

Vista Adult School

REGIONAL OCCUPATIONAL PROGRAM



FALL 2012 VISTA ADULT SCHOOL
IS MOVING TO 510 SUNSET DRIVE,
VISTA CA 92081

Vista Adult School, Sunset Campus
Leaders in Literacy & Career Technical Education

VISTA ADULT EDUCATION LOCATIONS:

Vista Adult School Main Campus
510 Sunset Drive, Vista CA 92081

Vista Adult Extended Studies
836 Olive Avenue, Vista CA 92083

Vista Adult Literacy Center
111 W. California Avenue, Vista CA 92084

MAIN PHONE FOR ALL CAMPUSES IS (760) 758-7122.

SCHEDULE OF CLASSES FALL 2012

SEE INSIDE FOR: ■ Business Education ■ Medical Occupations ■ Office Occupations ■ Digital Media ■ Digital Arts ■ Driver's Education ■ Oil Painting ■ Floral Arranging ■ English as a Second Language ■ High School Diploma / GED

GO TO WWW.VISTAADULTSCHOOL.COM ON THE INTERNET FOR CLASS INFORMATION, REGISTRATION, FORMS AND MORE!

CAREER TECHNICAL EDUCATION

MEDICAL OCCUPATIONS

Medical Assistant - A medical assistant career offers the chance to work in a medical office, hospital, or clinic. Medical Assistants use medical terminology; have an understanding of pharmacology, medical law, and ethics. They help patients feel at ease and respect the confidential nature of medical information; use computers, software, and record data. They assist the physician with minor treatment or diagnostic testing. Medical Assistants record vital signs, give injections, remove sutures, and change dressings.



Introduction to Scribes - Medical Scribe is responsible for the inputting patient health information in both the medical practice setting as well as the Emergency Room Department. Patient encounter duties include working side by side with the medical service provider and also functions as a provider chaperone. Enter patient data to complete documentation of rendered physician services. You will learn Medical Terminology, Diagnosis and Service Coding for documentation purposes, and the management of patient charts. Provisions and penalties of the Health Insurance Portability and Accountability Act (HIPAA).



Phlebotomy - Do you enjoy working with others and want to work in the Healthcare field? Check out our Phlebotomy Program. Phlebotomists are trained in the area of collecting blood and have additional responsibilities to identify tubes which are transported to a lab to be analyzed. Phlebotomists usually work in a hospital, clinic, or blood donation center. Other job opportunities include working for insurance companies to travelling to different locations to collect blood samples. California State Certified Training Program.



Medical Billing and Coding - Medical Billing and Coding Specialists work in a variety of medical settings and companies that specialize in billing and coding for the industry. Specialists regularly handle all types of insurance claim forms including private, Medicare/Medicaid, Workers Comp, and more. Their work includes diagnostic and procedural coding, receiving payments, and insurance problem solving. Keyboarding and computer skills are essential. In addition, coding drives the billing process and gathers all the statistics. Coders use their technical skills, knowledge of protocols, coding practicum, coding medical charts, ICD-9 and CPT codebooks and online. Collections are a responsibility of both the medical billing and coding department.

First Responder - Students interested in occupations such as Firefighting, Emergency Medical Technician, Para-Medicine, and Law Enforcement. This course is the study of emergency medical skills and procedures, including basic anatomy and physiology, medical terminology, HIPAA, and preventions of disease transmission. Basic Life Support Healthcare Provider CPR certification from the American Heart Association.

Pharmacy Technician I and II - We will be offering Pharmacy Technician I this Fall.

Pharmacy Technicians assist licensed pharmacists to prepare prescription medications; however, the desire to work with people and provide customer service are also an important part of the job. Pharmacy technicians generally are responsible for receiving prescription requests, counting tablets, labeling bottles, and operating the cash register. They may carry out clerical duties within the pharmacy, establish and maintain patient records, and prepare insurance claim forms. Pharmacy technicians not only work in retail settings, but also mail order pharmacies, hospitals, and assisted-living facilities. Pharmacy technician jobs offer a variety of flexible work schedules and tasks.



✓ Prepares Technicians' to Register with the State of California

FALL 2012 MEDICAL ORIENTATIONS!

Ready to start your new Medical Career? Get started by attending an orientation to get all the information you need on prerequisites, book cost and schedules. **To be eligible to participate in any of the Vista Adult School Medical Programs and courses, you must first attend an orientation!** Orientation registration opens via a special email address published on the VAS web site. Go to www.vistaadultschool.com for information about additional medical classes.

ONLINE EDUCATION

Online Driver's Education: Online Driver's Ed Course for High School Students is available year-round at Vista Adult School and is offered for students' ages 15 to 17½.

Online Introduction to PowerPoint 2007, Level 1: This user-friendly, online course is easy to understand and will provide you with a solid foundation in PowerPoint 2007 basic skills.

