

Antelope Valley Adult School

Schedule of Classes

Fall Semester: August 17-December 17, 2009



661.942.3042 ▪ www.avadult.org
 45110 3rd Street East ▪ Lancaster, CA

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Enrollment & Registration Procedures

Classes at Antelope Valley Adult School are open-entry, open-exit, and offer students flexible hours and days of attendance. You may enroll at any time throughout the school year. Exceptions are: Career/Technical Education classes.

Registration fees due at time of enrollment. (Cash only - non-refundable)

Adult Secondary Education (ASE)

Adult Basic Education (ABE), High School Diploma, GED®, CAHSEE Prep
Registration takes place in the Guidance Center, AVAS Room 130, throughout the school year. All new ABE and Diploma students must complete the Adult School orientation before enrolling in a class. A reading assessment to determine proper placement is required of all ASE students. GED® Preparation students do not need an appointment.

Appointments for the following week are made on a “first to call” basis each Monday morning, by phone (661.942.3431), beginning at 8:00 a.m. A limited number of appointments are scheduled for each week.

Academic Counseling: Available for transcript evaluation, ASE consultation, academic assessment, class assignment and adjustments.

English as a Second Language (ESL)

Registration applications are taken during regular school hours Monday through Thursday at both Lancaster and Palmdale Adult School sites. Assessment and class level placements are done on Fridays at 9:00 AM in Lancaster and 10:00 AM in Palmdale.

During the evening sessions, students may register on Tuesdays and Thursdays in Lancaster and in Palmdale at 5:00 PM. Please call the school for more information.

Career/Technical Education (CTE)

Registration takes place at our Lancaster main office during open business hours beginning the week of July 6 and continues on a first come, first served basis until classes are full. Priority is given to adults first, then 16-year olds and up.

Payment is due at time of registration (cash, VISA/MC/DISC - no personal checks). Classes with insufficient enrollment will be cancelled and a refund will be issued to students in the same manner as paid.

Certificates are awarded upon successful completion. Some CTE classes qualify for elective credits in the AVAS Diploma program.

Distance Learning

Registration applications are taken during regular school hours Monday through Friday at our Lancaster office. Prerequisite: Reading Assessment prior to enrollment.

GED® Test Registration

Register in the AVAS office. Required at time of registration: \$125 test fee (cash or VISA/MC/DISC) and government-issued picture ID. You must be at least 18 years old. Retest Fee: \$25 (may be waived for current AVAS students).

General Information

The Antelope Valley Adult School is here to serve persons who are 18 years of age or older who wish to continue or complete their education. Exceptions may apply for young parents and married persons under 18 who are not currently attending a regular high school.

Right to Privacy: All students are protected by State and Federal laws regarding their right to privacy.

Discrimination Prohibited: No person shall, on the basis of race, color, ancestry, national origin, sex, sexual orientation, marital status, handicap, age, religion, or political beliefs, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any education program or activity except as provided for use by law or regulation.

Uniform Complaint Procedures: The Board of Education recognizes that the district has primary responsibility for insuring that it complies with applicable state and federal laws and regulations governing educational programs.

Sexual Harassment: The governing board is committed to maintaining an educational environment that is free from harassment. The Board prohibits sexual harassment of students by other students, employees, or other persons at school or at school-sponsored or school-related activities.

No Smoking on the Campus: Antelope Valley Adult School follows AVUHSD’s policy against the use of tobacco/drugs anywhere on school grounds (all class sites).

Class Cancellation Policy: Classes that do not meet the minimum attendance requirement can be closed at any time during the semester. If a class is cancelled by AVAS, you are entitled to a refund.

Information is Subject to Change: We put our best effort into making the schedule as accurate as possible, but we may make changes as the need arises. Thank you for your understanding.

Public Assistance Information:

CalWORKs Participants: GAIN participants need to bring form GN6006 upon enrollment.

REHAB/GROW participants need their counselor’s approval.

WIA (Workforce Investment Act): The Antelope Valley Adult School is working with the WIA project to encourage young people (18-21) to improve work skills, help find a job, and get paid while they learn. Call 661.947.8156 for details.

Antelope Valley Adult School is part of the Antelope Valley Union High School District.

