



CHULA VISTA ADULT SCHOOL



Main Campus
1034 Fourth Avenue
Chula Vista, CA. 91911
(619) 796-7015 Phone
(619) 425-5447 Fax

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

July 01, 2018

Mrs. Katherine Desiere, Education Specialist
California State Approving Agency for Veterans Affairs
1227 O Street, Ste. 625
Sacramento, CA 95814

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 2018

Bulletin ending month and year: June 2019

Names and signatures of authorized officials:

Athena Matos, Office Assistant II _____

Kevin McClelland, Principal (CVA, NCA) _____

Wesley Braddock, Principal (MOA, SYA) _____

Ryan Burke, Director of Adult Education _____

Sweetwater Union High School District

Division of Adult Education



Main Campus
Chula Vista Adult School
1034 Fourth Avenue
Chula Vista, CA. 91911
619-796-7015



Montgomery Adult School
3240 Palm Avenue
San Diego, CA 92154
619-600-3800



National City Adult School
517 Mile of Cars Way
National City, CA 91950
619-336-9400



San Ysidro Adult School
4220 Otay Mesa Road
San Ysidro, CA 92173
619-428-7220

Veteran Program
Information Bulletin
Course Description
2018-2019

**VOCATIONAL PROGRAMS POLICIES AND PROCEDURES
CAREER TECHNICAL EDUCATION**

**2018-2019 Bulletin
July 01, 2018 through June 30, 2019**

Welcome to Chula Vista 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 the school district. **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

Ryan Burke	Director of Adult Education
Kevin McClelland	Principal at Chula Vista and National City Adult Schools (CVA, NCA)
Wes Braddock	Principal at Montgomery and San Ysidro Adult Schools (MOA, SYA)
Sheryl Sanchez	Principal on Special Assignment (Division of Adult Ed)

Counseling Staff

Hank Austin	Counselor
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Instructional Staff - NCA

Katherine Barra	Adriana Ventura	Juan Garcia
Mirna Schaff Ventura	Leticia Riel	Pam Clinch-Nagy

Instructional Staff -CVA

Mack R. Kutzner	Pam Clinch-Nagy	Julianne Ellis	Ellen Baum
Parris M. Montez	Tim Hall	Margaret McPhail	

Instructional Staff -MOA

Maria Pons	Annette Otero
Mirna Schaaf-Ventura	Adriana Ventura

Instructional Staff-SYA

Susan Carver	Victor Ramos	Maria Gonzales
John Alvarado	Maria Shull	Nancy Castaneda

Veteran Program Staff

Ryan Burke	Director of Adult Education
Kevin McClelland	CVA, NCA Principal / VA Program Administrator
Wesley Braddock	MOA, SYA Principal
Athena Matos	Office Assistant II
Mary Alvarado	CTE Coordinator / Adult Ed TSA (Teacher on Special Assignment)

INSTRUCTIONAL FACILITIES

- A. The central office of the Veterans Program is located at Chula Vista Adult School (CVA) 1034 Fourth Avenue, Chula Vista, CA 91911.
- B. Branch Sites (Satellite locations) that offer programs, but are without administrative capabilities are: Montgomery Adult School, National City Adult School, and San Ysidro Adult School.
- C. Maximum Capacities for each course is as follows:
- Administrative Professional – 25
 - Building Maintenance and Repair – 40
 - Culinary Arts Professional Cooking – 25
 - Culinary Arts – Breads, Pastries, Desserts and Cakes – 35
 - Culinary Arts – Cake Designs, Chocolate and High End Decoration - 35
 - Computer Applications Microsoft Office – 35
 - Floral Design - 25
- D. Each student is responsible for the purchase of textbooks. Textbooks may be purchased online at: <http://adulthoodeducation.sweetwaterschools.org>

INSTRUCTIONAL SCHEDULE

All courses are Shop courses, with the exception of Floral Design, which is a Lab course. Majority of the courses we offer are $\frac{3}{4}$ time courses (13-17 hours weekly).

