Do you have 2020 vision?

Create a plan to ...

- Finish high school
- Improve your English
- Explore a new hobby
- Prepare for college
- Train for a new career
- Find a new job

#Futurelooksbrighter

ALWAYS LEARNING • CAREER TRAINING INSTITUTE • ACADEMICS
Elk Grove Adult and Community Education
8401-B Gerber Road, Sacramento, CA  95828
www.egusd.net/egace

Administrative Office Hours:
Monday and Wednesday 8 am–4:30 pm
Tuesday and Thursday 8 am-6 pm
Friday 8 am-4:30 pm

Offices Closed: February 10, Lincoln’s Birthday; February 17, Presidents Day; April 6-10, Spring Break; May 25, Memorial Day

Main office: ................................................ (916) 686-7717
Academics....................................................(916) 686-7717
Always Learning Community Education.........(916) 686-7783
Career Training Institute ...................................(916) 686-7724
South County Job Center ................................(916) 793-2319

Elk Grove Unified School District Board Members:
Beth Albiani ........................................... Dr. Crystal Martinez-Alire
Nancy Chaires Espinoza ............................ Anthony “Tony” Perez
Carmine S. Forcina ................................. Bobbie Singh-Allen
Chet Madison, Sr. ........................................

Superintendent........................................ Christopher R. Hoffman

Director of College and Career Readiness .......... Jane Ross
Principal .................................................. Karen Malkiewicz
Program Administrator.............................. Jennifer Barrett
Vice Principal ........................................... Patricia Oliva
Always Learning, Project Implementor ............ Therese Schultz

Career and Academic Preparation Program,
Lead Teacher ........................................... Sara Anderson
Career Training Institute, Resource Teacher .... Dan Davis
Correctional Education, Resource Teacher ...... Gina Wandell

English Language Acquisition,
Lead Teacher ........................................... Carla Slowiczek
High School Diploma, Lead Teacher .............. Sara Anderson
High School Equivalency, Lead Teacher .......... Becca Trumbly
Workforce Development, Resource Teacher ...... Gina Wandell

Principal’s Message
Welcome to Elk Grove Adult and Community Education (EGACE)! Thank you for taking time to explore our course catalogue. Our vision is to serve the members of our community by offering the following programs …

Through our Always Learning program, we offer workforce training as well as fun enrichment courses — from computer basics to cooking to painting and more!

What’s your 2020 vision? If you’ve been thinking about a career in the allied health care field, look no further than EGACE’s Career Training Institute. We offer affordable classes taught by highly qualified instructors.

Are you looking to enhance your reading, writing, speaking, math, and life-planning skills to take the next step into college, career training, or a new job? If so, our Career and Academic Preparation Program may be just right for you.

It is never too late, nor are you ever too old, to finish your high school education. We offer high school courses that lead to an EGUSD Adult Education diploma as well as GED® and HiSET® exam preparation courses.

English language acquisition programs are available for students from beginning through advanced levels at the EGACE main campus and at various EGUSD elementary school sites. If you envision yourself becoming a U.S. citizen, our citizenship classes will prepare you to take and pass the naturalization interview.

Are you looking for a new or better job? The EGACE Job Center, located on our main campus provides employment-related services to adults ages 18 years and older.

EGACE teachers, support staff, job coaches, and the administrative team will assist you in creating a plan to meet your 2020 goals.

~ Karen Malkiewicz, Principal

MISSION STATEMENT
EGACE provides adults with dynamic programs that lead to economic independence and personal growth.

Schoolwide Learner Outcomes
Students will:
• Gain academic and vocational skills;
• Transition to postsecondary education, training, and/or a career;
• Connect and contribute to family, school, workplace, and the larger community.

This catalog covers January 1 – June 30, 2020
Study at Home!

ONLINE CLASSES
Learn from the comfort of your own home!
Choose from more than 300 online courses!

All instructor-facilitated online courses run for six weeks. You can complete any of these courses entirely from your home or office and at any time of the day or night.

New course sessions begin the third Wednesday of each month. Courses start as low as: $99
(ed2go classes are not eligible for Always Learning discounts.)

Introduction to Microsoft Excel
Computer Skills for the Workplace
Accounting Fundamentals
A to Z Grant Writing · Medical Terminology
Introduction to QuickBooks · Lose Weight and Keep It Off
Introduction to Microsoft Word · Creating Web Pages
Project Management Fundamentals
Grammar Refresher · AND MORE!

Register for ed2go Online Courses at:
www.ed2go.com/egace

Have questions?
Give us a call at (916) 686-7783
Welcome to Always Learning, an EGACE fee-based community education program offering courses for personal growth, fun, business, workforce development and enrichment.

Registration

Registration is required for all classes. Early registration is recommended as some classes fill up quickly. Registration is on a first-come, first-served basis. Classes with low enrollment three days prior to class start date or low attendance may be cancelled (student will be notified via email). Students may register by phone, fax, walk-in, or online. Programs are open to adults, 18 years of age and older, unless otherwise noted.