Online Medical Keyboarding: You will become proficient in medical keyboarding by keying medical terminology, medical abbreviations, symbols, punctuation, grammar, format layout & more.

Online Medical Terminology: This introductory class is designed for people considering medical careers training or for individuals currently in the medical field who want to expand their knowledge and experience.

Online Medical Transcription: Become workplace-ready as a medical transcriptionist! Includes transcription for medical specialties, editing and proofreading skills using authentic medical documents, medical terminology.

Online Paperless Medical Records: Learn the fundamentals of managing Electronic Health Records (EHR) on the computer. 90% of our medical records are now being kept electronically, with a full conversion expected by the year 2014.

FOR DETAILED INFORMATION ABOUT THESE ONLINE CLASSES, PLEASE VISIT OUR WEBSITE AT WWW.VISTAADULTSCHOOL.COM

RESIDENTIAL CUSTOMER
EGRWSS



Vista Adult School
510 Sunset Drive
Vista, CA 920810

Non-Profit
Organization
U.S. POSTAGE
PAID
Permit No. 83
Vista, CA

CAREER TECHNICAL EDUCATION



BUSINESS EDUCATION COURSES

Vista Adult Education offers Business Education Courses featuring Microsoft Office 2007 and Job Training Preparation. These courses are customized for the entry-level computer user through advanced-level user. You will gain state-of-the-art computer and software skills designed to help you achieve the status of a desirable, high performing job.

Keyboarding & Introduction to Word 2010 *Registration Fee: \$15*

This introductory course is designed to provide you with essential training that will prepare you to successfully complete our sequence of business and computer courses, and gain desirable employment!

060405	TTh	6 - 9 pm	9/11 - 12/13	Enriquez	Sunset/201
060406	TTh	1 - 4 pm	9/11 - 12/13	Simica	Sunset/201

Microsoft Office Word 2010, Level 1

Course & Registration Fee: \$30. Cost includes a new textbook.

This **Comprehensive Professional** course will provide an in-depth understanding of Word Functions to include: creating reports, using margins to produce professional documents, and indexes, templates, headers & footers and detailed printing functions.

Pre-requisite: Must Type 20 gwpm with no errors, have a basic understanding of Computers and File Management.

061310	MW	6 - 9 pm	9/10 - 10/22	Enriquez	Sunset/201
061312	MW	9 am - 12 pm	10/24 - 12/12	Simica	Sunset/201

Microsoft Office Excel 2010, Level 1

Course & Registration Fee: \$30. Cost includes a new textbook.

This **Comprehensive Professional** course will provide an in-depth understanding of Excel Functions to include: formatting and design of spreadsheets, complex formulas which include cell references, financial reports find and replace, and creating basic graphs, linking information to other applications within the MS Office environment, and complex printing functions. **Pre-requisite:** Must Type 20 gwpm with no errors, have a basic understanding of Computers and File Management.

061311	MW	9 am - 12 pm	9/10 - 10/22	Simica	Sunset/201
061313	MW	6 - 9 pm	10/24 - 12/12	Enriquez	Sunset/201

Microsoft Office Word 2007, Level 2

Course & Registration Fee: \$30. Cost includes a new textbook.

In this course we will cover Tables, Columns, formatting a Manual and creating a Promotional Brochure, and a Research Paper. These exercises will allow you to utilize MSO 2007 new features to create a multitude of intermediate level documents, and skills to apply these techniques efficiently in an office setting.

Pre-requisite: Microsoft Office Word Level 1, Typing of 20 gwpm, and File Management.

061320	MW	1 - 4 pm	9/10 - 10/22	Lee	Sunset/203
--------	----	----------	--------------	-----	------------



Microsoft Office Excel 2007, Level 2

Course & Registration Fee: \$30. Cost includes a new textbook.

In this course we will cover Managing Large Worksheets, Sorting Data, Creating Charts, Using Smart Art, Graphics, and Creating Templates, Hyperlinks, Protecting Worksheets, Utilizing Linking Cells and Naming Cells. These exercises will allow you to utilize MSO 2007 new features to create an array of professional workbooks at an intermediate level efficiently in an office setting. **Pre-requisite:** Microsoft Office Excel Level 1, Typing of 20 gwpm, and File Management.

061321	MW	1 - 4 pm	10/24 - 12/12	Lee	Sunset/203
--------	----	----------	---------------	-----	------------

Microsoft Office 2007 Beginning - Spanish (CURSO EN ESPAÑOL)

Registration Fee: \$15

This course will provide you with computer basics and computer terminology. Also includes the Microsoft Office 2007 programs Word, Excel, Publisher and PowerPoint.

Descripción en Español: El curso le enseñará los componentes básicos de la computadora y terminología básica de computación. El estudiante aprenderá como manejar el ratón, el teclado y los programas Microsoft Office: Word, Excel, Publisher y PowerPoint.

