

# Antelope Valley Adult School: *Education for Life!*

## Career/Technical Education Schedule—Spring 2010

**Registration** takes place at our Lancaster main office during open business hours beginning the week of December 7th till December 22<sup>nd</sup>, 2009, and continues after the winter break on Tuesday, January 5th, 2010. Registration is on a first come, first served basis until classes are full or the second class meeting.

**Class Materials:** Books and/or Uniforms or lab coats are required for some classes. Please check the current price lists.

**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.

### 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

### General Office Clerk

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

### Medical Assistant

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

### Medical Secretary

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

### Pharmacy Technician

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

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

\*\* Recommended

## Animal Science

### Veterinary Assistant—1\*

**\$50**

Instruction 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.

Jan 19-May 20. TR 6:00 - 9:00 PM Bolanos SAVAS

### Veterinary Assistant—2\*

**\$100**

Instruction in skills for mid-level veterinary field positions including advanced anatomy, surgical assistance, emergency care, veterinary phlebotomy, basic large animal nursing, exotics, wildlife and primate basic care.

Jan 19-May 20. TR 4:00 - 6:00 PM Bolanos SAVAS

\* Externships possible. Uniform required. (No classes Mar 16-25)

## 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: Keyboarding & MS Word.

Jan 12-Mar 18 TR 11:30 AM-2:00 PM Vierra AVAS

## Older Adult Programs

### Community Resources for Seniors

**Free**

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.

Mar 29-May 17 M 9:00-11:00 AM Wallace

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

### Computer Basics for Seniors

**\$10**

Introduction to basic computer terminology, keyboard and mouse operations, the Internet, e-mail, basic word processing, & Windows. Class held at AVAS.

Jan 19-Mar 11 TR 2:00-4:00 PM Sullivan

Mar 30-May 20 TR 2:00- 4:00 PM Sullivan

# 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 classes 3/15-3/24)

Jan 20-May 19 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. Uniform required. (No classes 3/15-3/24)

Jan 20-May 19 MW 9:30 AM-12:30 PM Lopez AVAS

## **Medical Assistant: Certification Review \$25**

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

Apr 1-May 20 R 5:00-8:00 PM Lopez AVAS

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

The computer-based state certification exam is proctored by the Adult School through PearsonVue 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 & two specialties)  
\$115 (Basic & one specialty)

## **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. Uniform required. (No classes 3/16-3/25)

Jan 19-May 20 TR 9:30 AM-12:30 PM Wallace 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. Uniform required. (No classes 3/15-3/24)

Jan 20-May 19 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<sup>®</sup>/HS Diploma, adequate math skills, Medical Terminology. Lab coat required.

*\*GED<sup>®</sup>/HS Diploma required for state certification.*

Jan 12-Jun 8 TR 5:00-8:00 PM Svoboda AVAS

(No classes 3/16-3/25, 6/3) (Add classes on Wed 3/10 & 3/31).

# Information Technology

## **Introduction to Computers \$25**

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

Jan 11-Feb 26 MWF 9:00 AM-12:00 PM Vierra AVAS

Mar 30-May 27 TR 8:30 -11:30AM Vierra AVAS

Mar 29-May 19 MW 12:30-3:30 PM Mazas SAVAS

Mar 29-May 19 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.

Apr 19-May 28 MWF 9:00 AM-12:00 PM Vierra AVAS

Jan 20-Mar 10 MW 5:00—8:00 PM Mazas 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.

Jan 11-Mar 17 MW 12:00-2:00 PM Vierra AVAS

Feb 2-Mar 11 TR 5:00—8:00 PM Taylor AVAS

## **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.

Jan 12-Mar 18 TR 8:30 -11:30 AM Vierra AVAS

Mar 30-May 27 TR 11:30AM-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.

Mar 29-May 26 MW 12:00-2:00 PM Vierra AVAS

Apr 13-May 20 TR 5:00—8:00 PM Taylor AVAS

## **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.)

Mar 1-Apr 16 MWF 9:00 AM-12:00 PM Vierra AVAS

Jan 20-Mar 10 MW 12:30-3:30 PM Mazas SAVAS