



CHULA VISTA ADULT SCHOOL



CTE Office  
458 Moss Street  
Chula Vista, CA 91911  
Phone: (619) 934-7519  
Fax: (619) 425-6007

Main Campus  
1034 Fourth Avenue  
Chula Vista, CA. 91911  
(619) 796-7000 Phone  
(619) 425-5447 Fax

TRUE AND CORRECT STATEMENT FOR SCHOOL CATALOG/BULLETIN  
(Title 38 Approval Requirement)

July 01, 2014

Mr. Shane Ferrebee, Education Specialist  
California State Approving Agency for Veterans Affairs  
42263 50<sup>th</sup> Street West, Box 402  
Quartz Hill, CA 93536

**RE: Revised Approval**  
**School Code: 3700611**

This is to certify that this school bulletin and attached materials submitted as a basis for this approval, are true and correct in content and policy, in accordance with the requirements of the code of federal regulations section 21 4253(d) (1 and section 21.4254(b).

Bulletin beginning month and year: July 2014

Bulletin ending month and year: June 2015

**Please note: We have changed our main campus from National City Adult School to Chula Vista Adult School.**

**Names and signatures of authorized officials:**

Blanca Barajas, Senior Office Assistant \_\_\_\_\_

Wes Braddock, CVA Principal \_\_\_\_\_

Teresa Matos, Adult CTE Program Coordinator \_\_\_\_\_

Bernard Balanay, Director of Adult Education \_\_\_\_\_

**Sweetwater Union High School District**  
**Division of Adult Education**

**Chula Vista Adult School**

Sweetwater Union High School District  
Division of Adult Education  
1034 Fourth Avenue  
Chula Vista, CA. 91911  
619-934-7519



Veteran's Program  
School Bulletin  
Course Description

**POLICIES AND PROCEDURES FOR VETERAN STUDENTS IN  
VOCATIONAL PROGRAMS  
2014-2015 Bulletin  
July 01, 2014 through June 30, 2015**

Welcome to National City Adult School. This Bulletin contains information to ensure your success in our Veteran's Program.

As a student you are part of the Sweetwater Union High School District. Every staff member of this school is an employee of this school district. With the exception of work study students, the Veterans Administration does not employ anyone here nor does the VA pay for any instructional costs. Your enrollment here is extended to you under an agreement between the school district, the Veterans Administration and the State of California.

**STAFF**

**Administrative Staff**

Bernard Balanay	Director of Adult Education/Principal at National City Adult (NCA)
Wes Braddock	Principal at Chula Vista Adult (CVA)
Kevin McClelland	Principal at Montgomery Adult (MOA)
Sheryl Sanchez	Principal at San Ysidro Adult (SYA)

**Counseling Staff**

Saul Cruz	Counselor
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**Instructional Staff - NCA**

Katherine Barra	Graciela Correa	Juan Garcia	Richard Garcia
David Jones, Jr.,	Viktoriya Ladygina	Kristina LaMotte	Leticia Riel
Mirna Ventura-Cesena			

**Instructional Staff -CVA**

Ellen Baum	Pam Clinch-Nagy	Julianne Ellis	Mark Matthews
Yessenia Martinez	Ofelia Gutierrez	Nick Hernandez	Margaret Mcphail
Parris M. Montez	Rene Mendoza	William Carlton	

**Instructional Staff -MOA**

John Alvarado	Roy Jakel	Anel Martinez	Annette Otero
Marco Rios	Adriana Ventura	Mirna Schaff Ventura	Nancy Castaneda

**Instructional Staff-SYA**

Susan Carver	Nancy Castro	Maria Gonzales
Gail McGraw	Maria Shull	

**Veteran's Program Staff**

Bernard Balanay	Director of Adult Education
Wes Braddock	CVA Principal
Teresa Matos	Adult CTE Program Coordinator
Blanca Barajas	Senior Office Assistant

## **INSTRUCTIONAL FACILITIES**

- A. The central office of the Veterans Program is located at Chula Vista Adult School (CVA). All students must turn in a copy of their registration to the Career Technical Education (CTE) Office, 458 Moss Street, Chula Vista, CA 91911.
- B. Each student is responsible for the purchase of textbooks. Textbooks may be purchased online,
- C. at: <http://adulthoodeducation.sweetwaterschools.org>
- D. Class capacity depends on the training program.

## **INSTRUCTIONAL SCHEDULE**

**Students may enroll full time or part time as follows:**

Full time	22-25 hrs. per week (Shop/Lab)
Full time	18-21 hrs. per week (Theory)
Three quarter time	16-21 hrs. per week (Shop/Lab)
Three quarter time	13-17 hrs. per week (Theory)
Half Time	11-15 hrs. per week (Shop/Lab)
Half time	9-12 hrs. per week (Theory)

**During the 2014-2015 school year the school observes the following holidays and classes will not be in session on:**

Labor Day	Veterans Day
Thanksgiving Week (1 week)	Fall Recess (2 weeks)
New Year's Day	Dr. Martin Luther King Jr. Day
Lincoln Day	Washington Day
Spring recess (2 weeks)	Memorial Day
California Admission Day	Independence Day
Cesar Chavez Day	Winter Recess (3 weeks)

## **ENROLLMENT POLICY**

- A. New and continuing students may enroll during enrollment periods announced to the general public. Enrollment remains open as long as there are seats available in our classrooms, some classes only remain open until the tenth day of the semester to be able to follow syllabus and complete schedule.
- B. No new enrollees are allowed after ten (10) school days. Exceptions will be made for only a minimum number of hours during the semester to meet the requirements of the Veterans Administration. (The hours are listed on pages 4-5.)
- C. No program changes are allowed during the first 10 days of school. If there is space in a desired course, a program change may be done from day 11 through day 15 only.
- D. Classes may be canceled or reduced in hours if there is insufficient enrollment. If the student wishes to maintain time status, he/she must enroll in another program.
- E. Students are not allowed to enroll in 2 or more course's that would cause a conflict in schedule or courses.
- F. Please see CTE training enrollment requirement on page 5, before enrolling in a course.

