

# CHARLES A. JONES CAREER AND EDUCATION CENTER 2023-2024 PROGRAM CATALOG

5451 LEMON HILL AVENUE SACRAMENTO, CA 95824 | (916) 395-5800 | [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)



*Celebrating over 20 years  
on Lemon Hill Avenue*



# WELCOME TO

## *Charles A. Jones Career and Education Center*

Welcome to Charles A. Jones Career and Education Center (CAJ)! It is our goal that your educational experience here is enlightening and productive as you expand your horizons and pursue your career.

CAJ is a public adult school operated by the Sacramento City Unified School District. CAJ is located on Lemon Hill, a half block west of Stockton Boulevard. The facility is a three-building complex on seven acres. Parking is available on the school grounds for all students and the center is served by Regional Transit. CAJ also has over fifty classrooms, a library, job center, school office, and financial aid office, all available to students during regular business hours. We are proud that we can provide a low-cost, high quality education that will enrich our students' lives. We offer career and technical programs in various occupational fields, with imbedded customer service modules. Our programs are designed to provide the technical and customer service skills needed in the local workforce.

CAJ also offers free academic preparation classes, including High School Equivalency, Adult Basic Education, English as a Second Language, and Citizenship classes, that are accredited by the Western Association of Schools and Colleges (WASC). CAJ Career Technical Education classes are accredited by the Commission of the Council on Occupational Education (COE), the State of California's Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Accreditation Council for Pharmacy Education (ACPE) and the American Society of Health-System Pharmacist (ASHP). Additionally, CAJ is approved by many agencies to qualify graduating students for national, state, or industry exams, including: the California Certifying Board for Medical Assistants (CCMA) and the California Department of Public Health.

### *Our* mission...

The mission of the Charles A. Jones Career and Education Center is to enrich the lives of adults by providing a positive and innovative learning environment for academic and career technical training, empowering them to become employed, productive members of their communities.



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*For information about national and program accreditation, contact the institution.*

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## CAJ NON-DISCRIMINATORY CLAUSE

The Sacramento City Unified School District is committed in all of its activities, policies, programs, and procedures to provide equal opportunity for all to avoid discrimination against any person regardless of race, ancestry, sex, religion, color, national origin, physical handicap, disability, marital status, or age.

## CAJ TRANSFER OF CREDIT POLICY

In house evaluation of prior education is done on a case by case basis. CAJ does issue credits. CAJ career education programs are based on clock hours.

Any new student enrolling in a Career Technical Education (CTE) program at Charles A. Jones Career & Education Center-(CAJ) and wishing to transfer credits for courses completed at a different school must meet the institution's credit transfer requirements:

- The course was taken at an accredited school.
- The student received a "C" grade or higher.
- The course is approved or meets state licensure requirements (if applicable).

Students wishing to receive transfer of credit for course complete at a different school may only be made upon approval of the CAJ Site Administrator and the CTE program chair of the program of interest.

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

## CAJ ADMISSION REQUIREMENTS AND REGISTRATION PROCEDURES

Each career program at CAJ has specific requirements listed on the pages dedicated to those programs (see table of contents).

To register for the program of your choice:

- Attend an orientation (See page 4)
- Connect with teachers for program details during office hours or by phone
- Pass the assessment test with program's required scores\*
- Visit the financial aid office and start your FAFSA, *if desired*, well in advance of the program start date (Financial Aid Office, Room 120)
- Meet with Job Center staff for scholarship eligibility and processing, *if desired*, well in advance of the program start date
- Complete a registration form and pay fees.
  - Cash, credit and debit, cashier's check, and money order are all accepted forms of payment. We do not accept American Express cards or personal checks.



\* Test scores are valid for one year from testing date. After two failed attempts to pass the assessment tests, the individual will be referred to an Adult Basic Education course for skills review. There should be at least 40 hours of remediation before attempting the next set of assessment tests.



## JOIN US FOR ORIENTATION!

**When:** In Person Orientations Every Wednesday (Except holidays and break periods) Orientation Starts 8:30 AM - Doors close at 8:45 AM

**Where:** 5451 Lemon Hill Avenue, Sacramento, CA 95824

**Who:** Anyone interested. Must be 18 years or older to enroll in Adult Education Programs.

**No appointment needed.** For more information, you may call CAJ Job Center at (916) 395-5802 or email: [lemonhill5451@gmail.com](mailto:lemonhill5451@gmail.com)  
Job Center Open to the Public Monday-Thursday 8:30 AM to 3:00 PM, closed Fridays

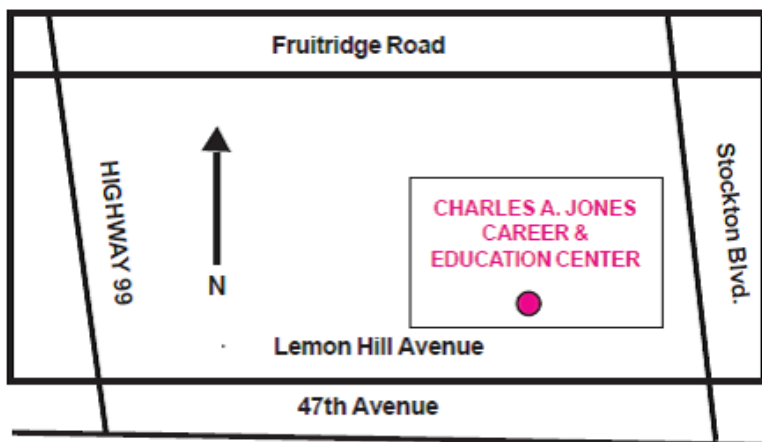
At Orientation, you will learn about how to sign up for High School Equivalency preparation classes or Career Education programs.

This is the first step to your new career! Learn about the exciting career training programs available. Students may begin classes throughout the year on a scheduled basis as space is available. All career education programs require excellent attendance.

Assessment testing is held each Wednesday after Orientation. Student must show ID. Late arrivals may not be able to take assessments on the same day. **Orientation and assessment are required before enrollment.** CAJ reserves the right to cancel program start dates due to low enrollment.

### Financial Aid Available!

Financial Aid (Pell Grant) is available for those students who meet Federal guidelines. Start your Free Application online at [StudentAid.gov](https://studentaid.gov). Use financial aid school code **009509**. Ask for a financial aid procedures brochure for steps to apply.



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# 2023-2024 ACADEMIC CALENDAR

July 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			


February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

 School Closed



# SATISFACTORY ACADEMIC PROGRESS (SAP)

The U.S. Department of Education, Federal Student Aid mandates financial aid students to meet and maintain qualitative and quantitative academic progress standards as they progress through their educational program. These standards apply to all coursework taken whether or not financial aid was received in the past.

All students who receive federal or state financial aid must maintain satisfactory academic progress (SAP) towards the completion of an eligible program of study. Financial aid eligibility is determined in compliance with federal and state regulations as well as institutional policies and does not discriminate on the basis of race, religion, color, national origin, gender, age, disability, medical condition, sexual orientation, or other legally protected basis. If a student wishes to file a grievance, then they should follow the directions outlined in the college catalog

At the end of each block, students are evaluated based on the following standards:

What is Satisfactory Academic Progress (SAP)?

