
Cerritos College Now Offering

ESL Credit Classes at Downey Adult School!

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

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

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

Financial Assistance is available! We will assist you.

Mondays & Wednesdays 6:00pm - 8:30pm
Class will be held at Downey Adult School

FOR MORE INFORMATION PLEASE CALL
(562) 860-2451 EXT. 2509
**English as a Second Language - ONLINE**

**Class Dates:**
August 17 – November 19, 2020

MUST REGISTER ONLINE
NECESITA REGISTRARSE ONLINE

Call (562) 940-6200 for information.

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

**Instructor: 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. She has worked in adult education for over 19 years.
**ESL – BEGINNING / PRINCIPIANTE**

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 the books you will use in class.

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

**Dates:** August 17 – November 19  
**Days:** Monday – Thursday  
**Time:** 8:00am – 11:00am  
**Room #:** ONLINE  
**Course #:** 201100.19

**ESL – INTERMEDIATE/ADVANCED COMBINATION**

This is a combination/multi-level ESL course.

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.

**Dates:** August 17 – November 19  
**Days:** Monday – Thursday  
**Time:** 8:00am – 11:00am  
**Room #:** ONLINE  
**Course #:** 201700.17 – Intermediate Course  
**Course #:** 201800.17 – Advanced Course

**Dates:** August 17 – November 19  
**Days:** Monday – Thursday  
**Time:** 6:00pm – 9:00pm  
**Room #:** ONLINE  
**Course #:** 201100.20

ESL STUDENTS MUST REGISTER ONLINE. NO MAIL-IN REGISTRATION ACCEPTED

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**ESL STUDENTS MUST REGISTER ONLINE. NO MAIL-IN REGISTRATION ACCEPTED**

**LEARN ENGLISH – ENGLISH CLASSES**

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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.

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

REGISTRATION HOURS:
Monday .......... 8:30am – 3:30pm
Tuesday .......... 8:30am – 4:30pm
Wednesday ...... 8:30am – 3:30pm
Thursday ........ 9:00am – 7:00pm
Friday .......... 8:00am – 3:00pm

Program Coordinator: Bobby Dame graduated from CSULB with a Bachelor of Liberal Studies in 2012.
Instructor: Scott Alexander graduated from CSULB with a Bachelor of Arts in 2012.
Academic Counselor: Brian Ofner graduated from Cal State Fullerton with a BA in Psychology. He obtained a Social Studies teaching credential from Humboldt State, University and a Pupil Personnel Services (Counseling) credential from Long Beach State.

QUESTIONS, PLEASE EMAIL
rdame@dusd.net

High School Diploma Classes now available online!
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

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.

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

GED Preparation (Learning Center)
Downey Adult School offers an online, self-pace/self-study preparation course. Preparation and testing for the GED/HISET is available in both English and Spanish.

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

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

Learn Math Quickly

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

Course #: 102690.03

Days: Monday – Thursday 9:00am – 7:00pm
Friday 9:00am – 1:00pm

Instructor: Dame

Other Online Programs
- SAT® Prep or ACT® Prep Course #: 102650.05
- Accuplacer Reading & Writing Course #: 102640.05
- Accuplacer Math Course #: 102645.05

Program Coordinator: Dame (rdame@dusd.net)

High School Diploma

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

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

Course #: 102690.03

Program Coordinator: Dame (rdame@dusd.net)

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
Exercise & Fitness

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.

Returning in January 2021
Day: Tuesday and Thursday
Time: 6:00pm – 7:00pm
Room #: HPEC
Instructors: Medrano
Cost: $69

ULTIMATE CHALLENGE WORKOUT
ARE YOU READY TO LOSE THE WEIGHT? WANT TO TONE & SCULPT YOUR BODY?

When you’re done wasting your time & money, come see us!!! We provide a full body workout that will help you shred weight and meet your fitness goals.

Instructor: Henry Ayala, Downey High School.

Returning in January 2021
Days: Monday – Thursday 7:00pm – 9:00pm
Saturday 7:45am – 9:45am
Location: Downey High School
Instructors: Ayala
Cost: $109

Arts, Crafts and 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. You 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.

Instructor: Mona Doshay has a Bachelor of Art degree from California State University, Fullerton with a specialty in jewelry, fiber arts and woodworking.