061341	Sat	9 am - 12 pm	9/8 - 12/15	Conforme	Sunset/202
--------	-----	--------------	-------------	----------	------------

Microsoft Office 2007 Intermediate - Spanish (CURSO EN ESPAÑOL)

Registration Fee: \$15

This course will incorporate basic computer terminology, a comprehensive understanding of functions, file management and beginning level Microsoft Office 2007 Word, Excel and PowerPoint. Apply learned information with hands on experience in an office setting. **Completion of this course qualifies students to work towards an Office Occupations Program Certificate.**

Descripción en Español: El curso cubre terminología de computación básica, funciones, manejo de Archivos, introducción a los programas de Microsoft Office Word, Excel y PowerPoint, brindándole la oportunidad de desarrollar proyectos similares a los que se puedan presentar en un ámbito secretarial.

061342	Sat	9 am - 12 pm	9/8 - 12/15	Lopez	Sunset/203
--------	-----	--------------	-------------	-------	------------

Microsoft Office 2007 - ELL *Registration Fee: \$15*

This course will provide you with basic computer terminology, basic computer functions, file management and an introduction to Microsoft Office 2007 Word, Excel, Publisher and PowerPoint. **Pre-requisite:** Be able to use the keyboard and mouse. **Completion of this course qualifies students to work towards an Office Occupations Program Certificate.**

Descripción en Español: El curso es en Inglés pero enfocado para personas que Inglés es su segundo idioma o continúan aprendiendo inglés. En este curso usted aprenderá terminología y sus funciones de los programas de Microsoft Office Word, Excel, Publisher y PowerPoint.

Requisitos previos: Que puedas manejar el ratón y el teclado.

038301	MW	6 - 9 pm	9/5 - 12/12	Treptow	VASES/K1
--------	----	----------	-------------	---------	----------

Microsoft Office 2007 - ELL *Registration Fee: \$15*

This course is designed for students who are learning English at the Low Beginning ESL level and above. Students will learn basic computer terminology and functions, file management and beginning level Microsoft Office 2007 Word, Excel, & PowerPoint.

Descripción en Español: Este curso es para estudiantes con un 50% de dominio del idioma Inglés. Estudiantes aprenderán terminología y funciones, manejo de archivos y las funciones básicas de los programas de Microsoft Office 2007 Word, Excel y PowerPoint.

038303	WTh	12:30 - 3:30 pm	9/5 - 12/13	De La Cruz	VASES/K1
--------	-----	-----------------	-------------	------------	----------

Online Introduction To PowerPoint 2007, Level 1

Materials & Registration Fee: \$25. Cost includes a new Textbook.

This online course is easy to understand and will provide you with a solid foundation in PowerPoint 2007 basic skills. Class includes step-by-step, hands-on, lessons.

061398	Online		9/10 - 12/14	Simica	
--------	--------	--	--------------	--------	--

Fundamentals of Accounting Level A *No Pre-requisite.*

Course & Registration Fee: \$30. Book Purchase Required; will be used for Level A and B.

In this course you will learn the "Language of Business" by studying the Accounting Cycle for a Sole Proprietorship. This includes analyzing transactions into their Debit/Credit parts, journaling, posting, reconciliation; create a work sheet, financial statements, adjustments and closing entries to complete the cycle. *Purchase textbooks early online: ISBN-10: 0538448261 & Working Papers ISBN-10:538-44832-6 before class starts by searching for discount prices at www.amazon.com, www.chegg.com, www.ebay.com - Vista Adult School also sells books on campus.*

064301	MW	6 - 9 pm	9/10 - 12/12	Lee	Sunset/203
064302	MW	9 am - 12 pm	9/10 - 12/12	Lee	Sunset/203

Fundamentals of Accounting Level B

Pre-requisite: Fundamentals of Accounting Level A.

Course & Registration Fee: \$30. Book Purchase Not required if purchased in Level A.

In this course you will advance your knowledge of Accounting by studying the Accounting Cycle for a Merchandizing Business. You will learn to journal: **Accounts Payable**-purchases/cash payment, **Accounts Receivable**-sales/cash receipts, post to subsidiary ledgers, prepare **Payroll** records, taxes and reports, distribute dividends, and prepare a work sheet, financial statements for a corporation and record adjusting and closing entries. This course will provide you with detailed skills to prepare for your success in any Bookkeeping or Accounting College Courses, as well as allow you advanced skills for any accounting position with intermediate level skills required.

064311	TTh	6 - 9 pm	9/11 - 12/13	Lee	Sunset/203
064312	TTh	9 am - 12 pm	9/11 - 12/13	Lee	Sunset/203

Quickbooks Pro 2012

Course & Registration Fee: \$30. Book purchase required. Cost is: \$68.95.