## **ENTRANCE REQUIREMENTS**

All students who qualify are accepted into the program, within the limits of class capacity. Qualification is determined by the counselor. Health Science and Medical Technology Programs and GED program require a minimum score of 560 on the Test of Adult Basic Education (TABE). All students must pay for books, tools, materials and supply fees to complete their enrollment. Each class may require the purchase of additional items prior enrollment in all classes. For example, Combination Welding requires gloves and goggles and Computer classes require a flash drive and textbook.

## **REGISTRATION**

A forty dollar (\$40.00) registration fee is required for enrollment in the adult school program a year, paid \$20 a semester. This fee must be paid at registration and students will be issued a school identification card. This fee is required only once during the school year and is **non-refundable**. The fee is the same regardless of when during the school year the student enrolls.

## **CLASS FEE**

Fees may be charged for some classes, for supplies, and/or materials. The amount of the class fee will be indicated for each class. **There are no refunds unless the class is cancelled.**

## **CREDIT EVALUATION**

It is the student's responsibility to inform the Veterans Program representative of any prior training and to request and provide the Veterans Program representative with transcripts/certificates of all prior training. Students with previous training in the course to be pursued will be tested upon enrollment and given appropriate credit. Evaluation will be based upon analysis of transcripts from educational institutions previously attended and either a written exam, a hands-on demonstration of skills, or both. Credit allowed will be recorded upon enrollment and the length of the course shortened proportionately. In addition, the student and the VA will be notified regarding credit given for previous course work.

**NOTE: Only training completed in the last five years will be considered for transfer credit due to changes in technology.**

## **Career Technical Education (CTE) Training Enrollment**

Students enrolled in a career technical training under the auspices of the VA, EDD, or Rehabilitation Departments must follow the prescribed sequence of courses and master the skills/ competencies prior to enrolling in the next course. Students wishing to take a course out of sequence must have teacher recommendation or demonstrate mastery or pre-requisite skills.

## **ATTENDANCE POLICY**

- A.** Veteran students are allowed a maximum of four (4) absences per semester in either the fall or spring semester. Upon the fifth (5) absence in a semester, the veteran will be dropped from the program for the remainder of that semester.
- B.** It is not necessary for veteran students to bring in notes verifying their absences; all absences are counted the same, regardless of the reason for the absence. In emergency situations, a written, verified appeal may be made to the school administration.
- C.** Tardiness is a disruption of the learning environment; therefore, two tardies to a class will be counted as one full absence.
- D.** All Students must sign in every day. Students are to sign only their own full name at the time they arrive. **Signing in for someone else is grounds for immediate dismissal.** Students are also responsible for signing out at the end of the class.

- E. Cutting of classes or leaving and coming back during class is considered a full absence for that day/evening.
- F. Veteran students will receive benefits only for those hours they actually attend. If a student leaves class 1 hour early, he/she will not receive credit for that time missed.
- G. Make-up work may be required for any absence; however, hours of make-up work cannot be accepted as hours of class attendance.
- H. If a student is removed from a class because of excessive absences, the teacher will notify the Veterans Technician who will initiate cancellation of veteran benefits.
- I. No food or beverages will be allowed in the classroom.

**LEAVE OF ABSENCE POLICY**

Written requests for leaves of absence (LOA) will be considered and such leaves may be granted to students at the discretion of the school principal and the Veterans Program representative. A maximum of 6 days will be granted. If the LOA exceeds 10 days (6 days LOA+ 4 days absent) the student will not be reinstated. Student may enroll in the following semester

Due to the fact that the VA programs of the Sweetwater Union High School District, Division of Adult Education are **clock hour programs**, even mitigating circumstances for absences require that students be dropped from the program for the period they will be absent. If leaves of absence are approved, students may be reinstated upon their return not exceeding 10 days, but will not receive payment for the period they were not in attendance.

**Mitigating circumstances as specified in the Western Association of Veteran Education Specialist handbook (WAVES) approved by the U.S. Department of Veterans Affairs.**

Mitigating circumstances are circumstances beyond the student’s control that prevent the student from continuing in school or that cause the student to reduce credits. Examples are:

- An illness or death in the student’s immediate family.
- An illness or injury afflicting the student during the enrollment period.
- An unavoidable change in the student’s conditions of employment.
- An unavoidable geographical transfer resulting from the student’s employment.
- Immediate family or financial obligations beyond the control of the claimant that require him or her to suspend pursuit of the program of education to obtain employment.
- Discontinuance of the course by the school.
- Unanticipated active military service, including active duty for training.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which he or she is attending classes.

**PROGRESS REPORT POLICY**

- A. A student progress report will be issued every nine weeks, following the scale below for each module/unit completed.

<b>SCALE</b>	
93% - 100	Excellent
85% - 92%	Above Average
72% - 84%	Average
70% - 71%	Below Average
0% - 69%	Unsatisfactory

- B.** Students must maintain a satisfactory pace in mastering the skills and competencies within the hours allotted for each Program.
- C.** Students must demonstrate mastery of the skills required to complete course objectives in order to receive a course completion and a Certificate of Competency. Students are responsible to collect the completion certificates from the teacher.
- D.** For courses' that are 2 or more semester's in length: When a student's class performance is unsatisfactory for any 9 week segment of the course, that student will be placed on probation. If anytime during the next nine week segment, the student's class performance is still unsatisfactory, that student will be removed from the class and from the school and the appropriate agency will promptly be notified.
- E.** For courses' that are 1 semester in length: When a student's class performance is unsatisfactory during the first 9 week segment of the course, that student will be placed on probation. The student will have 1 week to bring their progress to satisfactory. If at the end of 1 week the students' progress is not brought up to satisfactory, the student will be removed from the class and from the school and the appropriate agency will promptly be notified. After the student is brought up to satisfactory progress, progress will continue to be monitored. If anytime during the remaining 9 week period the students' progress is unsatisfactory, the student will be removed from the class and from the school and the appropriate agency will promptly be notified.
- F.** Students who are dismissed for unsatisfactory progress may apply for reinstatement at the beginning of the following semester. Their request will be reviewed by Chula Vista Adult principal.

### **CONDUCT POLICY**

Students shall, at all times when on the school premises, conduct themselves in an orderly and considerate manner and shall appear for classes in a sober and receptive condition. Violation of this condition is just cause for dismissal. In order to remain enrolled in a course, students must participate fully in that course; make satisfactory progress toward achieving the course objectives, and exhibit appropriate classroom conduct.