Antelope Valley Adult School Principal: Terry O’Connor

Antelope Valley Union High School District Board of Trustees

Albert S. Beattie Sr. **Lee D’Errico**
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Superintendent

Older Adult Programs

Internet/E-mail Basics for Seniors **\$10**
Introduction to basic computer terminology, keyboard and mouse operations, the Internet, and e-mail.

Aug 25-Oct 8 TR 12:00-2:00 PM Vierra AVAS

Computer Basics for Seniors **\$10**
Introduction to basic computer terminology, keyboard and mouse operations, the Internet, e-mail, basic word processing, and Windows. (No class on Oct 13 & 15.)

Sept 8-Nov 19 TR 2:00-4:00 PM Sullivan AVAS

Community Resources for Seniors **\$10**
Learn about services available to you, including civic training, volunteerism, and how to contact city representatives. Find out about redevelopment plans or where to go for FREE FUN stuff.

Sept 14-Nov 16 M 9:00-11:00 AM Wallace

Class is held at the Palmdale Senior Center
1002 East Avenue Q-12, Palmdale

Distance Learning

If you are highly motivated, enjoy working independently, and are comfortable using a computer, then Distance Learning might be right for you.

GED® Online offers complete preparation for all areas of the GED® test. The interactive program contains over 115 lessons. Study plans are created to help focus on the areas you need to study the most. Includes half- and full-length practice tests. GED® Online writing, reading, and math subject areas may also be used to prepare for the CAHSEE.

Minimum system requirements: Windows 98/NT/2000/XP, CD-ROM, sound card, Internet link, e-mail.

Adults with Disabilities

Vocational and academic education for developmentally disabled adults is provided in cooperation with Desert Haven Enterprises (at Desert Haven) and Antelope Valley Foundation for the Developmentally Disabled (at Daystar). Training and instruction are provided in Production Occupation Work Skills, Independent Living Skills, and/or Basic Adult Education.

Career/Technical Education

Certificate Programs

Do you want to start a new career or change your existing one? Let the Antelope Valley Adult School help you. Check out our certificate programs and take the first step that turns a job into a career!

Administrative Secretary

- Office Skills & Business Communications
- Introduction to Computers
- Keyboarding/Typing*
- MS Word
- MS Excel
- MS Publisher or MS Access
- MS PowerPoint

* Typing with a minimum of 35 wpm and 95% accuracy

** Recommended

General Office Clerk

- Office Skills & Business Communications
- Introduction to Computers
- MS Word
- Keyboarding/Typing*

Pharmacy Technician

- Pharmacy Technician—Terms 1 & 2
- Medical Terminology**

Medical Assistant

- Introduction to Computers**
- Medical Assistant—Terminology
- Medical Assistant—Administrative Skills
- Medical Assistant—Clinical Skills

Medical Secretary

- Office Skills & Business Communications
- Introduction to Computers
- Keyboarding/Typing*
- Medical Terminology
- MS Word

Animal Science

Veterinary Assistant—1 **\$50**

Introduction in skills required for entry-level positions in the veterinary field that includes terminology, anatomy, breed identification, handling, animal behavior, and introduction to administering medications and injections. Externships possible. (No class Oct 13 & 15.)

Aug 18-Dec 17 TR 5:00-8:00 PM Bolanos SAVAS

Job Readiness

Office Skills & Business Communications **\$25**

Prepares students for entry-level professional office employment. Instruction involves various “soft” skills including: interpersonal relations, business ethics, filing and organization, job search strategies, résumé and cover letter preparation, business communications, and phone etiquette. Recommended: Basic Keyboarding & MS Word skills.

Oct 13-Dec 17 TR 9:00 AM-12:00 PM Vierra AVAS

Information Technology

Open Computer Lab – Typing Tests

Free

Open lab for students; typing tests are administered free of charge on a walk-in basis. Please allow enough time to complete the test.

Aug 11-Dec 17 TR 8:00-9:00 AM Vierra AVAS

Introduction to Computers

\$25

Introduction to basic computer use, including word processing, the Internet, e-mail, basic maintenance and troubleshooting for Windows-based computers.