Office Location:
Elk Grove Adult and Community Education
8401-B Gerber Road, Sacramento, CA 95828

Phone: (916) 686-7783 Fax: (916) 689-5752
www.egusd.net/egace Email: tmschult@egusd.net

REFUND POLICY for Always Learning Community Education Classes
Please make your selection carefully.
• Refunds or letters of credit are allowed if requested in writing up to three (3) business days prior to the start of the class.
• Refunds may be requested by fax, walk-in, email or by mail.
• A full refund will be given if a class is canceled by Always Learning.
• Please allow up to four (4) weeks for processing.
• No refunds, credits, or transfers will be issued for non-attendance.
• No refunds are given for material fees and books that students have received.

Don’t wait until the last minute! Register early! Classes will be offered or canceled based upon the number of registrations!

Early Bird Discount!

Always Learning Early Bird Registration Days
January 1 - February 7, 2020

Register for your Always Learning classes before 4 p.m., Friday, February 7, 2020, to receive a 10% discount!

Senior Discount — Students who are age 55 or better always receive a 10% discount on Always Learning classes!

Students can receive only one type of discount.

Ed2go Online classes and workforce entry training programs are not eligible for discounts.
Beginning Drawing

In this 5-week class, you will learn the basic principles of drawing with an emphasis on drawing methods, mediums and skill sets. You will have a great time creating your own realistic rendering from a favorite photo. Instructor: Dean Lee Williams  
20113.01  Sa  Feb 22-March 21  9:30 am-Noon  EGACE, Rm 1  
$99, plus $5 materials fee payable to instructor (Supply list posted on EGACE website.)

NEW! Painting With Soft Pastels

Come explore “painting” with soft pastels and experience the wonderful world of color. Soft Pastels are a fun and forgiving colorful link between drawing and painting. Artists like Da Vinci and Rembrandt have been creating art with pastels since the renaissance, now you can too! This class is perfect for the beginner and experienced alike. Local celebrated artist Dean Williams will lead you on the journey through color and technique to explore your own funtastic artistic experience with soft pastels.  
20100.00  Sa  April 18-May 16  9:30 am-Noon  EGACE, Rm 1  
$99, plus $5 materials fee payable to instructor (Supply list posted on EGACE website.)

Introduction to Asian Fine Art

Learn traditional Asian brush painting techniques, composition, and the essential skills needed to explore this wonderful medium. During this 6-week class, you will learn the proper way to hold and load your brushes with ink, how to use unique materials for endless brush painting experiences, all while learning the essence of Asian philosophy and spirit. Instructor: Myungsuk Piette  
20118.01  Th  Feb 27-April 2  6:30-8:30 pm  EGACE, Rm 10  
$109, plus $30 materials fee payable to instructor on first day of class

Oil Painting for Art Lovers

Learn the fundamentals of oil painting, color mixtures to obtain desired values, and various brush strokes and painting techniques. Come enjoy this hands-on experience that is perfect for students of any level! You will work on projects of your own choosing and receive one-on-one attention! Students can attend 4, 6, 8, 10 or all 12 classes! Classes must be attended during the Winter/Spring 2020 semester. A materials list can be found on EGACE website. Instructor: Judith Archambault  
Sat 20101.00  Sa  Feb 29-March 21  10 am-1pm  EGACE, Rm 10  
$109, plus $5 materials fee (no class May 9)

Introduction to Photography

Get acquainted with the functions of a digital SLR camera. Bring your camera and the instruction booklet to every class. You will learn about composition, shutter/aperture/ISO and their interactions for depth of field. You will learn about lighting and how to download and save photos on your computer and a CD. Class may take a field trip. Instructors: Laura Bemis and Deirdre Asay, Professional Photographers for Fine Focus Photography  
20121.01  Mon/Wed  April 20-May 11  6:30-8:30 pm  EGACE, Rm 10  
$119, plus $5 materials fee (no class May 6)

Introduction to Voiceovers

“Wow, you have a great voice!” Have you heard that more times than you can count? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, “I could do that!” If so, then you could have what it takes to begin working as a professional Voiceover Artist. Explore the voiceover industry with your instructor, a professional, working voice actor from Voices For All. In this one-time, two-hour, introductory class, you’ll also learn about the different types of voiceovers and the tools you’ll need to find success. Your instructor will record you as you read a real script, then offer you coaching so you can improve your delivery, taking notes on your performance so you can receive a professional voiceover evaluation later. 18 and over. Requirements: Students must have Internet Access and Video Chatting capabilities using a method such as: Zoom, Skype or iChat. One-on-one appointment via Skype or iChat. Call Therese Schultz at (916) 793-2282 to schedule your appointment. $59  

Genealogy

Are you a fan of television shows like “Who Do You Think You Are?” and “Finding Your Roots?” Do you want to learn more about your family history? If you answered yes to any of these questions, then 2020 is the year to start your search into the past! EGACE is offering three opportunities to explore your family history. Local Genealogist and instructor, Karen Burney returns to EGACE with her popular genealogy workshops. Karen has over 30 years of genealogical research experience and is an EGACE favorite!