## Veteran Programs Offered at Satellites

COURSE TITLE	Total Semesters	CVA	MOA	NCA	SYA
<b>Adult Literacy</b>					
<b>GED</b> Student Program for the High School Equivalency Examination (T)	1	X	X	X	X
<b>Building Trades Construction</b>					
Building Maintenance & Repair Level 1 and Level 2 (T)	2 (1 each)	X			
Floor Covering Installation Level I and Level 2 (T)	2 (1 each)	X			
<b>Business and Finance</b>					
Administrative Professional (T)	1	X			
<b>Education Child Development</b>					
Child Development Teacher/Early Childhood Development Theory, Child, Family, and Community (T)	1		X		
<b>Health Science/Medical Technology</b>					
Health Care Essentials & Medical Assistant Clinical (T)	1	X		X	X
Health Care Essentials & Medical Administrative (T)	1	X			X
Certified Nurse Assistant & Home Health Aide (T)	1	X		X	X
<b>Hospitality</b>					
Culinary Arts – Professional Cooking (T)	3	X			
Culinary Arts – Professional Baking/Pastry Skills Beginning & Intermediate (T)	2	X	X	X	X
Culinary Arts – Professional Baking/Pastry Skills Advanced (T)	1	X	X		X
<b>Information Technology</b>					
Introduction to Computers Concepts (T)	1	X	X	X	X
Computer Applications MS Office 2010 (T)	3	X	X	X	X
Multimedia Design for Photography (T)	2			X	
A+ Computer Repair Technician; CISCO IT Essentials (T)	2		X		
CISCO Certified Network Technician CCNT (T)	1			X	
CISCO Certified Network Associate CCNA (T)	2			X	
<b>Manufacturing/Product Development</b>					
Welding Combination (S) <b>Will be discontinued effective 1/1/2015</b>	3			X	
<b>Marketing/Sales/Service</b>					
Real Estate Principles, Practices and Computer Applications for Real Estate (T)	1	X			
Floral Design –Beginning & Intermediate (PENDING VA APPROVAL)	2		X		
Floral Design – Advanced (PENDING VA APPROVAL)	1		X		

Textbooks are required for all CTE courses. Books may be purchased online at:

<http://adulthoodeducation.sweetwaterschools.org> Under the “Programs” then click “Career Technical Education



(CTE) scroll down "Purchase CTE Textbooks

**ADULT LITERACY**



**General Education Development GED**  
**Student Program for High School – CVA, MOA, NCA and SYA**  
**One semester**  
**324 hours**

GED Test Preparation for High School Subjects  
(Literature, Mathematics, Social Studies and Science)

**Courses:**

GED Test Preparation – **Literature** ----- 81 hours  
GED Test Preparation – **Mathematics** ----- 81 hours  
GED Test Preparation – **Social Studies** ----- 81 hours  
GED Test Preparation – **Science**-----81 hours

**Prerequisites:**

In order to complete the GED in the five months allotted by the Veteran Administration Office, this program will be available only during the morning. A minimum score of 560 is required on the Test of Adult Basic Education (TABE).

**Materials required for the course are: Textbooks and test fees.**

**Career**

**Technical**

**Education**

## **Agricultural & Natural Resources**

### **Floral Design I Beginning & Intermediate MOA 648 hours / two semesters**

#### **Course:**

- Floral Design - Beginning 324 hours
- Floral Design - Intermediate 324 hours

#### **Course Description:**

This course gives an overview of the opportunities in the floral industry. It covers theory, techniques and skills practiced in the floral design sector. It includes instruction in basic elements and principles of the design, cut flowers care and handling, ordering, and pricing. Customer service, internet, and wire service will also be covered.

#### **Course Goals:**

1. Learn class rules, expectations, evaluations, goals and objectives.
2. Learn basic overview of the floral industry and job opportunities associated with it.
3. Learn and understand botanically complete flower and leaf structures, names and expected life spans of flower and plants; ways to extend freshness.
4. Learn to operate Floristry equipment in a safe manner as well as proper use of floral materials and supplies.
5. Learn to identify floral mechanics and aids, their uses and applications.
6. Learn to identify and construct basic design styles, holidays and seasonal arrangements in fresh and permanent material.
7. Learn to recognize the basic elements and principles of design and how they are used in commercial floristry.
8. Learn to order floral materials and price the final product for sale.
9. Learn to make bows and accessorize plants, flowers, and gift baskets.
10. Learn to construct flowers to wear and carry for special occasions.
11. Learn to understand wire services, intranet, and customer skills related to the floral industry.

**Materials required for the course are: supplies, textbooks and weekly floral fee.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course

## **Agricultural & Natural Resources**

### **Floral Design II Advanced MOA 324 hours / one semester**

#### **Course:**

- Floral Design - Advanced 324 hours

#### **Course Description:**

This course continues building skills learned in Floral Design I. It emphasizes wedding, funeral, even and contemporary floral design work.

#### **Course Goals:**

1. Learn course expectations, evaluation, goals, and objectives.
2. Learn to operate tools necessary for the construction of wedding, funeral, event, and advanced design work.
3. Learn to identify 60 cut flowers, including stem count, use and care requirements.
4. Learn to describe special treatment process for care and handling of cut flowers and foliage.
5. Pre-treatments (ethylene) hydration (pulsing)
6. Woody stems
7. Tropical stems
8. Learn to recall major historical periods that influenced floral design and development.
9. Learn to recall the definition of each principle and element of floral design.
10. Learn to identify how each principle or element of design is created and used in a floral design.
11. Learn to analyze and critique floral design in order to determine proper use of the principles and elements of design.
12. Learn to recall the major aspects of color and color theory and how they relate to wedding, events, and funerals.
13. Learn to identify and create advanced and contemporary design styles.
14. Learn to identify and create wedding bouquets and arrangements.
15. Learn to identify and create funeral arrangements.
16. Learn to plan and execute a wedding order or special event.
17. Learn to plan and execute a funeral order.
18. Learn to define and identify 26 design techniques and their practical application to floral design.
19. Learn to identify “Attaching Mechanics” and their application to professional floral design.
20. Identify types of “Binding Mechanics” and their application to professional floral design.
21. Learn to identify types of “Foam Mechanics” and their application to professional floral design.
22. Learn to identify shop management and job seeking skills.