- Satisfactory Academic Progress standards are broken down into two standards: Qualitative and Quantitative. The Qualitative Standard is a Grade Point Average (GPA) requirement, while the Quantitative Standards are a Completion Rate requirement.

GPA: Maintain a Cumulative GPA of 2.0 or Higher

- Once grades post at the end of the semester, the overall GPA is used calculated. A, B, C, D, and F grades will be used in the calculation.

Completion Rate: Complete 67% of All Attempted Units

- A, B, C, D, F, P, NP, I (Incomplete), or MW (Military Withdrawal) grades will be used to calculate completion rate. Transfer coursework officially submitted and evaluated by Admission and Records will also be included in the calculation
- Formula:  $\text{Total Clock Hours Earned} \div \text{All Clock Hours Attempted} = \text{Completion Rate}$

Quantitative Measurement

- Clock-hour programs as measured by the cumulative number of clock-hours the student is required to complete, expressed in calendar time
- Process for Incompletes, Withdrawals, Repetitions, and transfer of credit from other schools
- All SAP measurements must be cumulative
- Formal SAP evaluations correspond to the end of a payment period
- Frequency of SAP evaluation
  - Must include evaluation at the end of each payment period for programs of one year or less
  - For all other programs, at least an annual review to correspond with the end of a payment period
- Notifying students of results of any SAP review that impacts student Title IV eligibility
- Regardless of appeal process, school must always describe how a student who has lost Title IV aid due to failing SAP can reestablish eligibility for Title IV aid
- Remedial coursework must be factored into a qualitative measurement but is not required to be included in the quantitative measurement

Qualitative – Minimum Grade Point Average (GPA)

- Student must maintain a minimum, cumulative grade point average of 2.0. The most recent grade for a renewal courses is used code GPA. All grades for academic renewal course are used to determine GPA

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# ELECTRO-MECHANICAL ASSEMBLY

*40 Hours • 6 Instructional Days*



## PROGRAM DATES

10/06/23 - 10/19/23  
01/23/24 - 02/02/24  
04/24/24 - 05/03/24

## SCHEDULE

Classes Meet In Person

Tuesday through Friday  
8:00 AM - 4:00 PM

Last day of Class ends at 10:30 AM

Tours and Career fairs to be announced

## ADMISSION REQUIREMENTS

- Pre-Requisite CAJ Introduction to Manufacturing Class
- High School Diploma or equivalent
- Register in Cal Jobs at [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- Complete SETA Job Center intake and required workshops
- Provide Right to Work documentation
- Assessment Test  
Reading: 239      Math: 236

## PROGRAM COMPONENTS

- Classroom instruction
- Hands on skills lab
- Computer Lab using SME\* Tooling U curriculum

Training Topics Include:

- Common Assembly Procedures
- Application of torque
- Mechanical Fastening
- Wire, Stripping, Crimping and Soldering
- Wire Harnesses and Cable Routing
- Sealants and Adhesives Bonding
- Tube Assembly Fabrication

Program Benefits:

- ✓ Direct pipeline for employment:
  - Electro-Mechanical Assembly
- ✓ Component in the Manufacturing Technician Program with pathways for:
  - CNC Machinist
  - Welder
  - Manufacturing Engineering Technician

**Graduating students gain skills for entry level work in Manufacturing.**

*\*Society of Manufacturing Engineers*



*New COE Program - Opened in 2022-23*



**BOOKS AND MATERIALS**

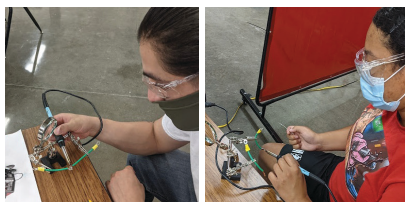
- Tooling U – Manufacturing Training online software-included in fee
- Safety Glasses & Ear Plugs \$5

**Additional Requirements (Non-CAJ):**

- Closed-toed shoes required

Supplies are based on availability. Students can opt to purchase PPE from an outside vendor. Safety shoes are recommended. Glasses must meet ANSI Z87.1 Standard.

**SCHOLARSHIPS AVAILABLE  
TO THOSE WHO QUALIFY**

**FEES**

*This program **does not qualify** for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 495.00
Books and Materials:	\$ 5.00
<b>TOTAL:</b>	<b>\$ 600.00</b>

**REFUND POLICY**

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

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# INTRODUCTION TO MANUFACTURING

*80 Hours*



## PROGRAM DATES/ SCHEDULE

08/31/23 - 09/20/23  
12/19/23 - 01/19/24  
03/27/24 - 04/23/24  
06/06/24 - 06/26/24

Classes Meet In Person

Tuesday through Friday  
8:00 AM - 4:00 PM

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Register in Cal Jobs at [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- Complete SETA Job Center intake and required workshops
- Provide Right to Work documentation
- Assessment Test  
Reading: 239      Math: 236

## PROGRAM COMPONENTS

- Manufacturing skills lab
- Online SME CMfgA\* exam prep training
- 10-Hr. Cal/OSHA training card class

Training Topics include:

- Industrial Safety
- Electro-Mechanical Assembly
- Forming & Fabrication
- Machining
- Material Handling
- Quality
- Welding

Program Benefits:

- ✓ Two industry recognized certifications & CAJ Completion Certificate
- ✓ Direct pipeline for employment:
  - Material Handling
  - Electro-Mechanical Assembly
- ✓ Learn prerequisite skills for apprenticeship pathways in:
  - CNC machinist
  - Welder
  - Manufacturing Technician
  - Quality Technician

*\*Society of Manufacturing Excellence Certified  
Manufacturing Associate (SME CMfgA)*

***Graduating students gain skills for entry level work in Manufacturing. They also receive a CAJ Certificate of Completion.***



2021-2022 - 21 total enrolled - 20 graduate completers  
Completers Graduation Rate - 95% / Employment Placement Rate - 78%  
Placement based on # of completers

**BOOKS AND MATERIALS**

- Tooling U – Manufacturing Training online software-included in fee
- OSHA-10 Card \$10
- Safety Goggles and ear plugs^ \$5
- ^Must meet safety standards
- Work Shirt \$30

**Additional Requirements (Non-CAJ):**

- SME CMfgA Exam fee<sup>(1st attempt)</sup> \$75
- Chromebook \$300\*

\*Chromebook cost is subject to change.

Supplies are based on availability. Students can opt to purchase from an outside vendor or use own technology resources.

Internet Access required for online software components.

**10-Hour Cal/OSHA General Industry Class**

This training program is intended to provide general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. The training emphasizes hazard identification, avoidance, control and prevention, not Cal/OSHA Title 8 standards. Cal/OSHA 10 General Industry card issued upon successful class completion.