Aug 10-Sept 18 MWF 9:00 AM-12:00 PM Vierra AVAS

Sept 8-Nov 19 TR 5:00-7:30 PM Taylor AVAS

Oct 19-Dec 16 MW 12:30-3:30 PM Mazas SAVAS

Keyboarding (Typing)

\$25

Introduction to proper typing techniques and touch control to build typing skills and accuracy using the computer keyboard. Typing with a minimum of 35 wpm with 95% accuracy is required to qualify for certificate programs.

Aug 11-Oct 8 TR 9:00 AM-12:00 PM Vierra AVAS

Aug 17-Oct 7 MW 12:30-3:30 PM Mazas SAVAS

Word Processing (MS Word)

\$25

Create and edit Word documents, research papers, resumes and cover letters using a wizard. Create documents with a table, chart, and watermark. Generate form letters and mail merge. Create a professional newsletter. (Recommended: Keyboarding.)

Sept 21-Oct 30 MWF 9:00 AM-12:00 PM Vierra AVAS

Aug 17-Oct 7 MW 5:00-8:00 PM Mazas AVAS

Spreadsheets (MS Excel)

\$25

Create a worksheet and an embedded chart, formulas, functions, formatting and web queries, what-if analysis, charting, financial functions, data tables and amortization schedules.

Nov 2-Dec 18 MWF 9:00 AM-12:00 PM Vierra AVAS

Presentation (MS PowerPoint)

\$25

Create a slide show using design templates, text slide layout, outline tab, clip art, and visuals. Modify visual elements and presentation formats.

Aug 10-Oct 7 MW 12:00-2:00 PM Vierra AVAS

Desktop Publishing (MS Publisher)

\$25

Create and edit a publication, design a newsletter, publish a tri-fold brochure, create business forms and tables.

Oct 14-Dec 16 MW 12:00-2:00 PM Vierra AVAS

Databases (MS Access)

\$25

Create and use a database. Learn how to query, maintain databases, and create reports and forms.

Oct 19-Dec 16 MW 5:00-8:00 PM Mazas AVAS

MOS Word Certification Preparation

\$25

Prepare for the Microsoft Office Specialist certification.

Oct 20-Dec 17 TR 12:00-2:00 PM Vierra AVAS

Health, Science & Medical Technology

Medical Assistant: Terminology & Human Anatomy \$40

Introduction to medical terminology using words, prefixes, suffixes, combining forms, abbreviations and pronunciation. Anatomy includes body systems and structures. Recommended for all medical classes. (No class on Oct 14.)

Aug 17-Dec 16 MW 5:00-8:00 PM Kegel AVAS

Medical Assistant: Administrative Skills \$40

Communication skills, appointment scheduling, billing, accounts receivables, records, medical laws/ethics, banking, financial management, office skills, and receptionist duties. (No class on Oct 14.)

Aug 17-Dec 16 MW 9:30 AM-12:30 PM Lopez AVAS

Medical Assistant: Clinical Skills \$50

Instruction and hands-on practice to acquire skills to assist physicians. Includes vital signs, surgical procedures, medical office lab skills, administering medications, veni-puncture, ECG, emergency procedures, and nutrition. Externship opportunities available. (No class on Oct 13 & 15.)

Aug 18-Dec 17 TR 9:30 AM-12:30 PM Wallace AVAS

Medical Assistant: Certification Review \$25

Review of terminology, anatomy, administrative, and clinical skills to prepare students for the Medical Assistant Certification Exam.

Sept 3-Dec 17 R 5:30-7:30 PM Lopez AVAS

Medical Billing & Coding \$40

Instruction and hands-on practice in insurance coverage, claims, collections; computerized training in charges, payments, adjustments and deposits. Extensive ICD-9 and CPT coding for overall billing practices. Record keeping and medical office operations. (No class on Oct 14.)

Aug 17-Dec 16 MW 5:00-8:00 PM Lopez AVAS

Pharmacy Technician Program \$500

Full-year program, August-June. Introduction to procedures, operations, drugs, medications, dosage forms/strengths, inventory control and assisting the pharmacist. Externship opportunities available.

Interested new applicants should visit or call the school to be placed on the interest list. Students must complete the application/interview process and be approved for the program in JULY. This program meets the requirements for CA state certification*.