**Materials required for the course are: supplies, textbooks and weekly floral fee.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course

# **BUILDING AND CONSTRUCTION TRADES**

## **Residential & Commercial Construction**

### **Building Maintenance & Repair I**

#### **CVA**

**360 hours / one semester**

#### **Course:**

- Building Maintenance & Repair Level 1 288 hours
- Building Maintenance & Repair Practicum 72 hours

#### **Course Description:**

Prepare for employment as a building maintenance repair technician. This course will cover basic plumbing, electrical, and carpentry. Students will be trained and become familiar with the skills and various materials used in Building Maintenance and Repair for eventual employment in this field.

#### **Course Goals:**

12. Gain an introduction to the background of the Building Trades and Construction Industry as well as the qualifications of successful building maintenance workers.
13. Learn the attitudes and skills necessary to use methods of organizing, troubleshooting, and problem solving.
14. Learn to use applied safety rules.
15. Learn the uses and functions of fasteners, tools, and equipment.
16. Learn practical electrical theory.
17. Learn the basics of electrical facilities maintenance.
18. Learn basic skills in carpentry.
19. Learn basic skills in surface treatments.
20. Learn basic skills in plumbing.
21. Begin to develop understanding of basic math for facilities maintenance technicians.
22. Learn basic blueprint reading for facility maintenance technicians.
23. Acquire a foundation of learning experiences and basic skills which will prepare student with job-entry level skills including employability skills.
24. Skills competencies will be validated in community work sites through on-the-job training, job exploration, work experience and/or permanent employment.

**Materials required for the course are: safety glasses, tools and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

# **BUILDING AND CONSTRUCTION TRADES**

## **Residential & Commercial Construction**

### **Building Maintenance & Repair II**

**CVA**

**360 hours / one semester**

#### **Course:**

- Building Maintenance & Repair Level II 288 hours
- Building Maintenance & Repair Practicum 72 hours

#### **Course Description:**

This introductory course is designed to prepare students to enter the workforce as basic engineered wood flooring carpet installers. In addition to both conceptual and practical application lessons, students will learn workplace skills such as interpersonal communication, teamwork, critical thinking, and ethical practices.

#### **Course Goals:**

1. Learn and practice correct safety procedures in handling tools and maintaining a safe working environment.
2. Learn about the history of engineered wood, the construction of wood flooring materials, and the different kinds of wood flooring for retail use.
3. Learn about the history of carpet manufacturing, the construction of carpet materials, and the different kinds of carpet for retail use.
4. Learn about job site requirements, and identify frequently encountered moisture issues and test procedures to measure moisture.
5. Demonstrate familiarity with subfloor types and guidelines for installation over different subfloors.
6. Learn, practice, and demonstrate proficiency in the installation techniques for wood flooring and carpet including layout, preparation, and evaluation of completed project.
7. Learn, practice, and demonstrate proficiency in the installation of trims, thresholds, and stairs.
8. Learn, practice, and demonstrate proficiency in the installation of floating and laminate flooring including layout, preparation, and evaluation of completed project.

**Materials required for the course are: Safety glasses, tools and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course

# **BUILDING AND CONSTRUCTION TRADES**

## **Residential & Commercial Construction**

### **Floorcovering Installation I**

#### **CVA**

**360 hours / one semester**

#### **Course:**

- Floorcovering Installation Level I 288 hours
- Floorcovering Installation Practicum 72 hours

#### **Course Description:**

Prepare for employment as a building maintenance repair technician. This course will cover basic plumbing, electrical, and carpentry. Students will be trained and become familiar with the skills and various materials used in Building Maintenance and Repair for eventual employment in this field.

#### **Course Goals:**

1. Review and demonstrate knowledge of the background of the Building Trades and Construction Industry as well as the qualifications of successful building maintenance workers.
2. Review and demonstrate the attitudes and skills necessary to use in organizing, troubleshooting, and problem solving on different sites.
3. Review and demonstrate the correct application of safety rules.
4. Understand and demonstrate knowledge of the uses and functions of various new tools, and equipment.
5. Review and demonstrate an understanding of practical electrical theory.
6. Demonstrate competencies in electrical facilities maintenance.
7. Pursue the mastery of more technical skills in carpentry using class and district projects.
8. Demonstrate skills in application of surface treatments
9. Review and apply additional new skills in plumbing and understanding of basic HVAC.
10. Review and demonstrate a further understanding of basic math for facilities maintenance technicians.
11. Expand and demonstrate the ability to read blueprints for facility maintenance technicians.
12. Apply learning experiences and demonstrate basic skills which will prepare student with job-entry level skills including employability skills particularly in energy sufficient areas.
13. Demonstrate mastery of skills competencies that will be validated in community work sites through on-the-job training, job exploration, work experience, field trips and/or permanent employment

**Materials required for the course are: Safety glasses, tools and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course



# **BUILDING AND CONSTRUCTION TRADES**

## **Residential & Commercial Construction**

### **Floorcovering Installation II**

**CVA**

**360 hours / one semester**

#### **Course:**

- Floorcovering Installation Level II 288 hours
- Floorcovering Installation Practicum 72 hours

#### **Course Description:**

This introductory course is designed to prepare students to enter the workforce as basic tile installers. In addition to both conceptual and practical application lessons, students will learn workplace skills such as interpersonal communication, teamwork, critical thinking, and ethical practices.

#### **Course Goals:**

1. Gain an introduction to the background of the Building Trades and Construction industry as well as the qualifications of successful tile installers.
2. Learn correct safety procedures in handling tools and maintaining a safe working environment.
3. Learn best practices for measuring and estimating.
4. Identify tile specifics and basic vocabulary/terminology.
5. Become familiar with substrate (subfloor) issues and various tests for substrate issues.
6. Learn the correct methods for mortar and adhesive application, and proper bonding recognition.
7. Learn the proper use and application of membranes.
8. Learn the basics in the installation of grout.
9. Learn how to develop a career plan and complete documentation such as a job application resume, and cover letter.
10. Learn work based expectations and the day-to-day aspects of running a business.