**PARTNERSHIP SCHOLARSHIPS  
AVAILABLE TO THOSE WHO QUALIFY**

**FEES**

**Temporary price reduction  
Limited time offer!**

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 455.00
Books and Materials:	\$ 45.00
<b>TOTAL:</b>	<b>\$ 600.00</b>

**Enroll soon before the price goes back up!**

**REFUND POLICY**

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

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OVER 25% - UP TO 50%	25%
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# MANUFACTURING TECHNICIAN

900 Hours • 30 Instructional Weeks



## PROGRAM DATES

08/31/23 - 04/30/24  
12/19/23 - 08/23/24  
03/27/24 - 11/18/24  
06/06/24 - 02/07/25

## SCHEDULE

Classes meet in Person

Core Block:  
Tuesday through Friday  
8:00 AM - 4:00 PM

Welding Blocks:  
Monday through Friday  
8:30 AM - 3:00 PM

Daily schedule includes 1/2 hour lunch  
Total hours each week=30Hours class time per week

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend a CAJ orientation
- Assessment Test  
Reading: 239 Math: 236
- CAJ Letter of Acceptance as a Transfer Student, if applicable

## PROGRAM COMPONENTS

### Foundational & Core Units (Complete All)

- Introduction to Manufacturing
  - 10-Hr. Cal/OSHA General Industry Safety and Health Card Class
- Forklift Operator
- Material Handling and Logistics
- Manual/CNC Cutting and Separation
- Sheet Metal Fabrication
- Electro-Mechanical Assembly
- Finishing
- Quality Control and Metrology
- Automation and Additive Manufacturing

### Welder Specialty Track (Complete All)

- Welding Fabrication I
- Welding Fabrication II
- Welding Fabrication III

### Project/Capstone

- Focus chosen by student with teacher approval

**Graduating students gain skills to work as a Welder. They also receive a CAJ Certificate of Completion.**





**BOOKS AND MATERIALS**

- Tooling U – Manufacturing software subscription-included in fee.
- Work Shirt **\$30**
- 10-Hr. Cal/OSHA Card **\$10**
- Personal Protective Equipment(PPE) Kit: **\$415\***
  - Kit includes: Welding helmet, ^Jacket, Safety Glasses, Basic Hand Tools (See office for kit details)

^There is an additional cost for sizes 2XX or larger

**Additional Requirements (Non-CAJ):**

- SME CMfgA Exam fee<sup>(1st attempt)</sup> **\$75**
- Required Approved PPE:
  - 100% cotton clothing
  - Safety Shoes

Supplies are based on availability. Students can opt to purchase PPE and basic hand tools from an outside vendor. Safety glasses and welding helmets\* must meet ANSI Z87.1 Standard.

\*Only required for the welding classes.

**10-Hour Cal/OSHA General Industry Class**

This training program is intended to provide general industry workers information about their rights, employer responsibilities, and how to file a complaint as well as how to identify, abate, avoid and prevent job related hazards on a job site. The training covers a variety of general industry safety and health hazards which a worker may encounter. The training emphasizes hazard identification, avoidance, control and prevention, not Cal/OSHA Title 8 standards. Cal/OSHA 10 General Industry card issued upon successful class completion.

**SCHOLARSHIPS MAY BE  
AVAILABLE TO THOSE WHO QUALIFY**

**FEES**

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable) **\$ 100.00**

Program Fee Transfer Cohort 810Hrs: **\$ 6,165.00**

Program Fee Full 900Hrs Cohort: **\$ 6,850.00**

Books and Materials: **\$ 455.00**

**TOTAL** Transfer Cohort 810 Hrs: **\$ 6,720.00**

**TOTAL** Full 900 Hrs Cohort: **\$ 7,405.00**

**REFUND POLICY**

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2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

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# MATERIAL HANDLING AND LOGISTICS

*40 Hours • 6 Instructional Days*



## ADMISSION REQUIREMENTS

- Current Forklift Operation Certification
- High School Diploma or equivalent
- Register in Cal Jobs at [www.caljobs.ca.gov](http://www.caljobs.ca.gov)
- Complete SETA Job Center intake and required workshops
- Provide Right to Work documentation
- Assessment Test  
Reading: 239      Math: 236

## PROGRAM DATES

10/19/23 - 10/25/23  
02/06/24 - 02/09/24  
04/08/24 - 05/14/24

## PROGRAM COMPONENTS

- Classroom instruction
- Hands on skills lab
- Computer Lab using SME\* Tooling U curriculum

## SCHEDULE

Classes Meet In Person

Tuesday through Friday  
8:00 AM - 4:00 PM

Last day of Class ends at 10:30 AM

Tours and Career fairs to be announced

Training Topics Include:

- Receiving Procedures
- Shipping Procedures
- Inventory System
- Securing Loads
- Stockroom and Tool room Organization
- Forklift Exercises

Program Benefits:

- ✓ Direct pipeline for employment:
  - Material Handling
- ✓ Component in the Manufacturing Technician Program with pathways for:
  - CNC Machinist
  - Welder
  - Manufacturing Technician

*\*Society of Manufacturing Engineers*

***Graduating students gain skills for entry level work in Manufacturing.***



*New COE Program - Opened in 2022-23*

**BOOKS AND MATERIALS**

- Tooling U – Manufacturing Training online software-included in fee

**Additional Requirements (Non-CAJ):**

- Closed-toed shoes required

Supplies are based on availability. Safety shoes are recommended..

**SCHOLARSHIPS AVAILABLE  
TO THOSE WHO QUALIFY**

**FEES**

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 500.00
Books and Materials:	No Fee
<b>TOTAL:</b>	<b>\$ 600.00</b>

**REFUND POLICY**

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

**JOIN US FOR ORIENTATION [WWW.CAJ.SCUSD.EDU](http://WWW.CAJ.SCUSD.EDU)**

*For information about national and program accreditation, contact the institution.*

PRICES AND SCHEDULES IN EFFECT ON SEPTEMBER 1, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# MEDICAL ASSISTANT

990 Hours • 33 Instructional Weeks



## PROGRAM DATES

07/24/23 - 04/17/24  
08/31/23 - 05/22/24

## SCHEDULE

Classes Meet In Person  
Monday through Thursday  
8 hours a day  
(with 1/2 hour lunch)  
Lab and Externship hours vary

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test  
Reading: 239 Math: 236
- Immunizations\*:
  - TB/PPD
  - MMR (Measles, Mumps, and Rubella) Titers
  - Varicella (Chickenpox) Titers
  - Hepatitis A and B series (Titers or begin series at start of program)
  - Tetanus
  - Tdap
  - Flu Vaccine (when recommended)
  - Meningococcal (recommended)
  - Pneumococcal (recommended)

## PROGRAM COMPONENTS

### Medical Core Classes (Front Office):

- Customer service
- Medical terminology
- Anatomy and physiology
- Computer applications (EHR Sim Chart)
- Typing
- EMR (Electronic Medical Records)
- Insurance with limited billing and coding

### Focus Classes

- Clinical back office / theory and didactic
- CPR / First Aid
- Malpractice Insurance

### Externship

- 200 hours at end of program

**Graduating students will be fully prepared for employment as a Medical Assistant and qualify for the state CCMA and/or national exam. They will also receive a CAJ certificate of completion.**