**Actual course schedules vary by site and program.

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

During the 2018-2019 school year, the school observes the following holidays and classes will not be in session on:

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

ENROLLMENT POLICY

- A. All CTE enrollment will be offered on an enrollment lottery basis. New and continuing students may enroll during enrollment periods announced to the general public. Enrollment for CTE classes will remain open through the first 2 (two) weeks of school or until the class hits its capacity, whichever comes first.
- B. All students will be required to participate in the Sweetwater Union Adult Education orientation process for the 2018-2019 school year. Completion of the orientation is a prerequisite to attending class for all program areas. This orientation is not inclusive of, or in any way connected to the orientation Veteran students complete in order to collect GI Bill benefits. This is a separate, different orientation designed to help students achieve success in their chosen pathway.
- C. **No new enrollees are allowed after first ten (10) days of school.** Exceptions may be made for only a minimum number of hours during the semester to meet the requirements of the Veterans Administration.
- D. Classes may be cancelled or reduced in hours if there is insufficient enrollment. In the event that a class is cancelled, all efforts will be made to place affected students into a replacement class.
- E. Students are not allowed to enroll in 2 or more courses that would create a conflict in schedule. In addition, VA certification will be processed for only program per semester.
- F. All enrollments are processed in person by Veteran Program Clerk at Chula Vista Adult School. Supply fees are charged at time of registration.
- G. Per Veteran Administration, Title 38 U.S.C. 3680A(d) and 38 CFR 21.4201, each individual program must meet VA regulations in respect to class counts. Therefore, to remain in compliance with this policy, each program will have a maximum cap of up to 85:15 ratio for Veteran student enrollment.

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.**

REFUND POLICY

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued therefrom at any time prior to the completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length. For the registration fee, the amount in excess of \$10 will be subject to proration.

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.

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.

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. 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 student will be dropped from the program for the remainder of that semester.** If enrolled through our Veteran Program, the certification will be terminated for the semester.
- B. It is not necessary for students to bring in notes verifying their absences; all absences are counted the same, **regardless of the reason for the absence.** There are no “excused” or “unexcused” absences.
- C. 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.
- D. **Tardiness and Leaving Class Early** are a disruption of a good learning environment.
 - a) Tardy/Leaving Early will be counted as follows: 10-30 mins = ¼ day absence; 31-60 mins = ½ day absence; 61-90 mins = ¾ day absence; 91 mins or more = full day absence.
- E. Make-up work may be required for any absence; however, hours of make-up work cannot be accepted as hours of class attendance. Students will not receive credit for the time they are not in class. Students only receive credit and attendance for actual time spent in class.
- F. 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.

PROGRESS REPORT POLICY

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

93% - 100	Excellent	70% - 71%	Below Average
85% - 92%	Above Average	0% - 69%	Unsatisfactory
72% - 84%	Average		
- B. Students must maintain a satisfactory pace in mastering the skills and competencies within the hours allotted for each program. 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.
- C. 2 semester courses: If a student’s class performance is unsatisfactory for the first 9 week segment of the course, that student will be placed on probation. If, during the next nine week segment, the student’s class performance is still unsatisfactory, that student will be removed from the class and the appropriate agency will promptly be notified.
- D. 1 semester courses: If a student’s class performance is unsatisfactory during the first 9 weeks of the course, the 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 student’s progress is not satisfactory, the student will be dropped from the class and the appropriate agency will promptly be notified. If the student is brought up to satisfactory, his/her progress will continue to be monitored. If anytime during the remaining 9 week period the student’s progress is unsatisfactory, the student will be removed from the class and the appropriate agency will promptly be notified.
- E. Students who are dismissed for unsatisfactory progress may apply for reinstatement at the beginning of the following semester. Their request will be reviewed by the school site principal and VA Program Administrator.

LEAVE OF ABSENCE POLICY

Leave of Absence requests are for **EMERGENCY** reasons only. All requests must be submitted in writing (either by email or handwritten) to Veteran Program clerk; verbal requests will not be considered. Written requests for leaves of absence (LOA) will be submitted for review and may be granted to students at the discretion of the school principal and the Veterans Program clerk.

All requests must include:

- Full Name
- Reason for request of leave from program
- Dates requested for Leave

Requests that are missing any of the information listed above, will not be submitted for review.

A maximum of 6 days may be granted per semester. In extreme cases, students may be allowed to combine allowed absence days with LOA time to extend leave request. An LOA request will be considered **ONLY ONCE** per semester.

If an LOA taken exceeds the maximum approved days, the student **will not** be reinstated and certification will be terminated. The student may not re-enroll for classes until the start of the next semester.

Due to the fact that the CTE 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 a leave of absence is approved, students will be reinstated upon their return not exceeding the maximum allowed days, but will not receive payment for the period they were not in attendance.