Recommended: GED®/HS Diploma, adequate math skills, Medical Terminology. (No class on Oct 13 & 15.)

**GED®/HS Diploma required for state certification.*

Aug 18-Dec 17 TR 5:00-8:00 PM Svoboda AVAS

Medical Assistant: Certification Exam \$155/\$115

The state certification exam is proctored by the Adult School twice each year (January & July). Eligible students must have recent work experience or recent formal training in an approved MA program. Applications must be submitted by the deadline for each test. Fee: \$155 (Basic and two specialties)/\$115 (Basic and one specialty)

High School Diploma/GED®

ADULT SECONDARY EDUCATION OPTIONS:

Prerequisite: Reading Assessment for proper class placement prior to enrollment.

Adult Basic Education **\$10**

Improve your reading, writing, and comprehension skills in these teacher-directed classes offered at our Lancaster campus.

AVAS	MW	1:00-3:00 PM	Patnode
AVAS	MW	5:30-7:30 PM	Sullivan, B
AVAS	TR	11:30 AM-1:30 PM	Sullivan, B

High School Diploma **\$10**

Classes are taught by credentialed teachers in an individualized instruction setting. Students work at their own pace to complete the credits they need. All subjects are computer-based to facilitate students subject-matter mastery. Minimum progress is required to maintain enrollment.

AVAS	MW	8:00 AM-12:00 PM	Staff
AVAS	MW	4:00-8:00 PM	Staff
AVAS	TR	10:00 AM-3:00 PM	Staff
AVAS	TR	4:00-8:00 PM	Staff
SAVAS	TR	9:00 AM-12:30 PM	Lara
SAVAS	TR	1:00-5:00 PM	Lara

Graduation Requirements: Evaluation completed by AVAS counselor based on official transcript(s), application for diploma, 180 credits (see below), passing scores on both parts of the California High School Exit Exam (CAHSEE), attendance residency.

English (40 credits)	Civics (5 credits)
Health (5 credits)	Economics (5 credits)
U.S. History (10 credits)	Life Science (10 credits)
World History (10 credits)	Physical Science (10 credits)
Math (30 credits, <u>including</u> 10 credits of Algebra I)	
Art/Foreign Language (10 credits)	
Electives (45 credits - including work experience, college credits, military service, and previous high school courses)	

CAHSEE Preparation **\$10**

The purpose of the CAHSEE is to ensure that students who graduate from high school can demonstrate grade-level competency. Classes are offered to help students prepare for the CAHSEE. Pre-registration is not required for current AVAS students.

Math: AVAS M 5:30-7:30 PM Royster

English: AVAS W 2:00-4:00 PM Lara

Online CAHSEE Prep Option: Students may register for the GED® Online in the writing, reading, and math subject areas.

GED® Preparation **\$10**

Prepare for the General Equivalency Development exam online or in one of our teacher-directed classes. For online option, see page 3.

AVAS	MW	6:00-8:00 PM	Suppe
AVAS	TR	9:00-11:00 AM	Sullivan, C
AVAS	TR	11:30-1:30 AM	Sullivan, C
PHS	MW	5:30-7:30 PM	White
Head Start (starts 9/8)	MW	4:30-6:30 PM	Jaggi

English as a Second Language

Prerequisite: Reading Assessment for proper class placement prior to enrollment.

ESL classes are designed to assist students in acquiring the English language for both life and work skills. All classes are taught by credentialed teachers. Classes are offered at Antelope Valley Adult School (AVAS), South Antelope Valley Adult School (SAVAS), Piute Middle School (PMS), Pueblo Learning Center (PLC), and Acton Rehab Center (ARC).