Important: Each class is limited to 20 due to social distancing. Waiting list after the first 20 registrations.

Dates: Returning in January 2021
Day: Wednesday
Time: 9:00am – 12:00pm
Instructor: Doshay
Cost: $99*

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

FLORISTRY WITH A FLAIR
Returning in January 2021
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.

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

Important: Each class is limited to 20 due to social distancing. Waiting list after the first 20 registrations.

Cost: $65* (A $18 non-refundable weekly flower fee applies)
Room #: K-81
Instructor: Mercurio

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

CE = Community Education Classes
There are no refunds or class exchanges for community education classes.
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*

**Important:** Each class is limited to 20 due to social distancing. Waiting list after the first 20 registrations.

**Dates:** Returning in January 2021
**Day:** Tuesday
**Time:** 12:00pm – 3:00pm
**On-Campus Location. Room #:** K-81
**Instructor:** Linda Lee
**Cost:** $105 *No Senior Discount.

BEGINNING SEWING
Learn the basics of sewing. You will learn how to operate a sewing machine, learn stitches and easy techniques to improve your sewing.

Learn further skills such as shopping for fabric and picking the right patterns. The projects you do will build your skills further in sewing. Come have fun while you are learning 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 sewing machine or use one of ours.

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

**Cost:** $99
**Room #:** TBD
**Instructor:** Lina Ibarra

**Date:** Returning in January 2021
**Day:** Thursday
**Time:** 6:00pm – 8:30pm

**Date:** Returning in January 2021
**Day:** Friday
**Time:** 9:00am – 11:30am

OIL PAINTING – All Levels
Learn to oil paint the easy way! Simple follow-long instruction enables the student to easily learn brush techniques, color mixing, and the necessary elements and fundamentals of art. *Beginners welcome, results guaranteed*

**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.

**Important:** Each class is limited to 20 due to social distancing. Waiting list after the first 20 registrations.

**Dates:** Returning in January 2021
**Day:** Thursday
**Time:** 9:00am – 12:00pm
**On-Campus Location. Room #:** K-81
**Instructor:** Linda Lee
**Cost:** $105 *No Senior Discount.

**CE** = Community Education Classes

There are no refunds or class exchanges for community education classes.
**Parent Education through Parent Child Participation - Online:**

Program runs September-June, with registration each trimester.

Parents attend, observe, and interact with their child in a cooperative preschool setting. This program is a safe, structured, yet flexible environment that provides 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.

A copy of immunization records is required for the child, as well as a TB test or TB Screening will be required for both the parent and the child.

All children must meet DUSD age requirement:
- Age 2 before September 1, 2020 for PC2
- Age 3 before September 1, 2020 for PC3
- Age 4 before September 1, 2020 for PC4

**Parent Education through Parent Child Participation – 2 Two-Year Olds - Online**

This class provides parents with a forum to discuss the many demands of parenting the two-year-old. Discussion topics include: Social, Emotional and Cognitive Development, Routines, Building Early Math and Literacy Skills, Sensory Play, Potty Training, and more. Toddlers participate in circle time, outdoor play, and various hands-on activities based on the weekly themes which include letters of the alphabet, shapes, and other age-appropriate lessons. Discussions will be held virtually for the fall session. In addition, field trips may be scheduled for additional fees.

Instructor: Kora Manzano-Lopez holds a Bachelor of Arts in Early Childhood Studies with a concentration in Development and a Minor in Studio Art from Sonoma State University. She has been involved with the Parent Participation Program beginning as a student herself and has continued to stay involved throughout the years.

**Dates:** September 16 – December 9
**Day/Time:** Wednesday 9:00am – 11:00am (In-Person Class) Virtual Discussion TBD (Online)

**Instructor:** Manzano-Lopez
**Cost:** $199
**Course #:** 310502.12

**FREE** online orientation/introduction to our program on August 7!

For registration and other information email pchew@dusd.net
PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION – 3
Three-Year Olds - ONLINE
This unique program allows parents to observe and interact with their preschooler in class each Tuesday. Discussion topics focus on: Three-year-old ages and stages, discipline, reading readiness, self-esteem, safety, 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. Weekly themes will introduce literacy, math, and science through activities, lessons, and music. Discussions will be held virtually for the fall session. In addition, field trips may be scheduled for additional fees.