Through the use of sample businesses, students will have hands-on experience working with QuickBooks Pro. This class is designed to introduce you to the software, basic accounting skills and develop proper ways of correctly dealing with customers, vendors, and banking transactions and what happens "behind the scenes" in QuickBooks Pro. Students should know how to use the keyboard and mouse, and know how to open and save a file. Basic accounting knowledge is suggested for this course or completion of Accounting Fundamentals. **Completion of this course qualifies students to work towards an Office Occupations Program Certificate.**

064401	T	1 - 4 pm	9/11 - 12/11	Wallner	Sunset/202
064402	T	6 - 9 pm	9/11 - 12/11	Wallner	Sunset/202

Apartment Rental Management *Course & Registration Fee: \$40*

Upon completion of this course, you will have the knowledge to obtain an entry-level job as a resident apartment manager. Designed to upgrade the knowledge and skills of resident managers of apartment communities or owners of residential income properties.

063901	TTh	6 - 9 pm	9/11 - 12/13	Villagrana	VAELC/F
--------	-----	----------	--------------	------------	---------

OFFICE OCCUPATIONS CERTIFICATED PROGRAMS

Vista Adult Education offers three certificated training programs to prepare you for employment in an office setting. The table below outlines the class requirements to earn a certificate in one of our Office Occupations Programs.

To qualify for one of the three occupational program certificates listed in the table below:

1. You are not required to attend an orientation to register for Business Education courses.
2. Register for a class listed in the Program Certificate Table below, by registering online at www.vistaadultschool.com, coming into our office or calling 760-758-7122.
3. **Keep a record of each class you complete on this Office Occupations Training Form.**
4. You can pick up an Office Occupations Training Form from your teacher, or in our office.
5. Complete every course listed under your selected occupation, in the order it is listed.
6. You will earn a course certificate for each of these individual classes – save these.
7. Upon successful completion of the required classes, submit your Office Occupations Training Form and copies of the individual course certificates you received, to Melinda Simica, Coordinator at Vista Adult Education.
8. Upon submission of the required paperwork, you will receive a Program Certificate for the occupation(s) you selected.

Accounting Technician	Administrative Assistant	Office Assistant
<ul style="list-style-type: none"> □ Keyboarding/Intro to Word 2010 □ Microsoft Word 2010, Level I □ Microsoft Excel 2010, Level I □ Microsoft Word 2007, Level 2 □ Fundamentals of Accounting Level A and B □ QuickBooks Pro □ Upon completion Type 35 wpm & 10-key 300 spm 	<ul style="list-style-type: none"> □ Keyboarding/ Intro to Word 2010 □ Microsoft Word 2010, Level I □ Microsoft Excel 2010, Level I □ Microsoft Office 2007, Level 2 □ Fundamentals of Accounting Level A and B □ Upon completion Type 45 wpm 	<ul style="list-style-type: none"> □ Keyboarding/ Intro to Word 2010 □ Microsoft Word 2010, Level I □ Microsoft Excel 2010, Level I □ Microsoft Office 2007, Level 2 □ Upon completion type 35 wpm

Contact the Coordinator, Melinda Simica by email at msimica@vusd.k12.ca.us

DIGITAL MEDIA

Adobe Photoshop *Material & Registration Fee: \$30*

Through the use of sample images, you will practice using Photoshop tools, editing techniques and learn how to correct the most common digital photography flaws to bring out the best in your photos.

062901	W	3 - 5 pm	9/12 - 12/12	Wallner	Sunset/202
--------	---	----------	--------------	---------	------------

Digital Photography *Material & Registration Fee: \$30.*

Book purchase required; Approx. \$25

This class will introduce beginning photographers to the basic techniques of digital photography, photo composition, camera settings, downloading & more!

062801	W	12:30 - 2:30 pm	9/12 - 12/12	Wallner	Sunset/202
--------	---	-----------------	--------------	---------	------------

Web Page Design *Registration Fee: \$30.*

Fee waived if an Adult HS Diploma Student.

In this class you will learn basic web design practices, the Dreamweaver interface and environment, simple page editing using images, links, text, basic image management, using color effectively and creating graphics that don't distract from your site. All are welcome!

064101	TTh	6 - 9 pm	9/11 - 12/11	Sandoval	Sunset/302
--------	-----	----------	--------------	----------	------------



COMMUNITY EDUCATION CLASSES

FLORAL ARRANGEMENTS WITH NOEL TOTTEN

*Students need to bring: sharp knife, floral shears, wire cutters to all classes.

Classes includes Demo and Lab time. For questions call: 760-940-6001.

Registration Fee: \$20 per course. Supply fee of \$18 cash to be paid to instructor in class per course.

Fresh Floral Vase Arrangement

Make a bouquet or box of un-arranged flowers into a lovely vase arrangement. Learn tips/techniques using greenery to create a holder to balance & hold flowers in place to make a fuller looking arrangement.