## BOOKS AND MATERIALS

- Kinn's The Medical Assistant - Text, Study Guide and Checklist, and SimChart for the Medical Office, 14<sup>th</sup> ed.  
ISBN: 9780323932035 \$257
- Stethoscope and Blood Pressure Cuff Bundle \$37
- CAJ Uniform  
Scrub Top \$35  
Scrub Pant \$35  
(additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$50
- First Aid Card \$20
- Drug Test - Panel 10 \$66  
(If additional screening is needed by the company, additional fees may apply)

### Additional Requirements (Non-CAJ):

- Professional Liability Insurance (Student) [www.proliability.com](http://www.proliability.com)  
(800) 503-9230 \$43
- Fingerprinting/Background Check (approximate cost) \$48
- 2020 AHA BLS Provider Manual eBook  
An ebook version: \$15  
[www.worldpoint.com/bls-provider-manual-ebook](http://www.worldpoint.com/bls-provider-manual-ebook)
- Hepatitis A and B series immunizations, must be started prior to entering focus (see your personal physician)
- White tennis shoes (NON-FABRIC)
- Second hand watch for lab work (no smart watches allowed)
- White, cotton, long-sleeve, pull-over shirt may be worn under uniform top.
- Chromebook \$300\*

Internet Access and Headset are required for Distance Education components.

\*Chromebook cost is subject to change. Supplies are based on availability. Students can opt to purchase from an outside vendor.

WORKBOOKS AND GUIDES MUST BE NEW



Veteran Education Benefits.  
School certifying official is available for assistance.

## FEES

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$6,420.00
Books and Materials:	\$ 500.00
<b>TOTAL:</b>	<b>\$7,020.00</b>

## REFUND POLICY

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UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

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PRICES AND SCHEDULES IN EFFECT ON SEPTEMBER 1, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# NURSE ASSISTANT TRAINING

*192 Hours • 5 Instructional Weeks*



## PROGRAM DATES

08/14/23 - 09/20/23  
12/04/23 - 01/19/24

## SCHEDULE

Classes Meet In Person

Monday through Friday

Weeks 1-2: 7:00 a.m. to 3:30 p.m.  
Weeks 3-5: Clinical - Times vary

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  - Reading: 234 Math: 214
- Must pass a drug and criminal background check

### Health Requirements:

- Health clearance by physical exam
- Ability to:
  - lift, pull, and roll a minimum of 30 pounds.
  - reach overhead
  - stoop, bend, and grasp
  - stand and walk for long periods

## PROGRAM COMPONENTS

- Introduction
- Patients' rights
- Interpersonal skills
- Prevention management
- Body mechanics
- Medical and surgical aseptic
- Weights and measures
- Patient care skills
- Patient care procedures
- Vital signs
- Nutrition
- Emergency procedures
- Long-term care patients
- Rehabilitative nursing
- Observing and charting
- Death and dying
- Residents' bill of rights for the dying patient.

***Graduates qualify to take the State Certification Exam (issued by the State of California). They will be fully prepared for employment as a Nursing Assistant. They will also receive a CAJ certificate of completion.***

**BOOKS AND MATERIALS****Costs covered in program fee:**

- Nursing Assistant Basic Study Guide
- Blood Pressure / Stethoscope Pro Combo Dual Tube
- CAJ Uniform Scrubs
- Drug test
- Finger Printing
- CPR

**Additional Requirements (Non-CAJ):**

- Professional Liability Insurance (Student) [www.nso.com](http://www.nso.com) (800) 247-1500 (approximate cost) **\$23**
- Shoes: non-slip, close toed, non-cloth shoes or sneakers.
- C.N.A. Exam with Credential [www.credentialia.com/test-takers/canorth](http://www.credentialia.com/test-takers/canorth) (888) 204-6186 **\$175**
- 2020 AHA BLS Provider Manual eBook An ebook version: **\$15**  
[www.worldpoint.com/bls-provider-manual-ebook](http://www.worldpoint.com/bls-provider-manual-ebook)

**FEES**

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable) **\$ 100.00**

Program Fee: **\$ 525.00**

**TOTAL: \$ 625.00**

**REFUND POLICY**

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UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

**Veteran Education Benefits.**

School certifying official is available for assistance.

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PRICES AND SCHEDULES IN EFFECT ON SEPTEMBER 1, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# PHARMACY TECHNICIAN

*1080 Hours • 36 Instructional Weeks  
(Entry-level and Advanced-level)*



## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test
  - Reading: 239 Math: 236
- Typing speed of 35 wpm
- Introduction to Computers course (recommended)

Required Immunizations:  
Due by Block 1 completion:

- MMR
- Chickenpox (Varicella)
- Diphtheria, Tetanus, Pertussis (DTP)
- Hepatitis A and B series
- TB/PPD (or clear chest x-ray)

## PROGRAM DATES

07/24/23 - 05/08/24  
09/05/23 - 06/17/24  
10/09/23 - 08/02/24  
11/27/23 - 09/18/24  
01/22/24 - 10/29/24  
03/04/24 - 12/16/24  
04/22/24 - 02/12/25  
05/28/24 - 03/20/25

## SCHEDULE

Monday through Friday

Hybrid Schedule  
With in-person and virtual meetings

6.5 hours a day  
(with 1/2 hour lunch)

Lab and Externship hours vary

## PROGRAM COMPONENTS

- Customer service
- Pharmacy Practice I and II for Technicians
- Pharmacy Math I and II for technicians
- Pharmacology for Technicians
- Medical Insurance for Pharmacy Technicians
- Pharmacy Labs for Pharmacy Technicians
- Two (2) 120-Hour Experiential Externship Placements. Specific placements based on availability.

***Graduating students will be fully prepared for employment as a Pharmacy Technician. They will also receive a CAJ certificate of completion.***



Successful completion of Entry-level and/or Advanced-level requirements are based on the American Society of Health-Systems Pharmacists (ASHP) Curriculum, 5th Edition



Accredited by the American Society of Health-System Pharmacists (ASHP) and the Accreditation Council for Pharmacy Education (ACPE)

2021-2022 - 48 total enrolled - 33 graduate completers - 12 continued to 2022-23  
Completers Graduation Rate - 92% / Employment Placement Rate - 96% / Licensure Exam Pass Rate: 100%  
Placement and licensure is based on # of completers and # taking licensure exam





## BOOKS AND MATERIALS

### Required CAJ Books & Materials:

- 21<sup>st</sup> Century Business Series  
ISBN: 9780538740289 \$41
- CAJ Pharmacy Technician  
E-Book Bundle Card: Cirrus for  
Pharmacology 7E  
ISBN: 9798765783184 \$315

### To Purchase Online:

<https://paradigmeducation.com/charles-a-jones>

- Medical Insurance for Pharmacy Technicians  
ISBN: 9780073374161 \$108
- Sterile Compounding Products  
ISBN: 9780763840839 \$82
- CAJ Polo Shirt \$45  
(additional charge for size 2XL and larger)
- CPR (one 4-hour evening class) \$50
- Drug Test - Panel 10 \$66  
(If additional screening is needed by the company, additional fees may apply)

### Required (Non-CAJ fees):

- Professional Liability Insurance (Student) [www.proliability.com](http://www.proliability.com)  
- (800) 503-9230  
(approximate cost) \$43
- Background Check \$48
- 2020 AHA BLS Provider Manual eBook  
An ebook version: \$15  
[www.worldpoint.com/bls-provider-manual-ebook](http://www.worldpoint.com/bls-provider-manual-ebook)

### Due prior to block 6 completion:

- Live Scan fingerprint processing fee (DOJ and FBI) \$77
- State Board of Pharmacy License Application (BOP) \$195
- Passport Picture \$15
- Chromebook \$300\*  
(Or own computing device required)

Internet Access required for Distance Education components.