Tracing Your African-American Roots
Who came before you? Celebrate Black History Month with Genealogist, Karen Burney and learn how to trace your family tree. Discover the excitement of learning the names and stories of your ancestors so that you can pass them on to future generations! You will learn how to trace your ancestors using census, vital records, wills, inventories, conveyance and other genealogical records. You will also learn about new DNA technology and how it can help you dig deeper into your ancestral roots. Instructor: Karen Burney

Beginning Genealogy
Where does your story begin? You will learn about genealogical records and what website you should use. You will also learn how to complete ancestral and descendant charts and the importance of documenting your family history. You will also learn what to do with the information once you’ve found it! Instructor: Karen Burney

Tracing Your African-American Roots
Who came before you? Celebrate Black History Month with Genealogist, Karen Burney and learn how to trace your family tree. Discover the excitement of learning the names and stories of your ancestors so that you can pass them on to future generations! You will learn how to trace your ancestors using census, vital records, wills, inventories, conveyance and other genealogical records. You will also learn about new DNA technology and how it can help you dig deeper into your ancestral roots. Instructor: Karen Burney

Music

Piano Level I
Start your piano-playing journey! You will learn the fundamentals of reading notes, music theory, technique and a little music history. Learn to play your first song at the first class — playing two hands together! Join us and unlock your hidden Mozart or Beethoven. Students must bring their own keyboard to every class. Keyboard should be a minimum of 61 keys. Instructor: Carol Rivera

Piano Level II
After completing Level I, you will learn: new hand positions, how to move your hands and stretch your fingers, new notes, and chords, harmonizing, and new songs. Reading music is as easy as learning the alphabet! You will use the same book as Level I.

NEW! Adventures in DNA
In this class, you will learn how to use your DNA to dig deep into your roots and journey back into your ancestral past. You will learn how to interpret your results and utilize the latest technology in order to find long lost ancestors and relatives. You will also learn how to use traditional records to assist you on your journey to discover your family’s history. Instructor: Karen Burney

Piano Level I
Start your piano-playing journey! You will learn the fundamentals of reading notes, music theory, technique and a little music history. Learn to play your first song at the first class — playing two hands together! Join us and unlock your hidden Mozart or Beethoven. Students must bring their own keyboard to every class. Keyboard should be a minimum of 61 keys. Instructor: Carol Rivera

Piano Level II
After completing Level I, you will learn: new hand positions, how to move your hands and stretch your fingers, new notes, and chords, harmonizing, and new songs. Reading music is as easy as learning the alphabet! You will use the same book as Level I.
**Spanish Grammar and Conversation — Level I**

This class provides you with a solid foundation for building conversational Spanish skills. Students will learn the fundamentals of communicating in Spanish, organized around everyday themes including meeting people, making plans, and talking on the phone. Students will work on essential communication skills; (such as asking a question or making comparisons), review of key grammar points; and written and verbal activities to reinforce new communication skills. This class will use technology via www.edmondo.com. Prerequisites: Students should have successfully completed Spanish Basics Level I and II courses or have equivalent knowledge. Instructor: Ana Velasco De Negrete

20712.01  T/Th  Feb 25-April 2  6:30-8:30 pm  EGA CE, Rm 2  $129

**Spanish Grammar and Conversation — Level II**

This class starts where the Level I class ends! Continue your journey building that strong foundation of grammar and practicing your Spanish with fellow students! You will continue to use technology via www.edmondo.com. Prerequisites: Students should have successfully completed Spanish Basics Level I and II courses or have equivalent knowledge. Instructor: Ana Velasco De Negrete

20714.01  T/Th  April 14-May 21  6:30-8:30 pm  EGA CE, Rm 2  $129

**SAVE IF YOU TAKE BOTH CLASSES ABOVE!**

Register for the SPANISH GRAMMAR AND CONVERSATION BUNDLE — Levels I & II  
20717.01  T/Th  Feb 25-May 21  6:30-8:30 pm  EGA CE, Rm 2  $239

For opportunities to learn a language from the comfort of your own home, visit www.ed2go.com/egace for more information.  

**Italian for Travelers**

Are you planning a dream vacation to Italy? This is the perfect class for you! Enjoy learning Italian in this fun class that focuses on practical application of learned pronunciations, words, and phrases. Role playing of real world situations will help you become comfortable with how to speak and travel in beautiful Italy! You will learn the Italian alphabet and pronunciations, first by using Italian words common in English, and then other important Italian words. Students will practice in small groups or pairs and role play the common traveler’s experiences you will have in Italy such as buying tickets and reserving seats for the train or bus; dining; shopping; and ordering espresso! Instructor: Joe Blaylock, EGUSD Instructor