Instructor: Paty Chew holds a Bachelor of Arts degree in Liberal Studies with an emphasis in Educational Psychology and a teaching credential in Family Education. She attended the Parent Ed program with each of her 4 children and has been on the teaching team for several years.

Dates: September 15 – December 10
Day: Tuesday 9:30am – 12:00pm (In-Person Class)
   Thursday 12:30pm – 2:00pm (In-Person Class)
   Virtual Discussion TBD (Online)

Instructor: Chew
Cost: $249
Course #: 310503.12

PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION – 4
Pre-K Entering Kindergarten in 2021 - ONLINE
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 DUSD’s commitment to 21st Century Learning. For the parent, it allows a unique opportunity to partner and learn alongside your child while fostering their independence. There are weekly discussion sessions, led by the instructor, covering topics such as building social skills, effective discipline, advocacy in the classroom, facilitating your child’s growing independence, and preparing for kindergarten. Guest speakers and a complete kindergarten readiness assessment are also a part of this essential pre-k class. Discussions will be held virtually for the fall session. In addition, field trips may be scheduled for additional fees.

Instructor: Paty Chew holds a Bachelor of Arts degree in Liberal Studies with an emphasis in Educational Psychology and a teaching credential in Family Education. She attended the Parent Ed program with each of her 4 children and has been on the teaching team for several years.

Dates: September 15 – December 10
Day: Tuesday/Wednesday 12:30pm – 2:00pm (In-Person Class)
   Thursday 9:30am – 12:00pm (In-Person Class)
   Virtual Discussion TBD (Online)

Instructor: Chew
Cost: $299
Course #: 310504.12

VIRTUAL MUSIC AND STORY TIME
Ages 2-5
This completely virtual class provides you and your child with a safe and fun experience from the comfort of their own home. The teachers of the Parent Education through Parent Child Participation program will lead a 30-minute zoom session each week with stories, activities, and songs that the whole family can enjoy. This class will be geared towards our toddler – preschool aged population and is a great way to introduce yourself to the Parent Child Program, or just get a little more time with your PC teachers.

Dates: September 19 – December 12
Day: Saturday 10:00am – 10:30am

Instructor: Chew/Manzano-Lopez
Cost: $20
Course #: 310505.01

For registration and other information email pchew@dusd.net
Classes for 55+

**COMPUTER BASICS AT A SLOWER PACE - ONLINE CLASS**

Microsoft is one of the most popular computer programs available. Learn to use this program to do internet searches, download documents, capture pictures, compose-reply-forward email, open attachments, use Word and Excel, and create flyers. Learn and understand at an easy pace, with lots of help and hands-on practice. This is a fun no-pressure environment. Beginners and all ages are welcome!

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

**Dates:** August 17 – October 16 (9 WEEKS)
(No class on September 7, October 12)
**Day:** Monday & Friday
**Time:** 8:30am – 12:30pm
**Room #:** ONLINE
**Cost:** $89*
**Course #:** 303100.21

* Cost already includes Senior Discount.

**LEARN ADOBE PHOTO SHOP ELEMENTS (The Newest Version)**

This is a project based course in Photoshop Elements. This class is for both the novice and experienced computer user and is designed to introduce you to the world of digital arts. As we complete a variety of projects, each student will learn the Adobe Photoshop Elements; toolbar, menus, palettes and photo editing features. Projects will include digital collages, digital painting, photo editing, flyers/greeting cards and more.

**Dates:** RETURNING IN JANUARY 2021!!
**Day:** Wednesday
**Time:** 3:00pm – 5:00pm
**Instructor:** Rooney
**Cost:** $105*

* Cost already includes Senior Discount.

**BRAIN FITNESS - ONLINE**

**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!

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

**Dates:** August 18 – December 17
(No class November 11, 24, 25, 26)
**Day:** Tuesday/Wednesday/Thursday
**Time:** 8:30am – 12:30pm
**Room #:** ONLINE
**Instructor:** Holt
**Cost:** $99*
**Course #:** 303110.13

* Cost already includes Senior Discount.
**Program Change Policy**

All requests are subject to space availability. For a full class and enrollment in a new program by following the CTE enrollment policy.

**Leave of Absence Policy**

To be filed at least 10 days prior to requested leave. Students requesting a Leave of Absence (LOA) while enrolled at Downey Adult School must adhere to the policies and procedures established by the institution’s administration.