**Materials required for the course are: Safety glasses, tools and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course

## **BUSINESS AND FINANCE**

### **Administrative Professional CVA 324 hours / one semester**

#### **Course**

- Office Assistant           81 hours
- Keyboarding               81 hours
- Quick Books               81 hours
- File Clerk                  81 hours

#### **Course Description:**

The Administrative Professional program is designed to provide participants with general clerical skills, business communication, and business etiquette, customer satisfaction and time management. Student will become proficient in the use of various office machinery; telephone, copier, fax, calculator. Computer keyboarding functions, use of computers to process documents and create spreadsheets, use of information technology to analyze, design and manage information, and basic payroll functions using QuickBooks. Records management both manual and computerized. Practical clerical units are completed to help prepare the students for the office production work they will experience on the job

#### **Course Goals:**

1. Gain an introduction to the background of the Finance and Business Industry as well as the qualifications of successful office assistants.
2. Develop telephone skills for both computerized and traditional communication.
3. Develop typing (utilizing computer keyboarding functions), filing, and general clerical skills, and the use of various office machinery including computer communication applications for employment.
4. Develop an understanding of how to maintain a supervisor's calendar and planner utilizing computer calendar programs.
5. Develop an understanding of information technology concepts.
6. Develop an appreciation for the business skills and positive attitude necessary for success in a professional environment.
7. Learn how to develop a career plan and complete documentation such as a job application resume, and cover letter.
8. Learn work based expectations and the day-to-day aspects of running a business.

**Materials required for the course are: Textbooks.**

# **EDUCATION/CHILD DEVELOPMENT And Family Services**

## **Teacher-Early Childhood Development 324 hours / one semester**

### **Course:**

- Teacher-Early Childhood Development 162 hours
- Teacher-Early Childhood/Child/Family and Community 162 hours

### **Course Description:**

This is a semester course that focuses on theories of physical, psychosocial and cognitive development of children from conception through adolescence. The student will learn observation skills to analyze the development of children and how as teachers they can best help to meet their needs to become healthy individuals.

### **Course Goals:**

1. Gain an introduction to the background of the Education, Child Development and Family Services Industry as well as the qualifications of successful child care professionals.
2. Understand and apply the essential components of an effective learning environment for the early childhood classroom.
3. Understand important elements of a child's physical, intellectual, emotional, and social growth and development.
4. Understand how to communicate and interact effectively with families and communities.
5. Understand and apply operational procedures and organizational policies at various child care and development facilities.
6. Understand child care and developmental standards, licensing, regulations, and codes.
7. Understand the essential aspects of the child care and development industry and the industry's role in the state and local economies.
8. Learn how to develop a career plan and complete documentation such as a job application resume, and cover letter.
9. Learn work based expectations and the day-to-day aspects of running a business.

Earn transferable college credits towards assistant preschool teacher while developing an understanding of community resources, effective and positive communication within families, staff and communities. Examine the ways in which family, diversity and culture influence the development of children.

**Materials required for the course are: Textbooks**

# INFORMATION AND COMMUNICATIONS TECHNOLOGIES

## A + Computer Repair Technician CISCO IT Essentials MOA

648 hours / two semesters

### Courses:

- A + Computer Repair Technician: Cisco I.T. 324 hours
- Computer Lab Practicum 324 hours

### Course Description:

This introductory course is designed to help students prepare for entry-level positions in the ICT field. Job titles include Enterprise Technician, IT Administrator, and Field Service Technician, Call Center Technician, Help Desk Technician, and PC or Support Technician.

In addition, the curriculum helps students gain confidence with the components of desktop and laptop computers by teaching the proper procedures for hardware and software installations, upgrades, and troubleshooting.

### Course Goals:

1. Safe Lab Procedures and Tools Use
2. Computer Assembly – Step by Step
3. Basics of Preventive Maintenance and Troubleshooting
4. Fundamentals of Operating Systems
5. Fundamentals of Laptops and Portable Devices
6. Fundamentals of Printers and Scanners
7. Fundamentals of Networks
8. Fundamentals of Security
9. Effective Communication Skills
10. Advanced understanding of Personal Computers
11. Advanced Operating Systems
12. Advanced Laptops and Portable Devices
13. Advanced Printers and Scanners
14. Advanced Networks
15. Advanced Security
16. Understanding the Personal Computer

**Materials required for the course are: Tools and textbooks. Purchase textbook at [www.ciscopress.com](http://www.ciscopress.com)**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

# HEALTH SCIENCE and MEDICAL TECHNOLOGY

## Health Care Essentials & Certified Medical Assistant Administrative CVA & SYA 342 hours / one semester

### Courses:

- Health Care Essentials 90 hours
- Certified Medical Assistant Administrative 252 hours

### Course Description

Medical Assistant-Administrative is an intensive hands-on career technical education course with an emphasis on attaining competency in fundamental skills such as customer service, the use of common medical terms and abbreviations, patient appointment scheduling, telephone techniques, medical office etiquette, filing, billing, finances, and maintenance of the medical record. Students develop basic skills in data entry and retrieval, internet research, and word processing in order to prepare medical documents and correspondence. Students become familiar with legal aspects and ethics as they pertain to the health care environment.

### Course Goals:

1. Effective organizational skills, listening skills, study skills and test-taking skills.
2. Understanding of the parts and systems of the human body and how they function.
3. Knowledge of medical terminology through the study of prefixes and suffixes, root words, and abbreviations.
4. Development of interpersonal skills, including respect, tolerance and acceptance for individual differences, and socially appropriate communication skills.
5. Basic computer literacy, including internet search, word processing, and creation of a database.
6. Basic understanding of human growth and development through all of life's stages.
7. Understanding of the ethical and legal responsibilities of health care careers.
8. Effective tools and skills for career planning and finding and keeping a job, interest in ongoing learning opportunities.
9. Acquire a basic knowledge of health insurance claims, including; group and private, managed care, and government sponsored programs such as Medicare, Medi-Cal, and TRICARE.  
Realize the importance of compliance with HIPAA regulations when handling or communicating confidential health and medical information.
8. Become familiar with documents utilized in health care such as; Authorization for Release of Information, Notice of Privacy Practices, Advance Directive, and Power of Attorney.
9. Understand the content and diverse uses of health information and the use of legal and regulatory guidelines to maintain, store, and communicate accurate and appropriate information.
10. Acquire knowledge of the quantitative and qualitative requirements that apply to health information and how to analyze the information for designated purposes.
11. Become eligible to obtain Health Care Provider CPR Certification.
12. Master overall concepts and understanding of medical administrative duties and responsibilities which enable the student to sit for the California certification examination Medical Assistant - Administrative.