20831.01  Mon  Feb 24-March 30  6:30-8:30 pm  EGA CE, Rm 1  $119
Instructor Mayumi Tavalero is truly passionate about teaching others how to gain/maintain their health, through cooking classes and lifestyle changes. She has been in the food industry for over 30 years, was the director of the Shallots Cooking School in Vacaville for seven years, and is a Certified Fitness Nutritionist and Certified Fitness Trainer. Mayumi owns Fork & Knife Creations, where she offers private cooking classes along with fitness and nutrition advice tailored to her client's specific needs. She can be reached through her website at ForkandKnifeCreations.com.
Become a Notary Public
Start your business or add to your current business as a Notary Public. As a commissioned public servant, the Notary Public serves a vital role in protecting the integrity of important documents. This one-day course will teach you everything you need to know to be a Notary Public. Learn the steps to become a notary public and the associated costs, including a background check, insurance, and supplies. Bring unexpired legal form of I.D. Must be at least 18 years of age; a resident of California; able to read, write, and understand English; successfully complete this course and pass a state exam and background check. Instructor: R. David Kirby, MBA
20211.01 Sa April 4 8:30 am-4 pm EGA CE, Rm 4 $105
Plus, $35 materials fee payable to CA Notary Training Center
NOTE: The State Notary exam immediately follows the course from 4:45-5:45pm. Bring $40 check or money order payable to the “Secretary of State,” a 2”x2” photograph, and two #2 pencils. Live Scan Services will be available for your convenience on the day of class. *Please arrive by 8:15 am

Notary Public Renewal Course
This 3-hour renewal course is required for existing Notary Publics who need to renew their commission. The renewal course must be taken prior to the expiration date of your existing commission. This half-day course will teach you everything you need to know to successfully renew your Notary Public commission. Bring a legal form of I.D. Notaries Public must be 18 years of age; be a resident of California; able to read, write and understand English; successfully complete this course, pass the State notary exam and pass a background check. Applicants will take the State exam immediately following the course. Instructor: R. David Kirby, MBA
20212.01 Sa April 4 12:30-4 pm EGA CE, Rm 4 $89
Plus, $35 materials fee payable to instructor
NOTE: Bring a $40 check or money order made out to the “Secretary of State,” a 2”x2” photograph, and two #2 pencils to class. The State exam will be held from 4:30-5:30 pm. Live Scan Services will be available for your convenience on the day of class.

Become a Loan Signing Agent
Mortgage companies and lenders rely on mobile loan signing agents to facilitate obtaining signatures and notarization for real estate purchases and loan documents. You can make from $75 to $150 per loan signing. You must be a Notary Public. If you have taken the “Become a Notary Public” course and are awaiting your notary commission, take this class now and be ready to go as soon as you receive your commission! This course provides the professional training you need to increase your income as a loan signing agent. The instructor will explain the steps to become a loan signing agent and the associated costs, including insurance, supplies, and an additional background check. Bring an unexpired legal form of I.D. Instructor: R. David Kirby, MBA
20213.01 Sa May 2 9 am-12:30 pm EGA CE, Rm 4 $109
Plus, $35 materials fee payable to instructor
Mike Rounds and Nancy Miller formed Rounds, Miller and associates in 1985 and have successfully owned and operated it ever since. They offer over 300 seminars and workshops each year specializing in business, entrepreneurial, and organizational skills. They have authored hundreds of books, workbooks, pamphlets, audio, and video products. In addition to the workshops being offered at EGACE on February 8, they offer a range of consulting and coaching services to support the programs that they teach and write about.

How to Start a Profitable Home-Based Business
Do you know the basics of starting a home-based business? Are you currently operating a home-based business, online business, selling on eBay, having a small consumer business or becoming a consultant, this program is for you! You’ll be shown what the different entities of a business structure are; federal, state, local taxes; licensing requirements; bookkeeping, and tax records; and different ideas for starting a business. Instructor: Nancy Miller, Rounds Miller and Associates
20251.00  Sa  Feb 8  9 am-Noon  EGACE, Rm 1  $29

Podcasting for Profit
Ever wanted to be a DJ or host of a radio show? Would you like to be paid to host your own show? This course explains and demonstrates how to: set up an audio podcast and monetize it including the equipment and software necessary, the procedures for creating and broadcasting, and over a dozen ways to make money with your podcasts — all for FREE! Instructor: Mike Rounds, Rounds Miller and Associates
20301.01  Sa  Feb 8  1-4 pm  EGACE, Rm 3  $29
Plus, $30 payable at time of registration for Podcasting for the Clueless®

Become a Professional Organizer
Do label makers and putting things into 3-ring notebooks make you happy? If you like to organize stuff and enjoy watching the organizing programs on TV for more tips, you’re a good candidate to become a professional organizer! We’ll discuss: different organizing specialties, using the Clutter-Hoarding Scale, business licensing and insurance, and how to get experience before your first paying client. Instructor: Nancy Miller, Rounds Miller and Associates
20299.01  Sa  Feb 8  1-4 pm  EGACE, Room 1  $29
Plus, $30 materials payable at time of registration for the book How to Become a Clutterologist™ (978-1-891440-56-4)

Create a Website for Business or Personal Use for Free
You can create your site in minutes for FREE including text, graphics, YouTube video links, a shopping cart and the ability to customize it any way you want it. You’ll learn how to: get your domain name, choose a web host and sign up for an account, design your web pages, collect credit card information, be listed with major search engines, and get your site noticed. This class is for beginner and laypersons. Instructor: Mike Rounds, Rounds Miller and Associates
20258.00  Sa  Feb 8  9 am-Noon  EGACE, Rm 3  $29
Plus, $30 materials fee payable at time of registration for Fishin’ With A Net (978-1-891440-63-2)