\*Chromebook cost is subject to change. Based on availability.

### Optional (Non-CAJ fees):

- PTCB National Certification (www.ptcb.org) \$129
- Joining Professional Organization  
Cost Varies

### WORKBOOKS AND GUIDES MUST BE NEW

COVID-19 VACCINATION AND/OR TESTING MAY BE REQUIRED FOR EXTERNSHIP PLACEMENT AS DETERMINED BY THE EXTERNSHIP SITE. VACCINATION REQUIREMENTS ARE DETERMINED BY THE EXTERNSHIP SITES AND MAY VARY/SUBJECT TO CHANGE.

## FEES

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 9,500.00
Books and Materials:	\$ 707.00
(Also see additional Required Non-CAJ fees)	
<b>TOTAL:</b>	<b>\$10,307.00</b>

## REFUND POLICY

- Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
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- Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

*Veteran Education Benefits.  
School certifying official is available for assistance.*

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PRICES AND SCHEDULES IN EFFECT ON SEPTEMBER 1, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# VOCATIONAL NURSING

1408 Hours • 35 Instructional Weeks\*

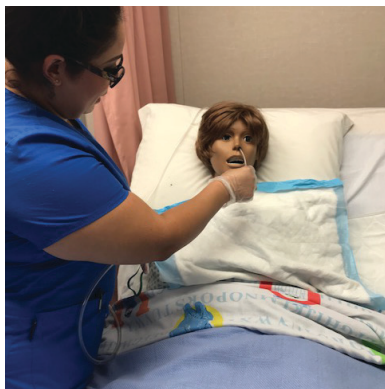
## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test  
Reading: 254 Math: 236
- Proof of at least 200 hours providing nursing care under licensed professional
- CPR/First Aid Certification
- Nursing Entrance Exam (Kaplan, C-NET, HESI, or TEAS)
- Must pass drug test and criminal background clearance
- Negative TB test (2-step) or Chest X-ray

### † Prerequisites:

- CNA License
- Anatomy and Physiology (36 hours)
- Human Growth and Development (36 hours)
- Math for Meds (18 hours)
- Medical Terminology (18 hours)
- Nutrition (36 hours)
- Intro to Pharmacology (54 hours)
- Intro to Psychology (36 hours)

† With a valid CNA license, CAJ Vocational Nursing (Licensed Practical/Vocational Nursing Training) Students can receive 10 hours applied to total hours required to schedule VN licensure exam. They may also receive up to 234 hours applied for valid prerequisite courses completed.



## PROGRAM DATES

08/21/23 - 07/16/24\*

\*Nursing Board approval pending. Extended end date would include longer breaks for make-up days, if needed, that would align to SCUSD COVID-19 quarantine protocols. Instructional weeks will remain the same.

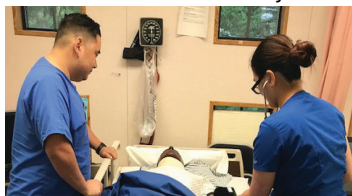
## SCHEDULE

Classes Meet In Person

Monday through Friday

8 hours a day  
(with 1/2 hour lunch)

Clinical schedules vary



**Graduating students will be fully prepared for employment in the health care profession. They will also receive a CAJ certificate of completion.**

## PROGRAM COMPONENTS

- Nursing practice and process
- Standards of care, ethical and legal issues
- Health promotion and preventive care
- Genetics
- Respiratory health
- Cardiovascular health
- Neurologic and sensory health
- Gastrointestinal and nutritional health
- Renal, genitourinary and reproductive health
- Metabolic and endocrine health
- Immunology
- Musculoskeletal health
- Emergency nursing
- Maternity and neonatal nursing
- Pediatric nursing
- Psychiatric nursing



**Approved by the Board of Vocational Nursing and Psychiatric Training**

2021-2022 - 47 total enrolled - 22 graduate completers - 16 continued to 2023-23  
Completers Graduation Rate - 71% / Employment Placement Rate - 89% / Licensure Exam Pass Rate: 100%  
Placement and licensure is based on # of completers and # taking licensure exam

State of California  
**BVNPT**  
Department of Consumer Affairs

**BOOKS AND MATERIALS****Level 1:**

- Fundamental Nursing Skills and Concepts, 12<sup>th</sup> ed. Bundle  
ISBN: 9781975159658 (Wkbk) \$113  
ISBN: 9781975141769
- Review for NCLEX-PN, 11<sup>th</sup> ed.  
ISBN: 9781496324696 \$52
- Stedman's Medical Dictionary, 7<sup>th</sup> ed.  
ISBN: 9781608316922 \$49

**Level 2:**

- Introductory Medical-Surgical Nursing, 13<sup>th</sup> ed. Bundle  
ISBN: 9781975103460 \$115

**Level 3:**

- Introductory Maternity and Pediatric Nursing, 4<sup>th</sup> ed.  
ISBN: 9781496346643 \$91

**Additional Requirements (CAJ):**

- CAJ Uniform
  - Scrub top \$35
  - Scrub pant \$35
  - Warm-up coat \$45
  - T-shirt \$12
 (additional charge for size 2XL and larger)

**Additional Requirements (Non-CAJ):**

- Drug test - Panel 10 \$66  
(If additional screening is needed by the company, additional fees may apply)
- Professional Liability Insurance (Student) [www.nso.com](http://www.nso.com)  
- (800) 247-1500 \$23  
(approximate cost)
- Physical
- Tdap
- Hepatitis A (highly recommended)
- Hepatitis B series (due prior to entering focus class. Takes up to 6 months to complete.)

Negative COVID test is required .  
Results must be within 7 days of the start of clinical. Test results could take 2 weeks. Please plan accordingly.

ATI Comprehensive Assessment and Remediation Program products and services (Included in Tuition)

ATI online software is supported by the following devices: PC Windows 10 or later; Mac OS X10.11 or later; Ipad2 or later (IOS 13 or later); Android 7.X or later

**WORKBOOKS AND GUIDES MUST BE NEW**

**FEES**

*This program qualifies for Federal Financial Aid*

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$22,260.00
Books and Materials:	\$ 547.00
<b>TOTAL:</b>	<b>\$22,907.00</b>

**REFUND POLICY**

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CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.