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

**Refund Policy**

Downey Adult School – Career & Education Center (DAS) follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the school’s accrediting agency, the Commission on Occupational Education. Refunds are given if the class is canceled. If the student requests a refund, it must be prior to the third class meeting, whether attended or not.

Student initiated refunds will be assessed a fee of $50 for CTE programs and $10 for all other classes, once enrolled through the 3rd day of class. Students who withdraw from a program between the 3rd day and/or through 60% of the scheduled hours, per payment period*, which is half of most programs, will also be responsible for the prorated class fee for that period. Students who withdraw from a program having completed over 60% of any payment period, will be responsible for the full class fee for that period, no refund will be calculated. Students requesting a refund must complete a Refund Request Form from the front office. The Refund Request Form is also available here.

*Payment periods are half the number of hours in most programs, and programs with over 900 hours vary slightly; CSR payment periods are 450, 450, then 210 hours, and VN payment periods are 450, 450, 318, and 318 hours. (CSR is 1110, and VN is 1536 hours) Once the form is completed by the student, it must be approved by Administration and processed. The refund check is then mailed to the student. The process may take up to 45 days.

No refunds on Community ED classes.

The full refund policy is available in the main office upon request and also by visiting https://www.das.edu/fees/

**Refund of Title IV(R2T4) Policy**

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

**Returned Checks**

There is a $25 fee for returned or canceled checks.

**Attendance**

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

**District Policy**

This school district adheres to a policy of nondiscrimination 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

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.

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

TRANSFER & CREDIT EVALUATION

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

ADMISSIONS POLICY

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

ENROLLMENT

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

- Adults - 18 years of age or older
- Must be a High School graduate or have completed a program equivalent to its standards (GED or Hi-SET). Student must provide proof of completion, such as the High School or GED Diploma or official transcripts. If the High School Diploma is obtained outside of the United States, it must be evaluated by an organization registered with the U.S. Department of Education (LINGCS).

Tobacco/Alcohol/Drug-Free Workspace

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

Publicity and Photo Release

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

ANNUAL SECURITY REPORT

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

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

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

For more information or an appointment, please contact Karina Madariaga Valentine at (562) 940-6236, or at kmadariaga@dusd.net
FERPA – STUDENT PRIVACY RIGHTS
Downey Adult School adheres to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) - a federal legislation established to regulate access and maintenance of student records. FERPA affords students certain rights with respect to their education records, including the right to:

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

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

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

HOW TO APPLY TO DAS DSPS
Students who would like to receive support from Disabled Student Programs and Services (DSPS) should complete the following steps:
1. Complete the DAS NEW STUDENT ORIENTATION if you are enrolling in one of the CTE programs offered. Meet with DAS counselor if you are enrolling in a class (non-CTE program).
2. Complete the DSPS NEW STUDENT APPLICATION.
3. Obtain DISABILITY DOCUMENTATION.
4. Bring your NEW STUDENT SELF-REPORT and DISABILITY DOCUMENTATION to the counseling center at DAS.

WE ACCEPT VISA AND MASTERCARD

ADULT SCHOOL CALENDAR
FALL 2020
August 17 (Monday) .................. Fall 2020 Trimester Begins
September 7 (Monday) ............... Labor Day Holiday
October 12 (Monday) .................. Student Free Day / Staff Professional Development Day
November 11 (Wednesday) .......... Veteran’s Day Holiday
November 23-27 ..................... Thanksgiving Week Holiday
December 20 (Sunday) .............. Fall 2020 Trimester Ends
December 21 - January 10 .......... Winter Break
January 11 (Monday) ............... Winter 2021 Trimester Begins

DAS MISSION STATEMENT
The Mission of Downey Adult School Career and Education Center is to provide high-quality, relevant, and industry specific programs that are accessible to adults in a variety of areas, including Career Technical Education (CTE), High School Diploma (HSD), General Education Development (GED), English as a Second Language (ESL), and Community Education (CE), resulting in gainful employment and/or personal enrichment and growth.

DAS is accredited by COE, ASC WASC, and CAMTC.
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DAS can re-train you!

ENROLL TODAY!
FALL TRIMESTER BEGINS
August 17, 2020

FINANCIAL AID NOW AVAILABLE TO THOSE WHO QUALIFY

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