Money Matters

Being an Executor of an Estate
Have you been named the executor of a will? The executor has the responsibility to carry out the directions of a will. This workshop will prepare you to carry out those responsibilities! You will learn about probate court, filing an inventory of assets, dealing with creditors and financial institutions, handling expenses, filing tax returns and more. Instructor: Anne Rosenthal, associate attorney with Drobny Law Offices
20242.01  Sa  Feb 22  9-11:30 am  EGACE, Rm 3  $39

Being a Trustee of a Trust
Do you know the difference between the executor of a will and a trustee of a trust? Do you understand the importance of Estate planning? Are you familiar with current Federal Tax exemptions? If not, this is the class for you! If you’ve been named a trustee of a trust, this class will help prepare you for the responsibilities of this important role. Instructor: Anne Rosenthal, associate attorney with Drobny Law Offices
20243.01  Sa  March 14  9-11:30 am  EGACE, Rm 6  $39
Money Matters

Home Buying in the Sacramento Region
This is an exciting time for all buyers with interest rates still near historic lows! We will discuss topics such as: How does the new lending landscape affect you? How long do you have to wait to buy after a foreclosure or short sale? How much can you afford? What will your payment be? We will discuss credit reports and credit scores and how they can be improved. How much money do you need? What is the best loan program for you? Do you qualify for down payment assistance? Know the facts about today’s real estate market in the Sacramento area. A lender and realtor will answer your questions. All participants are offered a free, 3 bureau-merged credit report for review. Instructor: Brad Puckett, Golden Empire Mortgage
20249.00  Tue  Feb 4  6:30-8:30 pm  EGACE, Rm 10  $29

☆ NEW! Moving Up and Downsizing in the Sacramento Real Estate Market
In this class, we’ll explore many topics for your next real estate purchase. We’ll address issues for consideration for those who are moving up with their next purchase, as well as specific topics of interest for people who will be down-sizing in their next real estate transaction. Topics will include information for senior citizens including understanding property tax issues related to Proposition 60 and how seniors may benefit from understanding how this transfer of existing tax basis may benefit those who are down-sizing. How will you determine in which neighborhood to buy? Which is the right house or type of home? How do you write an offer that gets accepted? What happens now that you are in escrow? What inspections do you need and how much do they cost? What red flags should you look out for? How much money will you have to have out of pocket? It’s vital to know the facts about the real estate process in the Sacramento area. A lender and realtor will answer your questions. Instructor: Brad Puckett, Golden Empire Mortgage
20241.00  Tue  Feb 11  6:30-8:30 pm  EGACE, Rm 10  $29

Technology for Work and Home

COMPUTER CLASSES
These classes are perfect for those who need introduction to basics courses. Perfect for older adults, persons entering or re-entering the workforce, or for those who just want to upgrade their skills! Students who complete these courses receive a certificate of completion.

Keyboarding/Skill Building
You will train in touch-typing, including mastery of the keyboard and development of correct keyboarding techniques. It’s the perfect class for those who also want to build their typing speed! No Prerequisites. Instructor: Shemica Moore
20513.01  Tue/Th  Jan 21-Feb 13  6-8 pm  EGACE, Room 9  $99

Computer Basics Including Windows 10 and File Management
Learn about computer hardware and software. Learn how to use the features of the Windows 10 Operating Systems. Learn to customize the look and feel of your desktop — change window theme, colors or screen saver. Learn how to create a simple Word document and how to name, save and locate the file. Learn how to create and organize files and folders in multiple locations, how to move, copy and delete files and how to create folder option settings. Instructor: Shemica Moore
20511.02  Tue/Th  May 5-May 28  6:30-9 pm  EGACE, Rm 9  $99

Introduction to MS Word 2016
Learn how to create, edit, store and print documents. Learn how to use different templates, fonts, format styles, and multi-level lists. Learn how to apply margin settings, orientations, columns and breaks. Learn some quick tips on how to apply pictures, symbols, and WordArt to your documents. Bring a 2g flash drive to class. Prerequisite: Computer Basics or have equivalent knowledge. Instructor: Anh Ly
20515.02  Tue  Jan 28-March 17  6-8:30 pm  EGACE, Computer Lab  $99

Introduction to MS Excel 2016
Learn how to navigate around a worksheet, input data and select cells. Learn various methods of editing worksheets; how to create formulas and functions to calculate values; how to utilize the proper syntax and order of operations. Learn how to use relative, absolute, and mixed cell references in formulas, and to modify and copy formulas. Learn to insert and delete columns, rows and cells as you create spreadsheets. Bring a 2g flash drive to class. Prerequisites: MS Word class or equivalent knowledge. Instructor: Anh Ly
20516.02  Tue  March 24-May 19  6-8:30 pm  EGACE, Computer Lab  $99
(No class April 7)

Online Computer Classes!
Visit ed2go.com/egace for a list of classes
EGACE and Always Learning partner with Ed2go to bring students online class opportunities that can be completed in only six weeks! Ed2go.com/egace offers online computer classes for Mac users!