*Veteran Education Benefits.*

*School certifying official is available for assistance.*

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# WELDING FABRICATION I

*90 Hours*



## PROGRAM DATES/SCHEDULE

10/06/23 - 10/26/23  
01/23/24 - 02/13/24  
04/24/24 - 05/14/24

## SCHEDULE

Classes Meet In Person

Monday through Friday  
8:30 AM - 3:00 PM

## ADMISSION REQUIREMENTS

- High School Diploma or equivalent
- Attend CAJ Orientation
- Assessment Test  
Reading: 239 Math: 236
- Prerequisites:
  - CAJ Introduction to Manufacturing or teacher approval prior metal fabrication experience

## PROGRAM COMPONENTS

- Computer Lab using SME\* Tooling U curriculum
- Overview of Welding processes
- Welding safety and Personal Protective Equipment
- Welding set-up, layout & fixture techniques
- Pneumatic and power tools for welding fabrication
- Oxy/Fuel welding, cutting and brazing
- SMAW (Stick)
- GMAW (Wire feed/MIG)
- Plasma cutter



***Graduating students gain skills for entry level work in Manufacturing. They also receive a CAJ Certificate of Completion.***

*\*Society of Manufacturing Engineers*



*New COE Program - Opened in 2022-23*

**BOOKS AND MATERIALS**

- Tooling U – Manufacturing Training online software-included in fee
- Personal Protective Equipment(PPE) Kit: \$415
  - Kit includes: Welding helmet, ^Jacket, Safety Glasses, Basic Hand Tools (See office for kit details)
  - ^There is an additional cost for sizes 2XX or larger
- Work Shirt \$30

Supplies are based on availability. Students can opt to purchase approved PPE from an outside vendor. Student must also wear approved clothing during classes, including 100% cotton clothing, welding jacket, safety shoes. (Safety Glasses and Welding Helmet must meet ANSI Z87.1 Standard)

Internet Access required for online software components.

**PARTNERSHIP SCHOLARSHIPS  
AVAILABLE TO THOSE WHO QUALIFY**

**FEES**

This program **does not qualify** for Federal Financial Aid

Registration Fee: (non-refundable)	\$ 100.00
Program Fee:	\$ 815.00
Books and Materials:	\$ 445.00
<b>TOTAL:</b>	<b>\$ 1,360.00</b>

**REFUND POLICY**

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UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

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PRICES AND SCHEDULES IN EFFECT ON SEPTEMBER 1, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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# LIMITED CONTRACT INSTRUCTION COURSES

## *ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREPARATION*

Also referred to as ABE/HSE, this WASC accredited course is designed to prepare students for the high school equivalency exam.

## *ENGLISH AS A SECOND LANGUAGE*

ESL classes are WASC accredited and structured for students to enter into the appropriate level depending on their knowledge of English, which is determined by a placement test.

## *CITIZENSHIP*

Learn all you need to know to prepare for taking the steps towards citizenship in this WASC accredited class

## *MATH SUCCESS ACADEMY*

This WASC accredited course is designed to prepare students for success in Math.

## *CNA/HHA CONTINUED EDUCATION HOURS*

Continued Education hours are offered for CNA's and HHA's to meet the inservice hours required by California Department of Public Health to keep their certification.

## *VOCATIONAL NURSING PREREQUISITE COURSES*

CAJ offers seven prerequisite courses in a HIGHLY ACCELERATED FORMAT. These courses are designed to provide fundamental knowledge required by the Board of Vocational Nursing and Psychiatric Technician for application to the Vocational Nursing (Licensed Practical/Vocational Nursing Training) Program. The offered classes are:

- ANATOMY AND PHYSIOLOGY
- HUMAN GROWTH AND DEVELOPMENT
- MATH FOR MEDICATIONS
- MEDICAL TERMINOLOGY
- NUTRITION
- INTRODUCTION TO PHARMACOLOGY
- INTRODUCTION TO PSYCHOLOGY

## *FORKLIFT OPERATOR TRAINING*

The training consists of 3 hours of classroom instruction and 4.5 hours practical experience on both electric and combustion engine forklifts. This training satisfies the state and federal requirement to operate forklifts and is valid for three years. Participants that successfully pass the written exam and obstacle course exercises will receive a training certificate and wallet card on the day of the class to operate Class I, IV & V lift trucks.

## *MANUFACTURING SKILLS DEVELOPMENT LAB*

Additional skills, portfolio or project development after completing Introduction to Manufacturing program.

## *IET INTRODUCTION TO MANUFACTURING*

14 weeks training to learn language and career skills with ESL Teacher and Manufacturing Teacher.



# FREE CLASSES!

## ADULT BASIC EDUCATION / HIGH SCHOOL EQUIVALENCY PREPARATION —AND— ENGLISH AS A SECOND LANGUAGE

Registration	Program Dates	Schedule
Open Entry Assessment Test Required	07/17/23 - 06/28/24	In Person & Hybrid Mon.-Fri. 3 hours/day AM and PM Schedule available

Information about assessment test is provided during orientation. Link to High School Equivalency orientation: <https://caj.scusd.edu/orientation-information>. Link to ESL and Citizenship orientation: <https://caj.scusd.edu/pod/esl-citizenship-virtual-orientation-new-students>

## CITIZENSHIP

Registration	Program Dates	Schedule
Open Entry Assessment Test Required	07/17/23 - 06/28/24	In Person Only Thurs., 3 hours/day PM Schedule available

## MATH SUCCESS ACADEMY

Registration	Program Dates	Schedule
Open Entry Assessment Test Required	07/18/23 - 08/30/23	In Person & Hybrid Tues., Wed., Thurs., AM 2 1/2 hours/days



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*These courses are not COE approved and do not qualify for federal financial aid. Scholarships may be available to eligible students.*  
PRICES AND SCHEDULES IN EFFECT ON SEPTEMBER 1, 2023 AND SUBJECT TO CHANGE WITHOUT NOTICE

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## CNA/HHA CONTINUED EDUCATION HOURS

Program Dates	Schedule	Fees
TBD TBD TBD TBD TBD	7:00 a.m. - 3:30 p.m. Must be in full, 8-hour, consecutive days ONLY, starting with the first program day. (24 hour max)	\$5 per hour \$100 registration fee*

Must have current CNA/HHA Certificate. These continuing education hours are for current CNAs or HHAs who need in-service hours to maintain their license.

***POLICY REGARDING REFUNDS FOR:  
CNA/HHA CONTINUED EDUCATION HOURS***

Refunds available only for students who withdrawal prior to course start date or hours, or if cancelled by CAJ.



## VOCATIONAL NURSING PREREQUISITE COURSES

*Seven highly accelerated courses in a six week time frame*

ADMISSION REQUIREMENTS	PROGRAM DATES	FEES
<ul style="list-style-type: none"> <li>High School Diploma or equivalent</li> <li>Attend CAJ Orientation</li> <li>Assessment Test Reading: 254      Math: 236</li> </ul>	<p>Monday-Friday 8 hrs/day</p> <p>01/22/24 - 03/07/24</p>	<p><i>Purchase all 7 classes at once and pay bundle price</i></p> <p>Registration Fee: \$ 100.00 (non-refundable)</p> <p>Total Course Fee: \$2,100.00</p> <p>Bundle Price: \$1,950.00</p> <p>Books and Materials: \$ 585.00</p> <p>TOTAL: \$2,785.00</p> <p>With Bundle Offer: \$2,635.00</p>

**NOTE:** In addition to the Vocational Nursing (VN) Prerequisite Courses, a valid CNA license AND proof of 200 hours providing nursing care under a licensed professional are also required for admission into the CAJ VN program.