**Materials required for the course are: Scrubs, and textbooks.**

# HEALTH SCIENCE and MEDICAL TECHNOLOGY

## Health Care Essentials & Medical Assistant – Clinical NCA & SYA

342 hours / one semester

### Courses:

- Health Care Essentials 90 hours
- Medical Assistant – Clinical 252 hours

### Course Description

Prepare for work in the health industry as a Clinical Medical Assistant, a multi-skilled member of health care team. Receive hands-on training to take temperature and pulse, measure respiration and blood pressure, and give injections.

### Course Goals:

1. Effective organizational skills, listening skills, study skills and test-taking skills.
2. Understanding of the parts and systems of the human body and how they function.
3. Knowledge of medical terminology through the study of prefixes and suffixes, root words, and abbreviations.
4. Development of interpersonal skills, including respect, tolerance and acceptance for individual differences, and socially appropriate communication skills.
5. Basic computer literacy, including internet search, word processing, and creation of a database.
6. Basic understanding of human growth and development through all of life's stages.
7. Understanding of the ethical and legal responsibilities of health care careers.
8. Effective tools and skills for career planning and finding and keeping a job, interest in ongoing learning opportunities.
9. Acquire the understanding of the Medical Assisting Clinical role and responsibilities.
10. Acquire the knowledge and skill necessary to operate computer programs used in medical facilities.
11. Demonstrate effective verbal and non-verbal communication skills.
12. Demonstrates the ability to perform industry safety and health maintenance standards.
13. Demonstrates understanding of basic human anatomy and physiology.
14. Demonstrates knowledge of medical terminology.
15. Develop an ability to perform various clinical procedures utilized in the medical field.
16. Demonstrates understanding use of mathematics in the medical field.
17. Demonstrates proper knowledge in performance of basic in-office laboratory procedures such as the use of microscopes, centrifuge, and other laboratory equipment.
18. Demonstrates proper knowledge of therapeutic diets.
19. Become eligible to obtain Health Care Provider CPR Certification.
20. Master overall concepts and understanding of medical administrative duties and responsibilities for a Medical Assistant Clinical.

**Materials required for the course are: Scrubs, and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the

end of the course.

# HEALTH SCIENCE and MEDICAL TECHNOLOGY

## Certified Nurse Assistant/Home Health Aide NCA & CVA & SYA 324 hours / one semester

### Courses:

- Certified Nurse Assistant/Home Health Aide 324 hours

### Course Description:

The purpose of the Certified Nurse Assistant (CNA) program is to prepare students for the successful completion of the California state competency evaluation required for CNA certification. The course includes theory, computer skills, and clinical practice in a skilled nursing facility.

### Prerequisites:

The following are required for enrollment in the CNA program: Successful completion of a Healthcare Essentials Class, a minimum score of 560 on the Test for Adult Basic Education (TABE), Live Scan, Physical Exam, TB test, and CPR for the Healthcare Provider or Professional Rescuer. Students must be at least 18 years of age.

### Additional Information:

Students must attend an orientation meeting organized by the CTE department six weeks before the beginning of each semester to add your name to a wait list.

### Course Goals:

1. Understand the role of the Certified Nurse Assistant/Home Health Aide as a member of the Health Care Team.
2. Safety principles and standard precautions.
3. Fundamental knowledge of the structure and function of the human body.
4. Basic nursing skills.
5. Aging and disease and their fiscal and psychosocial implications.
6. Ongoing changes in the health care delivery system.
7. Use of computers and other technical communication devices in the health care field and the need for confidentiality.
8. Awareness of community resources.
9. Job search skills.

**Materials required for the course are: Scrubs, white closed toe shoes, and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course



# HOSPITALITY TOURISM AND RECREATION

## Culinary Arts-Professional Cooking

CVA

972 hours / three semesters

### Course:

- Culinary Arts-Professional Cooking I 324 hours
- Culinary Arts Professional Cooking II 324 hours
- Culinary Arts Professional Cooking III 324 hours

### Course Description:

The combined food service occupations course provides students training for employment in the food service industry. Students acquire skills as a cafeteria attendant, pantry cook, station cook and restaurant cook. Students may progress through all four levels of this curriculum. Skills are presented in a sequence of increasing complexity, with each level building upon the preceding level. *Course includes Safe Serve Certificate.*

### Course Goals:

1. Develop a practical knowledge of the organization and operation of the food service industry.
2. Develop an awareness of the employment opportunities within the food service industry.
3. Gain skills and demonstrate knowledge needed to obtain and maintain employment in the food service industry.
4. Develop skills and demonstrate knowledge needed to perform at each of the levels of competence within the food service industry.
5. Develop and demonstrate knowledge of rules, laws, certification and promotion within foodservice industry occupations.
6. Understand major aspects of the food service and hospitality industry, and the role of the industry in local, state, national and global economies.
7. Understand the basics of safe work habits, security and emergency procedures required in food service and hospitality establishments.
8. Understand the basic principles of sanitation and safe food handling.
9. Understand the basics of food service and hospitality management.

**Materials required for the course are: Tools, Knives and chef's coat.**

# HOSPITALITY TOURISM AND RECREATION

## Culinary Arts -Professional Baking/Pastry Skills Beginning and Intermediate

MOA, NCA, CVA

648 hours / two semesters

### Course:

- Culinary Arts-Professional Baking Beginning 324 hours
- Culinary Arts Professional Baking Intermediate 324 hours

### Course Description:

This course introduces students to the designing, baking, decorating and serving of attractive pastries and decorated cakes. The course also highlights all aspects of effective bakery management

### Prerequisite:

A Food Handler's Card is a course

### Course Goals:

1. Develop an understanding of basic commercial baking techniques and terms.
2. Develop an understanding of the preparation of basic dough and batters.
3. Develop an understanding of the importance of sanitation, safety, and nutrition in the industry.
4. Develop an understanding of safe equipment operation, and care.
5. Learn how to prepare advanced doughs, cakes, and pastries.
6. Learn advanced techniques to design specific types of cakes required for special occasions, based in a diversity of cultures around the world.
7. Learn how to prepare and display a variety of breads and pastries that emphasizes culture and tradition.
8. Develop an understanding of employability skills.
9. Develop an understanding of job acquisition skills and lifelong learning opportunities.