Para información en español por favor de hablar a los numeros:
Lancaster : 661.949.0936 Palmdale : 661.575.1012

ESL Beginning: **\$10**

AVAS	MTWR	9:00-11:00 AM	Das
AVAS	TR	6:00-8:00 PM	Fairman
SAVAS	MTWR	9:00-10:30 AM	Fontes
SAVAS	MTWR	10:30 AM-12:00 PM	Fontes
SAVAS	TR	5:00-7:00 PM	Gonzalez
SAVAS	TR	7:00-9:00 PM	Gonzalez

ESL Intermediate Low: **\$10**

AVAS	MTWR	9:00-11:00 AM	Evans
AVAS	TR	6:00-8:00 PM	Kreutel
SAVAS	MTWR	9:00-10:30 AM	Bolanos
SAVAS	MTWR	10:30 AM-12:00 PM	Bolanos
SAVAS	TR	5:00-7:00 PM	Ramirez
SAVAS	TR	7:00-9:00 PM	Murray

ESL Intermediate High: **\$10**

AVAS	MTWR	9:00-11:00 AM	Dawson
AVAS	TR	6:00-8:00 PM	Yaussy
SAVAS	MTWR	9:00-10:30 AM	Scott
SAVAS	MTWR	10:30 AM-12:00 PM	Scott
SAVAS	TR	5:00-7:00 PM	Weese
SAVAS	TR	7:00-9:00 PM	Castaneda

ESL Advanced: **\$10**

AVAS	MTWRF	9:00-11:00 AM	Patnode
AVAS	TR	6:00-8:00 PM	Patnode
SAVAS	MTWR	9:00-10:30 AM	Loya
SAVAS	MTWR	10:30 AM-12:00 PM	Loya
SAVAS	TR	5:00-7:00 PM	Bretz
SAVAS	TR	7:00-9:00 PM	Bretz

ESL Writing (Int/Adv): **\$10**

AVAS	MTWR	11:00 AM-12:00 PM	Patnode
AVAS	TR	5:00-6:00 PM	Patnode

ESL Multi-Level: **\$10**

PLC (starts 9/8)	MTWR	8:30-10:00 AM	Beran
PLC (starts 9/8)	MTWR	10:00-11:30 AM	Beran
ARC	MW	5:30-7:30 PM	Smith

EL Civics—Civic Participation (8/3/09–8/14/09) **\$10**

AVAS	MTWRF	8:30-11:30 AM	Patnode
AVAS	MTWRF	12:00-3:00 PM	Patnode

ESL Citizenship Preparation: **\$10**

Piute	TR	6:00-8:00 PM	Kingsley
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Antelope Valley Adult School

45110 3rd Street East

Lancaster, CA 93535

Phone: 661.942.3042

Fax: 661.948.0846

We're on the web!
www.avadult.org

AVAS Information

Office Hours:

Lancaster Office (AVAS):

Monday—Thursday, 8:00 AM to 7:00 PM

(when classes are in session)

Fridays, 8:00 AM to 3:00 PM

Palmdale Office (SAVAS):

Monday—Thursday, 8:00 AM to 12:30 PM

Evening Hours: 5:00-8:00 PM (when classes are in session)

Contact Us:

AVAS: **661.942.3042** FAX: 661.948.0846 SAVAS: **661.575.1012**

Attendance:

A minimum number of students must be in attendance for a class to continue. Excessive absences may cause classes to be closed or combined, or individual students to be dropped. High school diploma students must attend regularly **and** complete a minimum of one credit every 30 hours of attendance.

Textbooks:

Some classes may require textbooks. Textbooks are for sale at the AVAS and SAVAS offices.

Registration Fee:

Payment is due at time of registration; no personal checks.

Class Locations

Classes are offered at sites throughout the Antelope Valley. Check class listings for locations.

ANTELOPE VALLEY ADULT SCHOOL (AVAS)

45110 3rd Street East, Lancaster

ACTON REHAB CENTER (ARC)

30500 Arrastre Canyon Road, Acton

DAY STAR

646 West Lancaster Boulevard, Lancaster

DESERT HAVEN

43437 Copeland Circle, Lancaster

HEAD START BUILDING

975 East Avenue P-8, Palmdale (Enter from 10th St. E.)

PALMDALE HIGH SCHOOL (PHS)

2137 East Avenue R, Palmdale

PALMDALE SENIOR CENTER

1002 East Avenue Q-12, Palmdale

PIUTE MIDDLE SCHOOL

425 East Avenue H-11, Lancaster

PUEBLO LEARNING CENTER

37212 47th Street East, Palmdale

SOUTH ANTELOPE VALLEY ADULT SCHOOL (SAVAS)

1212 East Avenue S, Palmdale