Courses	Hrs	Fees	Course Dates	
Medical Terminology	20	\$250	01/22/24-01/24/24	TBD
Math for Medications	20	\$250	01/25/24-01/29/24	TBD
Anatomy and Physiology	36	\$300	01/30/24-02/05/24	TBD
Human Growth and Development	36	\$300	02/06/24-02/13/24	TBD
Nutrition	36	\$300	02/14/24-02/21/24	TBD
Introduction to Psychology	36	\$300	02/22/24-02/28/24	TBD
Introduction to Pharmacology	54	\$400	02/29/24-03/07/24	TBD

### BOOKS AND MATERIALS

- Medical Terminology in a Flash!: A Multiple Learning Approach, 4th ed.  
ISBN: 9780803689534 \$80
- Math for Meds: Dosages & Solutions, 11th ed.  
ISBN: 9781285459974 \$145
- Nutrition Essentials, 9th ed.  
ISBN: 9781975161125 \$72
- Growth and Development Across the Life Span, 3rd ed.  
ISBN: 9780323809405 \$45
- Introductory to Mental Health Nursing, 4th ed.  
ISBN: 9781975103781 \$53
- Memmler's Human Body in Health & Disease, 14th ed.  
ISBN: 9781284224283 (Text Bundle) \$77
- Introductory Clinical Pharmacology, 12th ed.  
ISBN: 9781975141769 (Text and Workbook Bundle) \$113

*Workbooks and guides must be new, without markings of any kind.*

### POLICY REGARDING REFUNDS FOR: VOCATIONAL NURSE PREREQUISITE COURSES

For a full refund, student must withdrawal at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs.

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

\* See Costs, Fees and Charges (page 24) for details.

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## LIMITED CONTRACT INSTRUCTION-MANUFACTURING

### FORKLIFT OPERATOR

Registration	Program Dates		Schedule
Registration Fee: \$15.00 Materials Fee: \$35.00 Forklift Operator: \$200.00  TOTAL: \$250.00	2023: 7/17, 7/31 8/7, 9/5, 9/25 10/2, 10/30 11/6, 11/13, 11/27 12/4, 12/11, 12/21	2024: 1/22, 1/29 2/5, 2/26 3/4, 3/29 4/15, 4/29 5/13, 5/20 6/3, 6/11	Single Day Class 7.5 hours/day 8:00 AM-4:00 PM (1/2 Hour Lunch)

The training consists of 3 hours of classroom instruction and 4.5 hours practical experience on both electric and combustion engine forklifts. This training satisfies the state and federal requirement to operate forklifts and is valid for three years. Participants that successfully pass the written exam and obstacle course exercises will receive a training certificate and wallet card on the day of the class to operate Class I, III, IV & V lift trucks.

### MANUFACTURING SKILLS DEVELOPMENT LAB

Registration
Registration Fee: \$ 15.00 Skills Lab: \$ 35.00 per month (Monthly fee is not prorated during short months)

- Completion of Introduction to Manufacturing required before enrollment
- Enrollment with teacher approval only
- Class schedule: 8:00 AM - 4:00 PM
- Monday through Friday
- Attendance days can vary
- Maximum attendance hours allowed: 270 hours total

Training topics to be customized to allow for additional practice in the field of manufacturing. Class allows access to equipment to gain experience for: additional practice; update or improve skills; time to develop portfolio pieces; prototypes of ideas; apply manufacturing skills on pre-approved projects. Course may be repeated up to the maximum allowed attendance hours.

### **POLICY REGARDING REFUNDS FOR:** LIMITED CONTRACT INSTRUCTION - MANUFACTURING

For a full refund, student must withdrawal at least 48 hours before the start date of each individual course. Students with partial attendance in a course, may receive refunds according to the CAJ Refund Policy Chart. If CAJ cancels, course fees will be refunded and materials may be returned for a refund of costs.

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND



## IET INTRODUCTION TO MANUFACTURING



### Introduction to Manufacturing *For English Language Learners*



Learn English and Manufacturing Skills  
**Integrated Education Training (IET)**

\*Free English classes focused on Manufacturing

\*Free Resume Writing and Job Placement services

#### CLASSES AND SERVICES

- Free English Classes with Focus on Manufacturing
- Free Resume Writing
- Free Job Placement Services
- Earn Many Certifications
- Low Cost Manufacturing Training

Two Classes – 14 Weeks of training!

Combine English and Career Education  
Training for a bright future in  
Manufacturing!

**Start Dates: TBD – Sign our Interest List!**

The IET Manufacturing Career  
Pathway with entry-level training in:

- Forklift certification
- OSHA-10 certification
- Material Handling
- Mechanical Assembly
- Welding

Low Cost Safety Bundle = \$5.00\*

Work Shirt = \$30.00

\*Safety glasses and reusable earplugs  
must meet safety standards.

Optional: \$75 exam certification fee to become  
a Certified Manufacturing Associate. Exam  
taken at the end of the program. Paid directly  
to Society of Manufacturing Engineers (SME).

#### Classes meet

Mondays: 10:00 AM – 3:00 PM

Students **MUST** also attend all IET  
ESL classes to complete the program

Free IET ESL classes teach English  
for manufacturing careers.  
Free workshops in Resume Writing,  
Job Searching, and Financial Literacy.

Minimum required CASAS scores:  
Reading = 211 Math = 221

High School Diploma or Equivalency  
and documents for work required

Reading and Math Assessments  
scheduled by teacher

#### Classes meet

Mondays  
9:00 AM – 10:00 AM

Tuesdays through Fridays  
9:00 AM – 12:00 PM

**Orientations EVERY Friday via Zoom.**

<http://caj.scusd.edu/pod/esl-citizenship-virtual-orientation-new-students>



Charles A. Jones Career and Education Center (CAJ)

5451 Lemon Hill Avenue, Sacramento, CA 95824 Tel 916-395-5800 CAJ.SCUSD.EDU

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These courses are not COE approved and do not qualify for federal financial aid. Scholarships may be available to eligible students.  
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# CAJ HISET® TESTING

## FEES ARE NOT REFUNDABLE

Test: Complete 5-Subtest Battery (*BEST VALUE - available to 1st-time examinees ONLY*) .....\$150.00  
Subtest – SINGLE – (includes \$20 State Fee and two retest attempts) .....\$60.00  
Subtest – RESET (includes two retest attempts within a 12-month period) .....\$40.00

**SCHEDULING, CHANGING, OR CANCELLING TESTING APPOINTMENTS MUST BE DONE IN PERSON, AT LEAST 1 BUSINESS DAY PRIOR TO TESTING DATE. A GOVERNMENT ISSUED PHOTO ID & HISET® HOMEPAGE ARE REQUIRED.**

## TESTING SCHEDULE

DAYS	TEST	TIME
Tuesday	Math	8:45 a.m.
Alt. Thursday	Science	8:45 a.m.
Wednesday	Reading	8:45 a.m.
Alt. Thursday	Social Studies	8:45 a.m.
Friday	Writing	8:45 a.m.