**Materials required for the course are: Tools, Knives and chef's coat.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

# HOSPITALITY TOURISM AND RECREATION

## Culinary Arts -Professional Baking/Pastry Skills Advanced

SYA & CVA

324 hours / one semester

### Course:

- Culinary Arts-Professional Baking Advanced 324 hours

### Course Description:

This course will cover advance techniques in designing, baking, decorating and serving customized pastries and decorated cakes. This course trains students in customized wedding cakes as well as advanced techniques in cake decorating, pastillage, gum paste, foreign techniques, breads, pulled sugar, fruit carving and sculptures. Students will acquire job skills for lifelong learning opportunities.

### Prerequisite:

A Food Handler's Card is a course

### Course Goals:

1. Develop an understanding of advanced commercial baking techniques and terms.
2. Develop an understanding of the preparation of advanced dough and batters.
3. Develop an understanding of the importance of Management in Bakery industry.
4. Develop an understanding of commercial equipment operation, and care.
5. Learn how to prepare advanced dough, cakes, and pastries.
6. Learn advanced techniques to design specific types of cakes, pastries and breads required for special occasions, based in a diversity of cultures around the world.
7. Learn advanced design principles applied to cake presentation and finished product evaluation.
8. Develop an understanding of job acquisition skills and lifelong learning opportunities.

**Materials required for the course are: Tools, Knives and chef's coat.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

# INFORMATION AND COMMUNICATIONS TECHNOLOGIES

## Introduction to Computer Concepts & Keyboarding

CVA, MOA, NCA and SYA  
324 hours / one semester

### Courses:

- Keyboarding 60 hours
- Introduction to Computer Concepts 264 hours

### Course Description:

Introduction to Computer Concepts is designed to meet increasing needs in computer-oriented technical fields. It offers students an opportunity to learn basic computer terminology, identify basic computer components and operate computer hardware. Students will acquire fundamental skills using applications in word processing, spreadsheets, database management, the Internet and email. This course is designed for students new to technology with a main focus on software.

### Course Goals:

1. Gain an introduction to the background of the Information Technology industry as well as the qualifications of successful computer operators.
2. Learn basic computer terminology that is relevant to the lessons.
3. Learn to operate computer hardware.
4. Learn the fundamentals of a word processing software program.
5. Learn the fundamentals of an electronic spreadsheet software program.
6. Learn the fundamentals of a presentation software program.
7. Learn the fundamentals of using the Internet and email.
8. Learn to improve Keyboard skills by the touch method.
9. Learn how to develop a career plan and complete documentation such as a job application resume, and cover letter.
10. Learn work based expectations and the day-to-day aspects of running a business.

**Materials required for the course are: Textbooks.**

# INFORMATION AND COMMUNICATIONS TECHNOLOGIES

## Computer Applications-MS Office 2010

CVA, MOA, NCA and SYA

972 hours / three semesters

### Courses:

- Presentation Software 130 hours
- Word Processing 324 hours
- Spreadsheet Software 324 hours
- Database Software 94 hours

### Course Description:

Computer Applications is designed to meet increasing demand for workers in computer-oriented technical fields. It offers students an opportunity to acquire user skills including applications in word processing, electronic spreadsheet, and database management.

### Prerequisite:

Minimum typing speed of 25 words per minute.

### Course goals:

1. Gain an introduction to the background of the Information Technology industry as well as the qualifications of successful computer operators.
2. Learn the fundamental concepts of a word processing application.
3. Learn to create a variety of professional looking documents from simple letters and memos to newsletters, research papers, resumes, financial reports, and other documents that include multiple pages of text and sophisticated formatting.
4. Learn to operate specific word processing equipment, including printers.
5. Learn how to develop a career plan and complete documentation such as a job application resume, and cover letter.
6. Learn work based expectations and the day-to-day aspects of running a business.

**Materials required for the course are: Textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

# INFORMATION AND COMMUNICATIONS TECHNOLOGIES

## Multimedia Design for Photography NCA

648 hours / two semesters

### Course:

- Multimedia Design for Photography Photoshop 162 hours.
- Multimedia Design for Photography Illustrator 162 hours
- Multimedia Design for Photography After Effects 162 hours
- Multimedia Design for Photography Premier 162 hours

### Course Description:

Graphic, Design, Motion Graphics, and Video—Creative Suite 6 (CS6). Create amazing digital multimedia using industry tools from Adobe’s latest CS6; Photoshop, Illustrator, After Effects, and Premiere on Windows and Mac platforms. Prepare to enter the industry using iPad, video, and online-based curriculum. Begin your portfolio, create awesome projects, and have access to amazing software.

### Course Goals:

1. Learn to operate computer digital camera.
2. Learn to operate digital video camera.
3. Learn to set-up and use lighting for different effects.
4. Learn the fundamentals of Photoshop to enhance photography.
5. Learn the fundamentals of Illustrator to create a brochure.
6. Learn the fundamentals of After Effects to create a video.
7. Learn the fundamentals of Premiere for dramatic effects in motion graphics.

**Materials required for the course are: List provided in the classroom.**

# INFORMATION AND COMMUNICATIONS TECHNOLOGIES

## Cisco Certified Network Associate CCNA NCA

648 hours / two semesters

### Course:

- CCNA Scaling Networks 324 hours.
- CCNA Connecting Networks 324 hours

### Course Description:

CCNA Exploration teaches networking based on technology, covering networking concepts using a top-down, theoretical, and integrated approach – from network applications to the network protocols and services provided

to those applications by the lower layers of the network.

### Course Goals:

1. Help students recognize the significant impact of networking on their lives.
2. Teach students how to build and support a home or small business network with wireless equipment.
3. Instill a sense of awe in students and encourage them to learn more about how things work and to pursue careers in networking.
4. Prepare students for entry-level jobs in the industry by employing interactive and engaging instructional approaches that help them understand general theory and gain practical experience.
5. Teach students the fundamental concepts of networking.
6. Provide opportunities for extensive hands-on interaction with PC and networking equipment to prepare students for careers and certification exams.
7. Establish the relevancy of networking in our everyday lives.