e-mail: tmschult@egusd.net  •  www.egusd.net/egace  •  (916) 686-7783
Workforce Training With Always Learning

**NEW! Certified Custodial Technician**
The International Sanitary Supply Association (ISSA) is the leading trade association for the cleaning industry. In 2014, ISSA acquired the Cleaning Management Institute as an educational organization dedicated to the professional development of industry professionals within the building maintenance industry. This class designed by CMI will provide training for individuals in the basic custodial services. The class is broken up into 6 modules:

- Customer Service
- Chemistry of Cleaning
- Above Floor Surface Cleaning
- Hard Floor Surface Cleaning
- Carpet Cleaning
- Restroom and Shower Room Cleaning

Students will be required to take a test at the completion of each module. They will be required to pass with 80% or better and demonstrate the skills to receive certification. Students also learn leadership and employment skills.

**Session 1:** Tuesdays/Thursdays 8 am – 1 pm  February 18-April 23
(Job shadowing dates - TBD)

**Session 2:** Tuesdays/Thursdays 8 am – 1 pm  April 28-June 25*
(Job shadowing dates - TBD)  (No VESL class offering with this session.)

Registration Fee: $99   Books/Materials: $100, Certification Exam: $60
Instructor: David Swindle   Location: EGACE, Conference Room
This class is subsidized through California Adult Education Program (CAEP) funds.

EGACE also offers a Custodial Training Preparation Class. This class prepares students with the language skills needed to succeed in the EGACE Certified Custodial Technician (C.C.T.) Program. See page 24 for more information.

**Paraeducator Training Certificate**
With the movement toward more inclusive classrooms, our students, teachers, administrators and other members of our education team need well-trained Paraeducators working in our schools. To help meet the growing demand for Paraeducators, EGACE is offering a 54-hour Paraeducator Training Class.

Topics covered include:
- Roles and Responsibilities of Paraeducators
- Mandated Reporters
- English Language Learners
- Communication
- Behavior Intervention

**Testing Services**

**Typing Test**
Typing tests are offered on a regular basis. Tests consist of two 3-minute practice tests and two 5-minute actual tests. The test process takes approximately one hour, and certificates are issued upon completion of the exam. Please bring a valid photo ID to your testing appointment.

**No Child Left Behind (NCLB) Paraeducator Examination**
The EGUSD NCLB/Paraeducator exam is offered on a regular basis. The two-part multiple-choice exam covers math and English skills. The test can take up to three hours to complete. Pre-registration is required, and testing dates fill up quickly. Study guides are available for both subjects for $2 each at the EGACE front office. (Please check the job description of the position you are applying for to make sure you are required to take this exam.) Please bring a valid photo ID to your testing appointment.

Register for Typing Test and NCLB Test online under Always Learning/Testing Services at www.egusd.net/egace or by calling (916) 686-7783. Pre-registration is required and fees must be paid at the time of registration. Fee: $15 — There are no refunds. Location: EGACE, 8401-B Gerber Road, Sacramento

EGACE also offers a Paraeducator Preparation Class. This class prepares students with the language skills needed to succeed in the EGACE Paraeducator Training Certificate Course*. See page 24 for more information.

**Pearson Vue Testing Center**
We have expanded our test offerings through Pearson Vue! Visit Pearson Vue to see if your test is available at EGACE! Tests offered include: CBEST, CSET, Microsoft, Oracle, AT&T, CompTIA, and many more! View the list at Pearsonvue.com.

**GED®**
EGACE is an approved Pearson VUE Testing Center. MyGED™ is your start-to-finish tool for the GED® program. Visit GED.com to get more information, to register and pay for your GED® tests, and to check your scores.

**HiSET®**
EGACE is an approved HiSET® Testing Center. MyHiSET® is your tool for more information, to register and pay for your HiSET® tests, and to check your scores.

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CAREER TRAINING INSTITUTE

Turn your passions into paychecks ... and your dreams into careers!

The EGACE Career Training Institute (CTI) offers career training programs in the Allied Health Care field that lead to industry-recognized certificates.

Benefits of enrolling in a CTI program include:
• Quality programs
• Day and evening classes
• Small class sizes
• Supportive teachers and staff
• Classes taught by Allied Health Care professionals
• Job coach support

Career Training Institute
9362 Elk Grove-Florin Road, Elk Grove
(in the Elk Grove Shopping Center)

(916) 686-7724   Email: cti-info@egusd.net
egusd.net/egace

REFUND POLICY for Career Training Institute Programs (excluding the Phlebotomy Program)

• Request for refund should be in writing.
• All approved refunds are subject to $100.00 service fee.
• There is no refund for Books, Supplies, Fingerprinting, TB/Health History/CPR/First Aid/Exam/Immunization fees once those services have been completed or supplied to students.
• A prorated refund will be made for students who withdraw from the program prior to completing 60% of the program. No refund is due after 60% of the enrollment period has been completed.
• Please note the refund policy for the phlebotomy program on page 14.
Medical Careers

Medical Assistant
25-week program/616 hours
Class Dates: January 27 - June 26, 2020

Advantages of enrolling in the CTI Medical Assistant program:
• Students who successfully complete the program will earn a Medical Assistant Certificate of Completion.
• Students will have the opportunity to participate in externships of 192 hours in a professional medical setting.