IMPORTANT NOTES:

- Leave requests submitted that are less than **3 consecutive days** will only be considered if student has exhausted the allowed absence days. If student has time available, absence days will not be processed as a leave of absence.
- Requests submitted more than 3 days from first day missed will not be accepted as LOA request. If the leave exceeds 4 days, student will be dropped from the program.
- **Requests submitted within the last the 2 weeks of school will not be considered. This will be considered ending the semester early and certification end date will be adjusted to reflect last day attended.**

COURSE TITLE	TOTAL SEMESTERS	CVA	MOA	NCA	SYA
AGRICULTURAL & NATURAL RESOURCES CAREER PATHWAY: ORNAMENTAL HORTICULTURE					
Floral Design I – Beginning and Intermediate (S)	2				X
BUILDING AND CONSTRUCTION TRADES CAREER PATHWAY: RESIDENTIAL AND COMMERCIAL CONSTRUCTION					
Building Maintenance and Repair (T)	2	X			
BUSINESS AND FINANCE CAREER PATHWAY: BUSINESS MANAGEMENT					
Administrative Professional (T)	1	X			
HEALTH SCIENCE / MEDICAL TERMINOLOGY CAREER PATHWAY: PATIENT CARE					
Certified Nurse Assistant (T)	10 weeks			X	X
HOSPITALITY, TOURISM, AND RECREATION CAREER PATHWAY: FOOD SERVICE AND HOSPITALITY					
Culinary Arts – Breads, Pastries, Desserts and Cakes (T)	1		X	X	X
Culinary Arts – Cake Designs, Chocolate and High End Decoration Techniques (T)	1		X	X	X
Culinary Arts – Professional Cooking (T)	2	X			
INFORMATION AND COMMUNICATION TECHNOLOGY CAREER PATHWAY: INFORMATION TECHNOLOGY					
Computer Applications Microsoft Office (T)	2	X	X	X	X

** Locations may vary

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

<http://adulthoodeducation.sweetwaterschools.org>

Under the “Students” tab, Click “Purchase CTE Textbooks”

Course Identifiers:

(T) = Theory (S) = Shop/Lab

	Theory (T)	Shop/Lab (S)
Full Time Housing	18-21 hours per week	22-25 hours per week
Three Quarter Housing	14-17 hours per week	16-21 hours per week
Half Time	10-13 hours per week	12-15 hours per week

To determine your weekly course time, find the hours and days that the class meets per week. Then, multiply the hours by the days per week.

*Please be sure to subtract 15 minutes per day/class (scheduled break time) when calculating total weekly time of a course.

Career

Technical

Education

AGRICULTURAL AND NATURAL RESOURCES

Floral Design - Beginning & Intermediate

720 hours / two semesters

Total Enrollment: 25

\$25 Supply Fee due at time of registration

\$40 Weekly Floral Fees

Course:

- Floral Design - Beginning 360 hours
- Floral Design - Intermediate 360 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.

BUILDING AND CONSTRUCTION TRADES

Residential & Commercial Construction

Building Maintenance & Repair

720 hours / two semesters

Total Enrollment: 35

\$125 Supply Fee

Course:

- | | |
|---|-----------|
| • Building Maintenance & Repair | 576 hours |
| • Building Maintenance & Repair Practicum | 144 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. Gain an introduction to the background of the Building Trades and Construction Industry as well as the qualifications of successful building maintenance workers.
2. Learn the attitudes and skills necessary to use methods of organizing, troubleshooting, and problem solving.
3. Learn to use applied safety rules.
4. Learn the uses and functions of fasteners, tools, and equipment.
5. Learn practical electrical theory.
6. Learn the basics of electrical facilities maintenance.
7. Learn basic skills in carpentry.
8. Learn basic skills in surface treatments.
9. Learn basic skills in plumbing.
10. Begin to develop understanding of basic math for facilities maintenance technicians.
11. Learn basic blueprint reading for facility maintenance technicians.
12. Acquire a foundation of learning experiences and basic skills which will prepare student with job-entry level skills including employability skills.
13. 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.

BUSINESS AND FINANCE

Administrative Professional

324 hours / one semester

Total Enrollment: 25

\$25 Supply Fee

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. Manual and computerized records management processes. 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.

HEALTH SCIENCE and MEDICAL TECHNOLOGY

Certified Nurse Assistant

230 hours / 11 weeks
Total Enrollment: 40
Course Fee Varies

Courses:

- Certified Nurse Assistant/Home Health Aide 230 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.