770310	W	9/12	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts
770311	M	10/1	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts

Basic Fresh Floral Arrangement

Make an arrangement using floral foam. Learn do's & don'ts of floral foam material & keeping your flowers fresh.

770312	W	9/26	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts
770313	M	10/15	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts

Fresh Pumpkin Floral Arrangement

Create a floral arrangement in a fresh pumpkin.

770314	M	10/29	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts
--------	---	-------	----------------	--------	-------------------------

Count Your Blessings Thanksgiving Centerpiece

Create a fresh floral centerpiece accented with fall leaves & messages of thankfulness & blessings.

770315	W	11/14	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts
--------	---	-------	----------------	--------	-------------------------

Evergreen Wallhanging or Doorhanging with Holiday Trim

Create a wall hanging or door hanging using evergreens & bows.

770316	W	12/5	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts
--------	---	------	----------------	--------	-------------------------

Fresh Flowers and Evergreens Centerpiece or Mantlepiece

Create a wall hanging or door hanging using evergreens & bows.

770317	W	12/12	6:30 - 8:30 pm	Totten	Flowers, Songs, & Gifts
--------	---	-------	----------------	--------	-------------------------

Google Applications Registration Fee: \$30 per course.

Learn basic Google applications in two days. With this hands-on class, through step-by-step instruction, you will learn how to use, set-up, and manage nine of the most frequently used Google applications.

770210	Sat	9/8 - 9/15	9 am - 12 pm	Mueller	Sunset/201
770211	Sat	10/13 - 10/20	9 am - 12 pm	Mueller	Sunset/201
770212	Sat	12/1 - 12/8	9 am - 12 pm	Mueller	Sunset/201

Oil Painting Registration Fee: \$60 per course.

Beginning, intermediate & advanced students share ideas & techniques as teacher demonstrates, circulates & helps students create their own masterpieces. Colors, composition and the use of various media and brushes will be discussed and demonstrated.

770325	T	9/11 - 10/16	12:30 - 3 pm	Travers	VASES/202
770326	Th	9/13 - 10/18	12:30 - 3 pm	Travers	VASES/202
770327	T	10/23 - 12/4	12:30 - 3 pm	Travers	VASES/202
770328	Th	10/25 - 12/6	12:30 - 3 pm	Travers	VASES/202



Online Driver's Ed Course for High School Students!

Course and Registration Fee: \$55

Vista Adult School offers Driver's Education online to students ages 15 to 17. Our courses consist of 30 hours of instruction and satisfies the California Vehicle Code driver education requirements for students to obtain a DMV learners permit. Behind-the-wheel training is not offered.

990203	Online	9/8 - 12/15	Ulbert
--------	--------	-------------	--------

Expected Schoolwide Learning Results!

Vista Adult School students, through educational achievement, will be:

- Successful Communicators
- Active Community Members
- Life-Long Learners



ACTIVE SENIORS +55

COMPUTERS & TECHNOLOGY

Microsoft Office 2007 & Computer Skills Level 2 for Adults 55+

Materials & Registration Fee: \$30. Book purchase optional \$30.

Seniors, don't let technology leave you behind. Join this fun, beginning class to learn the basics of computers! Discover how to start up the machine, operate the keyboard, mouse, monitor, and printer. You will learn how to use Windows operating system, Microsoft Word 2007, how to create and edit useful documents. We will also cover Internet search tips and how to send emails and attachments, and ways to keep your computer virus free. This is a very practical course directed to "at-home" computer users and what they need to know.

081725	T	9 am - 12 pm	9/11 - 12/11	Wallner	Sunset/202
--------	---	--------------	--------------	---------	------------

Microsoft Office 2007 & Computer Skills Level 1 for Adults 55+

Materials & Registration Fee: \$30

This class is designed to increase your skills with a PC computer. Specifically created to pick-up where Computer Skills I ended. Instructor will take you further into learning Microsoft Word 2007 to bring excitement and color to your documents. You will also gain Internet skills, how to save emails to your computer, how to use a search engine and how to attach documents and pictures. Some Excel may also be included depending on the skills of the students. In this course, we will work on projects which are driven anywhere from how to create fun cards and flyers, and family newsletters. To enroll in this course, you will need to know some basic computer skills, such as how to use a mouse and keyboard, and some basic skills in using the Windows operating system.

081726	W	9 am - 12 pm	9/12 - 12/12	Wallner	Sunset/202
--------	---	--------------	--------------	---------	------------

PHYSICAL FITNESS FOR ADULTS 55+

Adult education guidelines require 55+ for state funded programs for seniors. All health and fitness programs can include strenuous exercises. It is recommended that you obtain your physician's approval prior to enrollment.