High student success rate:
• Graduation Rate: 93%
• Passing rate on Industry Certification Exam: 80%
• Job Placement rate (field of study) 86%

What does a Medical Assistant do?
In most health care settings, a Medical Assistant performs the following duties:
• Takes patient history and measures vital signs
• Prepares and assists the physician with patient exams
• Administers injections as directed by the physician
• Draws and prepares blood for laboratory tests
• Schedules patient appointments
• Instructs patients regarding medication or special diets
• Prepares patients for various diagnostic procedures
• Removes sutures, or changes dressings
• Performs routine urinalysis
• Sterilizes medical instruments
• Disposes of contaminated supplies

Program requirements:
• Possess a high school diploma or equivalent
• Pass a reading and math placement test
• Pass an Introduction to Medical Terminology course
• Schedule an orientation and assessment appointment by calling (916) 686-7724 or emailing cti-info@egusd.net

Program fee:
$3,500, includes all textbooks, materials, a set of scrubs, immunization, one NCCT MA Certificate exam, and First Aid and CPR/BLS training.

Scholarships may be available to those who qualify!
Ask about our payment plans!

Students are responsible for understanding the EGACE/CTI refund policy stated on page 11, prior to registration.

Bright employment outlook in the Sacramento region
2018 Median Pay: $36,043 per year/$17.33 per hour
Entry-Level Education: Postsecondary non-degree award
On-the-job Training: Moderate-term on-the-job training
Job Outlook, 2014-2024: 31% (Much faster than average)
Medical Office Specialist
15-week program/376 hours
Class Dates: March 13 - June 26, 2020

Advantages of enrolling in the Medical Office Specialist program:
- Students who successfully complete the program will earn a Certificate of Completion as a Medical office Specialist.

High student success rate:
- Graduation Rate: 80%
- Passing rate on Industry Certification Exam: 100%
- Placement rate (field of study) 100%

What does a Medical Office Specialist do?
Depending on size of medical facility, a Medical Office Specialist:
- Provides administrative or clerical support to physicians or other health professionals
- Schedules appointments and ensures that the office runs smoothly
- Greets patients, schedules appointments, keeps records, answers phone calls, and orders supplies
- Works in the medical records department or as a personal secretary to the department head
- Handles correspondence, bills patients, completes insurance forms, and transcribes dictation
- Keeps financial records and handles credits, collections, and other bookkeeping duties
- Records simple medical histories, and makes arrangements for patients who need to be hospitalized

Program requirements:
- Possess a high school diploma or equivalent
- Pass a reading and math placement test
- Pass an Introduction to Medical Terminology course
- Schedule an orientation and assessment appointment by calling (916) 686-7724 or emailing cti-info@egusd.net

Program fee:
$2,800, includes all textbooks, materials, a set of scrubs, and one NCCT/MOA Certification exam.

Scholarships may be available to those who qualify!
Ask about our payment plans!

Students are responsible for understanding the EGACE/CTI refund policy stated on page 11, prior to registration.

Bright employment outlook in the Sacramento region
2018 Median Pay: $45,939 per year/$22.09 per hour
Entry-Level Education: High school diploma or equivalent
On-the-job Training: None
Job Outlook, 2014-2024: 19.7% (much faster than average)

The Career Training Institute is excited to announce the addition of our new Pharmacy Technician Program

Class starts February 10, 2020!
This accelerated, intensive curriculum with frequent quizzes and hands-on skills will prepare you for the Pharmacy field. The course prepares you to take the State ExCPT exam and to apply for your California Pharmacy Technician License.

Call (916) 686-7724 for more information
Phlebotomist
12-week program/84 hours
40-hour externship dates: TBA
Class Dates: March 14 - June 13, 2020 (Day, Saturday)

What does a Phlebotomist do?
Depending on size and specialty of medical facility, a Phlebotomist:

- Collects blood samples and units for laboratory tests, transfusions, donations, or research. Phlebotomists remain aware of the patient’s well-being before, during, and immediately following the blood collection.
- Explains each procedure to patients and donors, and communicates with other staff and laboratory personnel. Matches laboratory requisition forms to specimen tubes.
- Disposes of contaminated sharps, in accordance with applicable laws, standards, and policies.
- Draws blood from veins by vacuum tube, syringe, or butterfly venipuncture methods.
- Draws blood from capillaries by dermal puncture, such as heel or finger stick methods.
- Enters patient, specimen, insurance, or billing information into a computer.
- Collects fluid or tissue samples, using appropriate collection procedures.
- Collects specimens at specific time intervals for tests, such as those assessing therapeutic drug levels.
- Organizes or cleans blood-drawing trays, ensuring that all instruments are sterile and all needles, syringes, or related items are of first-time use.
- Disposes of blood or other biohazard fluids or tissue, in accordance with applicable laws, standards, or policies.