**Materials required for the course are: Tools and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

# INFORMATION AND COMMUNICATIONS TECHNOLOGIES

## Cisco Certified Network Technician CCNT NCA 324 hours / one semester

### Course:

- CCNT Instructions to Networks 162 hours
- CCNT Routing and Switching Essentials 162 hours

### Course Description:

The Cisco® CCNA® Discovery curriculum is primarily designed for Cisco Networking Academy® students who are seeking entry-level information and communication technology (ICT) skills or to Become Cisco® CCNT® (Cisco® Certified Network Technician). CCNA® Discovery provides general networking theory, practical experience, and opportunities for career exploration and soft-skills development.

### Course Goals:

1. Help students recognize the significant impact of networking on their lives.
2. Teach students how to build and support a home or small business network with wireless equipment.
3. Instill a sense of awe in students and encourage them to learn more about how things work and to pursue careers in networking.
1. Prepare students for entry-level jobs in the industry by employing interactive and engaging instructional approaches that help them understand general theory and gain practical experience.
2. Teach students the fundamental concepts of networking.
3. Provide opportunities for extensive hands-on interaction with PC and networking equipment to prepare students for careers and certification exams.
4. Establish the relevancy of networking in our everyday lives.

**Materials required for the course are: Tools and textbook for each course listed above.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.



# MANUFACTURING AND PRODUCT DEVELOPMENT

## Welder – Combination NCA

864 hours / three semesters

Will be discontinued effective 1/1/2015

### Courses:

- |   |           |
|---|-----------|
| • Welder - Arc                          | 288 hours |
| • Welder - Blueprint Reading            | 144 hours |
| • Welder - Gas                          | 144 hours |
| • Welder - MIG & TIG and Plasma cutting | 288 hours |

### Course Description:

This course is designed to instruct students in the fundamentals of reading welding blueprints and to provide entry-level occupational training in SMAW (shield and metal arc) Oxyacetylene, TIG, MIG, and Plasma cutting which all prepare you for AWS certification.

### Course goals:

1. Learn the responsibilities and requirements for employment as a welder.
2. Learn to weld with oxy fuels, arc, mig and tig utilizing operational procedures that meet industry and OSHA standards.
3. Learn the different types of flames that are used in welding.
4. Learn safe and efficient operational procedures in oxy fuel welding
5. Learn efficient welding procedures including the selection of proper electrodes, ampere settings, base metal preparation, and welding techniques for type, thickness and condition of metal and work to be done.
6. Learn to identify various types of gas-shielded arc processes, the safety theories of SMAW pipe and manual hand layout and plasma cutting.
7. Become competent in safety practice and the theory of gas tungsten arc welding and plasma cutting.
8. Be able to set up flux core arc welding.
9. Become familiar with standardized symbols, lines, and numerical figures used in welding drawings and blueprints as well as basic mathematics applicable to drawing and blueprint interpretation.
10. Learn and understand the importance of maintaining documentation for welding systems, and keeping inventory and control of various welding and cutting equipment of different types.
11. Learn valuable interviewing skills and the procedures for filling out resumes, creating cover letters, and other important documentation.
12. Learn employability skills and workplace expectations.

**Materials required for this course are: Safety glasses, gloves, tools and textbooks.**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

# MARKETTING SALES AND SERVICES

## Real Estate, Principles, Practices, and Computer Applications for Real Estate CVA

324 hours / one semester

### Courses:

- Real Estate Principles 108 hours
- Real Estate Practices 108 hours
- Computer Applications for Real Estate 108 hours

### Course Description:

This course is designed to provide in-service training for Real Estate Principles within California, as well as classroom training covering all matters related to the ownership and transfer of real property. Learn the applications of multiple listing service procedures, conducting a Comparative Market Analysis, making a listing presentation, financing, appraising, sales techniques, advertising, and ethics. Learn how computer applications can be applied to the practice of Real Estate. Real Estate professionals will develop an understanding of technology and learn how to use it to grow their business. This is a mandatory course approved by the California Department of Real Estate Salesperson License.

### Course Goals:

1. Be introduced to real estate.
2. Acquire and demonstrate a working knowledge of Estates, Transfers, and Titles.
3. Acquire and demonstrate a working knowledge of Encumbrances.
4. Acquire and demonstrate a working knowledge of Agency and Its Responsibilities.
5. Acquire and demonstrate a working knowledge of Contracts.
6. Acquire and demonstrate a working knowledge of the relationship between Landlord and Tenant.
7. Acquire and demonstrate a working knowledge of Escrows and Title Insurance.
8. Acquire and demonstrate a working knowledge of Real Estate Finance.
9. Acquire and demonstrate a working knowledge of Financial Institutions.
10. Acquire and demonstrate a working knowledge of Appraisal Basics.
11. Acquire and demonstrate a working knowledge of Appraisal Methods.
12. Acquire and demonstrate a working knowledge of Subdivisions and Government Control.
13. Acquire and demonstrate a working knowledge of Taxation of Real Estate.
14. Acquire and demonstrate a working knowledge of Licensing, Education, and Associations.
15. Acquire and demonstrate a working knowledge of Real Estate Math.
16. Learn how to develop a career plan and complete documentation such as a job application resume, and cover letter.

### **Materials required for the course are: Textbooks**

\*Difference in total number of hours will result in the mastering of less building trades competencies by the student, which will be specified in certificate given to each student at the end of the course.

**(Placed in student's file when signed)**

**NATIONAL CITY ADULT SCHOOL  
517 Mile of Cars Way  
National City, Ca. 91950  
(619) 336-9400**

Note: The Department of Veteran's affair requires this bulletin to be furnished to each veteran upon enrollment. We recommend use of this "Proof of issue" to document its distribution to enrolling veterans.

I have received a copy of the Veteran's Information Bulletin containing the regulations, course completion requirements, and costs for the specific classes in which I have enrolled.

Print name: \_\_\_\_\_

(Signature): \_\_\_\_\_

Last four digits of your Social Security or C-Number: \_\_\_\_\_

Date: \_\_\_\_\_

Enrolled by: \_\_\_\_\_