Strong & Flexible, Beginners Materials & Registration Fee: \$30

Can't decide where to start? Right here is the beginning road to fitness! We provide the foundation you need to a healthy, quality life. You will become an expert on proper form, coordination and flexibility. It's surprising how fast your body will respond to good, hard work. Please bring a mat, light weights and water bottle to class.

080101	TTh	8:30 - 9:30 am	9/11 - 12/13	Stewart	VASES/MPR
--------	-----	----------------	--------------	---------	-----------

Power & Strength, Intermediate/Advanced Materials & Registration Fee: \$45

This is fast paced fun and fitness in a supportive group environment. We'll get your heart jumping and your muscles pumping. Your whole body will benefit. Please bring a mat, light weights and water bottle to class.

080202	MWF	9:45 - 11 am	9/10 - 12/14	Stewart	VASES/MPR
--------	-----	--------------	--------------	---------	-----------

Young at Heart Materials & Registration Fee: \$45

Over 55 years, young and strong - that's all you need to succeed. If you want a powerful heart, and marvelous muscles, along with core strength, this is the class for you. Please bring a mat and water bottle to class.

080201	MWF	8:30 - 9:45 am	9/10 - 12/14	Stewart	VASES/MPR
--------	-----	----------------	--------------	---------	-----------

Fit for Life Materials & Registration Fee: \$30

There is nothing better than seeing our bodies change as we get stronger, more flexible and balanced. There's more! We're going to provide the support you need to succeed. Join us to see what you and your body has been missing. Please bring a mat and water bottle to class.

080301	TTh	9:45 - 10:45 am	9/11 - 12/13	Stewart	VASES/MPR
--------	-----	-----------------	--------------	---------	-----------

ENGLISH AS A SECOND LANGUAGE

INFORMACIÓN EN ESPAÑOL EN LA PAGINA 4.

ENGLISH AS A SECOND LANGUAGE CLASSES

Morning and evening classes for all levels of non-English speakers. Learn how to communicate with ease in public places, improve reading, writing and pronunciation.

REGISTER AT ONE OF OUR THREE LOCATIONS:

- Attend an orientation
- Pay a \$10 registration fee

¡APRENDA INGLÉS!



VISTA ADULT LITERACY CENTER	VISTA ADULT EXTENDED STUDIES	VISTA HIGH SCHOOL
111 W. California Avenue Vista CA 92084	836 Olive Avenue Vista CA 92083	1 Panther Way - Room #E11 Vista, CA 92084
Day Orientations: 8:30 am August 20 - 24 & 31 September 7 & 14 October 5 & 19 November 30	Day Orientations: 8:30 am August 27 - 31 September 7 & 28 October 12 & 26 November 9 December 7	Night Orientations ONLY: 6 pm August 20 - 23 August 27 - 30 September 4 - 6 & 10 October 22 - 25
Night Orientations: 6 pm August 13 - 16 August 20 - 23, 27 & 28 October 15 - 18	Night Orientations: 6 pm August 27 - 30 September 4 October 15 & 16	

CITIZENSHIP

Do you want to become a U.S. Citizen? Already in the process of becoming a U.S. Citizen? Vista Adult School offers a class, Monday and Wednesday evenings at Vista Adult School Extended Studies Campus, that will prepare you to pass all USCIS approved examinations and the USCIS oral interview, while also helping improve your English reading and speaking skills. **Pre-Requisite:** Must be at High Beginning ESL to start program.

*Attend one of the Night Orientations.

LOCATION: Vista Adult Extended Studies

DATES: August 27-30, September 4, October 15 & 16

TIME: 6:00pm (Arrive Early)

A \$10 registration fee is due at orientation to enroll in the class!



ENGLISH FOR PARENTS (CBET)

Vista Adult School offers parents the opportunity to learn English. It has never been easier! Morning and evening classes may be available at your child's school. Please contact Vista Adult School to see if the classes are offered at a school near you.

For more information, contact a VAS representative at (760) 758-7122.



ACE PROGRAM - BEYOND ESL

Have you achieved all you can from your ESL classes? Can you listen and converse but feel the need for more English fluency?

Vista Adult Education has designed the program for you. The ACE Program (**Academic & Career Education**) is designed to give you a higher level of English and training in mathematics to enhance your education.

The ACE Program offers classes Mornings, Afternoons and Evenings.

ACE Orientations:

MORNING: Wednesday, August 29 at 8:30 am

AFTERNOON: Wednesday, August 29 at 1:00 pm

NIGHT: Tuesday, August 28 at 6:30 pm

NEW LOCATION: 510 Sunset Drive / Vista, CA 92081 ■ 760-758-7122

VISTA ADULT EDUCATION CAMPUSES

- VASES - Vista Adult School-Extended Studies Campus, 836 Olive Avenue
- SVHS - Sierra Vista High School, 325 East Bobier Drive
- VAELC - Vista Adult Ed Literacy Center, 111 West California Avenue
- VASSC - Vista Adult School Sunset Campus, 510 Sunset Drive
- VHS - Vista High School, 1 Panther Way
- SDCL/VB - SD County Library - Vista Branch, 700 Eucalyptus Avenue
- Flowers, Songs, & Gifts - 1275 Santa Fe Avenue #105, Vista, CA, 92083
- Other VAE courses are held at VUSD Elementary and Middle Schools.