*No testing on the following dates:  
(please visit our website for full schedule)*

July 3-July 14, 2023 .....Summer Break  
September 4, 2023 .....Labor Day  
November 10, 2023 .....Veterans Day  
November 20-24, 2023.....Thanksgiving Break  
December 25, 2023 - January 5, 2024 .....Winter Break  
January 15, 2024.....Martin Luther King Jr. Day  
February 12, 2024.....Lincoln Day  
February 19, 2024.....Presidents' Day  
March 25 - March 29, 2024.....Spring Break  
May 27, 2024 .....Memorial Day

## Registration and Scheduling

- To register for the HiSET® exam test takers must first create an user account at [hiset.org](https://hiset.org) to establish a "HiSET ID number". Once HiSET ID number is established, a confirmation email will be sent to testers. Testers must login to their HiSET® profiles. The "MY ACCOUNT" should display their first and last name, address, city, state, zip code and HiSET ID number. Print this page and bring it along with a current, government issued photo identification, and the payment for the test to the school office. Office hours are **Monday - Thursday 8:30am-3:30pm. The school office is Closed on Friday.**
- Complete a test registration card and all other forms necessary for HiSET® test registration. (Meeting dates and test schedules available in the main office and on the website.)
- Sign up early for each test. One or more days in advance of test session is required. Examinees CANNOT sign up to test on the day of the test.
- Arrive to testing room 15 minutes early. (*Late arrivals or failure to attend will result in you not being able to test on that day, and require you to reschedule*).
- Must be 18 years or older to test.

NOTE: Examinees may take only the scheduled test during each testing session.



# CAJ ROSTER OF STAFF

Name	Conferring Institution	Most Advanced Degree	Courses Taught
<b>Site Administrator</b>			
Carley, Clifton	California State University, Sacramento	B.A.	
<b>Career Technical Education Instructors</b>			
Bradshaw, Patricia	California State University, Sacramento	CTE Credential B.S.	Medical Assistant
Bruce, Elaine	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training
Curry, Christina	California Commission on Teacher Credentialing	CTE Credential	Vocational Nursing
Fong, Lana	California State University, Sacramento	CTE Credential Health Science and Medical Technology	Pharmacy Technician
Frazee, Todd	Arizona State University	M.Ed.	Manufacturing Pre-Apprenticeship
Gallardo, Elisa	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training and Vocational Nursing
Huynh, Sandra	California State University, Sacramento	CTE Credential B.V.E.	Pharmacy Technician
Mulloy, Kathleen	California Commission on Teacher Credentialing	CTE Credential	Nurse Assistant Training and Vocational Nursing
<b>Full-Time Academic Instructors</b>			
Ciani, Nicholas	California Commission on Teacher Credentialing	Designated Subjects Adult Education Teaching Credential	Adult Basic Education/ High School Equivalency
Hawes, Victoria	San Francisco State University	M.A.	English as a Second Language
Sterling, Marguerite	Universidad Ibero-Americana	B.A.	English as a Second Language
<b>Part-Time Academic Instructors</b>			
Atwood, Marianne	Santa Clara University	B.S.	English as a Second Language
Boyd, Kathryn	San Jose State University	M.S.	English as a Second Language
Frankenberger, Norm	Denver Seminary	M. Div. Multiple Subject Teaching Credential	Math Success Academy
Monte, Don	California Commission on Teacher Credentialing	Lifetime Teaching Credential, All Subjects	Citizenship/English as a Second Language

# CAJ REFUND POLICY

1. Absolutely no CASH refunds. District office will issue approved refunds by check via mail. Refunds, when due, are made within 45 days for the last day of attendance if (1) written notification has been provided to the institution by the student or (2) from the date the institution terminates the student or determines withdrawal by the student. For classes cancelled by CAJ, refund will be issued within 45 days of planned start date.
2. No refund on costs associated with program materials: including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc., unless class cancelled by CAJ.
3. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees. For students who do not begin class, refunds are made within six weeks of class date.
4. Refunds are prorated based on the period of attendance in relation to the program length and are processed according to CAJ refund chart:

CAJ REFUND CHART	
PERCENTAGE OF ATTENDANCE	PERCENTAGE OF PROGRAM FEE REFUND
CANCELLED BY CAJ	100%
UP TO 10%	90%
OVER 10% - UP TO 25%	50%
OVER 25% - UP TO 50%	25%
OVER 50%	NO REFUND

5. Eligible refunds for students in the Vocational Nursing program will be based on attendance per level.
6. No refund on HSE testing fees (HiSET)
7. Information for refunds regarding students enrolled in limited contract instruction courses have a written policy whether or not fees and instructional charges are refundable. (See section on limited contract instruction.)

# COSTS, FEES AND CHARGES

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Program fees do NOT include associated material or additional requirement costs; including, but not limited to books, supplies, uniforms, testing fees, background checks, insurance, etc. and are additional.

A non-refundable registration fee is required for all fee-based programs and courses. The fee is charged annually per program. Details are outlined in the program description.

Students are responsible for paying for all books and materials at time of issue. For those students with funding assistance, books and materials are included only if specifically noted.

Students are required to obtain all necessary books and materials as listed for each program; this includes the proper editions. However, they are NOT obligated to purchase books and materials from CAJ; they are offered as a convenience and while quantities last. Workbooks and study guides purchased elsewhere must be NEW without markings of any kind.

For students paying tuition with student loans, 10% of the total program/course fee is due at the time of registration for all programs except Vocational Nursing (Licensed Practical/Vocational Nursing Training) program.

The re-take or extension of a program block, or class, is subject to a fee (fees vary by program). This fee:

- IS subject to prior approval
- IS subject to availability
- is NOT covered by student funding assistance without approval from funding source
- is NOT available for all programs
- does NOT include the cost of books, materials or any additional fees associated with the class requirements (i.e. fingerprinting, drug testing, etc.)
- in reference to the court reporting program quarterly extension, is NOT prorated unless there is approved medical leave

***Program fees and material costs are subject to change without notice.***

***Student is responsible for increases prior to purchase.***

***All fees must be paid in full to graduate.***

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*For information about national and program accreditation, contact the institution.*

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Board of Education

*Chinua Rhodes, President (Trustee Area 5)*

*Lavinia Grace Phillips, 1st Vice President (Trustee Area 7)*

*Jasjit Singh, 2nd Vice President (Trustee Area 2)*

*Tara Jeane (Trustee Area 1)*

*Christina Pritchett (Trustee Area 3)*

*Jamee Villa (Trustee Area 4)*

*Taylor Kayatta (Trustee Area 6)*

*Gracie Miller Segura, Student Board Member*

Executive Members

*Lisa Allen, Interim Superintendent*

*Yvonne Wright, Chief Academic Officer*

*Susan Lytle Gilmore, Ph.D., Director, Adult Education*

*Clifton Carley, Coordinator III, Adult Education*