HOSPITALITY TOURISM AND RECREATION

Breads, Pastries, Desserts and Cakes

300 hours / one semester

Total Enrollment: 35

\$125 Supply Fee

Course:

- Breads, Pastries, Desserts and Cakes 300 hours

Course Description:

This course introduces students to the designing, baking, decorating and serving of attractive pastries, cookies, breads, rolls, pie crusts and desserts. The course also highlights all aspects of effective bakery management. It Trains students to produce a variety of pastries, desserts, and breads using proper weights and measures, baking and decorating equipment and the proper care and maintenance of these. Emphasizing the use of baking equipment and evaluation of finished baked products by learning the basics of yeast breads, quick breads, and dessert components. This course also introduces students to principles of food microbiology, as well as regulatory standards and measures required for the prevention of food-borne diseases and personal hygiene. The course also identifies the personal qualifications, interests, aptitudes, knowledge and skills in the Professional Baking and Pastry field.

Prerequisite:

A Food Handler's Card is a course prerequisite

Course Goals:

1. Learn the background of professional baking and the responsibilities and requirements to be successful in this profession.
2. Develop an understanding of basic commercial baking techniques and terms, equipment operation and care.
3. Develop an understanding of the preparation of yeast breads, quick breads, various pastries, and desserts.
4. Develop an understanding of the importance of sanitation, safety, and nutrition in the industry, and the personal qualifications and aptitudes for success in the Professional Baking and Pastry Industry.
5. Develop an understanding of safe equipment operation, and care.
6. Learn how to prepare yeast dough's, yeast breads, quick breads, and various desserts and dessert presentations.
7. Learn the expectations of a career in the Hospitality/Tourism/Recreation industry as well as workplace experiences.

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

HOSPITALITY TOURISM AND RECREATION

Cake Designs, Chocolate, and High End Decoration Techniques

300 hours / one semester

Total Enrollment: 35

\$125 Supply Fee

Course:

- Cake Designs, Chocolate and High End Decoration Techniques 300 hours

Course Description:

This course introduces students to the designing, baking, decorating and serving of attractive cakes and various chocolate techniques. Emphasizing on the application for professional-level cake design, wedding cakes, tiered cakes and decorations using advanced techniques, as well as the presentation of wedding cakes. The course focuses on professional techniques specific to the industry including royal icing, whipped topping, buttercream, royal icing color flow, fondant, gum paste, and chocolate techniques.

Prerequisite:

A Food Handler's Card is a course prerequisite

Course Goals:

1. Learn the background of professional baking and the responsibilities and requirements to be successful in this profession.
2. Develop an understanding of cake and chocolate design techniques.
3. Develop an understanding of the preparation of batters for use in various types of cakes with attractive designs.
4. Develop an understanding of the importance of sanitation, safety, and nutrition in the industry.
5. Develop an understanding of safe equipment operation, and care.
6. Learn how to prepare and use advanced cake design techniques for display as tiered cakes, wedding cakes and the use of chocolate in desserts and dessert presentations.
7. Learn techniques to design tiered cakes, wedding cakes, chocolate techniques and the use of royal icing, color flow, gum paste, fondant, buttercream, and whipped topping.
8. Learn the expectations of a career in the Hospitality/Tourism/Recreation industry as well as workplace experiences and a basic understanding of cake pricing techniques for a small business.

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

HOSPITALITY TOURISM AND RECREATION

Culinary Arts-Professional Cooking

720 hours / two semesters

Total Enrollment: 25

\$130 Supply Fee

Course:

- Culinary Arts Professional Cooking I 324 hours
- Culinary Arts Professional Cooking II 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 an awareness of the employment opportunities within the food service industry.
2. Gain skills and demonstrate knowledge needed to obtain and maintain employment in the food service industry.
3. Develop skills and demonstrate knowledge needed to perform at ADVANCED levels of competence within the food service industry.
4. Develop and demonstrate knowledge of rules, laws, certification and promotion within foodservice industry occupations.
5. Understand major aspects of the food service and hospitality industry, and the role of the industry in local, state, national and global economies.

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

INFORMATION AND COMMUNICATIONS TECHNOLOGIES

Computer Applications – Microsoft Office Multilevel

972 hours / two semesters

Total Enrollment: 35

\$50 Supply Fee

Courses:

- Presentation Software 250 hours
- Word Processing 250 hours
- Spreadsheet Software 250 hours
- Database Software 222 hours

Course Description:

Computer Applications Microsoft Office 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 required.

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.

(Placed in student's file when signed)

**Chula Vista Adult School
1034 Fourth Avenue
Chula Vista, CA 91911
(619) 796-7015**

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 and/or read a copy of the Veterans Information Bulletin containing the regulations, course completion requirements, and costs for the specific classes in which I have enrolled.

By signing this form, you acknowledge that you have read the policies and procedures set forth in the Veteran Bulletin.

Print name: _____

(Signature): _____

Last four digits of your Social Security: _____

Date: _____