ESL - INGLÉS COMO SEGUNDO IDIOMA:

Clases de inglés para principiantes, nivel intermedio y avanzado. Las clases están disponibles por la mañana y noche. Aprenda a comunicarse con facilidad en lugares públicos, mejore su lectura, escritura y pronunciación.

MÉTODO DE INSCRIPCIÓN:

- Asistir a una orientación en cualquiera de los tres sitios
- Pagar una cuota de \$10 por inscripción
- Llegar temprano!

¡APRENDA INGLÉS!



VISTA ADULT LITERACY CENTER	VISTA ADULT EXTENDED STUDIES	VISTA HIGH SCHOOL
111 W. California Avenue Vista CA 92084	836 Olive Avenue Vista CA 92083	1 Panther Way - Room #E11 Vista, CA 92084
Orientaciones por la Mañana: 8:30 am 20 - 24 y 31 de Agosto 7 y 14 de Septiembre 5 y 19 de Octubre 30 de Noviembre	Orientaciones por la Mañana: 8:30 am 27 - 31 de Agosto 7 y 28 de Septiembre 12 y 26 de Octubre 9 de Noviembre 7 de Diciembre	Orientaciones por la Noche: 6:00 pm 20 - 23 de Agosto 27 - 30 de Agosto 4 - 6 y 10 de Septiembre 22 - 25 de Octubre
Orientaciones por la Noche: 6:00 pm 13 - 16 de Agosto 20 - 23, 27 y 28 de Agosto 15 - 18 de Octubre	Orientaciones por la Noche: 6:00 pm 27 - 30 de Agosto 4 de Septiembre 15 y 16 de Octubre	

CLASES DE CIUDADANIA

Disponibles para personas que tengan un dominio del idioma inglés a un nivel de conversación. Clases disponibles los lunes y miércoles por la noche en el Centro de Adult Education Extended Studies. Requisito asistir a una orientación.

SITIO: Vista Adult Extended Studies

FECHAS DE ORIENTACIÓN: 27-30 de Agosto, 4 de Septiembre, 15 y 16 de Octubre

HORA: 6 pm (¡Llegue Temprano!)

*Un cobro de \$10 no reembolsable será asesorado por inscripción.



CBET - CLASES PARA PADRES

La Escuela de Adultos de Vista ofrece la oportunidad a padres de familia a que aprendan inglés y al mismo tiempo aprendan estrategias para ayudarles a sus hijos con su tarea. **Sitios:** Bobier Elementary, Breeze Hill Elementary, Casita Elementary, Foothill Elementary, Hannalei Elementary, La Biblioteca de Vista, Maryland Elementary, Major General Murray High School. *Favor de contactar a nuestra escuela (VAS) para información acerca de las inscripciones al 760-758-7122.*



CURSO DE PREPARACIÓN EN ESPAÑOL EDUCACIÓN GENERAL A NIVEL PREPARATORIA:

Curso de preparación en Español para asistir a personas que estén interesada en aprender y prepararse para las diferentes materias generales equivalentes a nivel bachillerato/preparatoria (High School). Los requisitos para inscribirse son los siguientes:

- Ser mayor de 18 años
- Español sea su idioma natal
- Asistir a una orientación y tomar un examen de evaluación

Orientación: Sábado, 8 de Septiembre a las 8:30 am. (510 Sunset Drive Vista, CA 92081)

Sábados 9 am - 12 mediodía 9/8 - 12/15 Sunset **Costo:** \$10

CLASES DE COMPUTACIÓN

Información acerca de las clases de computación en español - referirse a la página 2.

HIGH SCHOOL DIPLOMA/ GED PROGRAM

Are you interested in earning a High School Diploma or preparing for the GED? Vista Adult Education provides convenient learning plans designed to fit the demanding schedules of adults. Our Adult High School Diploma Program is designed for students 18 and over who wish to complete their diploma requirements or prepare for the GED. **Check out our website at <http://www.vistaadultschool.com> for detailed information!**

Location: Vista Adult School, 510 Sunset Drive, Vista, CA 92081

To enroll: You must be at least 18 years old and attend a mandatory orientation. If you are seeking a HS Diploma please bring official transcripts from last high school attended to orientation.

Fee: \$10 non-refundable registration fee; cash or credit cards only!

HIGH SCHOOL DIPLOMA REQUIREMENTS:

190 Credits plus passing the CAHSEE

Courses	Credits
English	40
Math	30
US History	10
Government/Economics	10
Fine Art	10
Life/Physical Science	20
Social Studies	10
World History	10
Electives	50

Convenient class times are available to accommodate all schedules:

Mornings:	8:00 am to 12 Noon
Afternoons:	12:30 pm to 4:30 pm
Evenings:	6:00 pm to 9:00 pm

We offer classroom teaching, online and directed studies possibilities!



MAKE A DIFFERENCE IN YOUR LIFE! THE TASSEL IS WORTH THE HASSLE!

GED TESTING REQUIREMENTS:

Eligibility: Must be at least 18 years old

Cost: \$125 to take all five tests; \$25 for each re-take

Test Subjects: Writing, Reading, Science, Mathematics, Social Studies

Passing: To successfully pass a minimum score of 410 is required for each individual test; however, a combined score of 2250 for all tests is required!

Test days: Test are given Thursday evenings at 6 pm and Saturday mornings at 8:30 am. Space is limited; 20 seats per testing session.

Test dates: Can be found at www.vistaadultschool.com, click the CLASSES button & click GED.

ASK US HOW YOU CAN TURN YOUR GED INTO A HIGH SCHOOL DIPLOMA!

DATES

Remember to mark your calendar with class dates, times, and locations. We do not send confirmations!

August 13, 2012	General Registration Begins
September 3, 2012	Labor Day Holiday - No School
September 4, 2012	ESL, HSD/GED Classes Begin
September 10, 2012.	Medical, Business Ed, & General Education Classes Begin
September 11, 2012.	No Night Classes at VHS
October 15, 2012.	No Night Classes at VHS
November 12, 2012	Veteran's Day - No School
November 19 - 24	Thanksgiving Week Holiday - No School
December 15, 2012	Fall Trimester Ends

REGISTRATION INFORMATION

4 EASY WAYS TO REGISTER FOR CLASSES!

On August 13, 2012, 8 am most classes will be available for online registration at www.vistaadultschool.com

PHONE-IN	MAIL-IN	FAX-IN	ONLINE
Call: (760) 758-7122 Monday - Thursday, 8 am - 7:30 pm and Friday, 8 am - 3 pm to register using VISA, Mastercard or Discover. Please have your course number and credit card information ready.	Vista Adult Education 510 Sunset Drive Vista CA 92081 Include your CREDIT CARD number and expiration date, or money order payable to Vista Adult Education .	Fax any time to (760) 726-3277 MasterCard, VISA or Discover must be used. Please include expiration date and signature.	www.vistaadultschool.com Click "Register Online" on the homepage. Follow the process to enroll in your classes. Use Visa, MasterCard or Discover card on our secure encrypted site.

Vista Adult Education

510 Sunset Drive, Vista CA 92081
(760) 758-7122 • FAX (760) 726-3277

Hours: Monday - Thursday, 8 am - 7:30 pm;
Friday, 8 am - 3 pm
Saturday, 8 am - 12 Noon

Adult Education Staff

Ebon K. Brown, Principal
Patricia Fox, Assistant Principal
Elizabeth O'Shea-West, Assistant Principal

Program Coordinators

Kathy Figueroa
Veronica Gutierrez
Melinda Simica
Lizeette Zurita


Vista Unified School District Board of Education

Angela Chunka
Jim Gibson
Carol Weise Herrera
Elizabeth Jaka
Steve Lilly

Superintendent, Dr. Devin Vodicka

Support Staff

Joe Chambers
Mark Hauptert
Amanda Johnson
Bob May
Kim Mudge
Laura Parks
Lulu Rodriguez
Lee Rush
Luz Saucedo
Jan Shaw
Christy Valdivinos
Sandy Vasilakis
Debbie Viveros


California Adult Schools
LEARNING FOR LIFE
www.californiaadultschools.org

- Check out our website at www.vistaadultschool.com for detailed information!
- Community Education Classes are independently supported only by student fees.
- All classes provided by Vista Adult Education require a \$10 non-refundable registration fee.** If the student chooses to drop the class on or after the first scheduled day of class, he/she will not be eligible for any refund. Sorry, we are unable to make any exceptions to this policy. **Minimum enrollment is required for all classes.** Please sign up early to avoid cancellation of the class you want! Register now for the best seats ever!
- Vista Adult Education Program is accredited by the Western Association of Schools and Colleges.** Accreditation is an assurance of quality and a guarantee that classes taken for credit will be accepted for credit by other educational institutions. **All teachers are certified** in their teaching area by the California Commission for Teacher Credentialing. **The Vista Unified School District does not discriminate** on the basis of sex, race, color, religious creed, national origin, ancestry, physical handicap, medical condition or age. Limited English language skills will not be a barrier to admission and participation in vocational education programs. A uniform complaint procedure is in place. If you have suggestions or concerns regarding VAE, please call (760) 758-7122.