Program requirements:
- Possess a high school diploma or equivalent.
- Schedule an orientation and assessment appointment by calling (916) 686-7724 or emailing cti-info@egusd.net

Program fee:
$3,000, includes all textbooks, materials, CPR/BLS training, a set of scrubs. Additional $270 for background check/drug test, insurance, State license application and NHA exam.

Scholarships may be available to those who qualify!
Ask about our payment plans!

Students are responsible for understanding the EGACE/CTI refund policy stated below prior to registration.

#Futurelooksbrighter
Medical Administrative Assistant With Billing and Coding
15-week program/556 hours
Class Dates: March 13 - June 26, 2020

Advantages of enrolling in the CTI Medical Administrative Assistant With Billing and Coding Program:
- Students who successfully complete the program will earn a Certificate of Completion as a Medical Administrative Assistant with Billing and Coding.
- High student success rate:
  - Graduation Rate: 100%
  - Passing rate on Industry Certification Exam: 100%
  - Job placement rate (field of study): 80%

What does a Medical Administrative Assistant with Billing and Coding do?
Depending on the size and specialty of the medical facility, a Medical Assistant with Billing and Coding:
- Provides clerical support to physicians or other health professionals
- Compiles, computes, and records billing, accounting, statistical, and other numerical data for billing purposes
- Prepares billing invoices for services rendered in a physician’s office and other medical specialty practices for health care providers
- Performs administrative office procedures
- Takes and records patient history and personal information
- Schedules patient appointments
- Utilizes computerized medical office software
- Processes health insurance and billing
- Transcribes medical reports
- Processes patient data such as treatment records and related insurance information
- Codes a patient’s diagnosis
- Codes procedures performed
- Uses Encoder software
- Records, registers and keeps track of each patient’s account
- Utilizes Practice Management software
- Understands and complies with HIPAA regulations

Program requirements:
- Possess a high school diploma or equivalent
- Pass a reading and math placement test
- Type at speed of 25 wpm (recommended)
- Schedule an orientation and assessment appointment by calling (916) 686-7724 or emailing cti-info@egusd.net

Program fee:
$3,500, includes all textbooks, materials, a set of scrubs, and one NCCT/ICS Certificate exam.

Scholarships may be available to those who qualify!
Ask about our payment plans!

Students are responsible for understanding the EGACE/CTI refund policy stated on page 11, prior to registration.

Bright employment outlook in the Sacramento region
2018 Median Pay: $45,939 per year/$24.15 per hour
Entry-Level Education: Postsecondary non-degree award
On-the-job Training: None
Job Outlook, 2014-2024: 22.6%
Medical Careers

Billing and Coding Specialist
15-week program/382 hours
Class Dates: March 13 - June 26, 2020

Advantages of enrolling in the Billing and Coding Specialist program:
- Students who successfully complete the program will earn a Certificate of Completion as a Billing and Coding Specialist

High student success rate:
- Graduation Rate: 94%
- Passing rate on Industry Certification Exam: 100%
- Placement rate (field of study) data 80%

What does a Billing and Coding Specialist do?
- Codes patients’ medical information for reimbursement and research purposes
- Compiles, computes, and records billing, accounting, statistical, and other numerical data for billing purposes
- Prepares billing invoices for services rendered in a physician’s office and medical specialty practices for health care providers
- Assigns diagnosis and procedure codes using software that calculates the diagnosis-related group (DRG). Works with other reimbursement systems, such as those required for hospital-based ambulatory care and outpatient surgeries, physician offices, long-term care, home health care, rehabilitation services, and mental health
- Protects the security of medical records to ensure that confidentiality is maintained
- Reviews records for completeness, accuracy and compliance with regulations
- Retrieves patient medical records for physicians, technicians, or other medical personnel
- Releases information to persons and agencies according to regulations
- Plans, develops, maintains and operates a variety of health record indexes and storage and retrieval systems to collect, classify, store and analyze information
- Enters data, such as demographic characteristics, history and extent of disease, diagnostic procedures and treatment into computer

Program requirements:
- Possess a high school diploma or equivalent
- Pass a reading and math placement test
- Type 25 wpm (recommended)
- Schedule an orientation and assessment appointment by calling (916) 686-7724 or emailing cti-info@egusd.net

Program fee:
$3,000, includes all textbooks, materials, a set of scrubs, and one NCCT/ICS Certificate exam.

Scholarships may be available to those who qualify!
Ask about our payment plans!

Students are responsible for understanding the EGACE/CTI refund policy stated on page 11, prior to registration.

Bright employment outlook in the Sacramento region

2018 Median Pay: $45,939 per year/$24.15 per hour
Entry-Level Education: Postsecondary non-degree award
On-the-job Training: None
Job Outlook, 2014-2024: 22.6%
Workforce Development

Elk Grove SacWorks Job Center
8401-A Gerber Road, Sacramento, 95828

Phone: (916) 793-2319    TTY: (916) 793-2353
Job Center Hours: Mon.-Thurs. 8:30 am-4 pm, Fri. 8:30 am-Noon

CalJOBS registration required for all activities: www.caljobs.ca.gov

Basic Services
The following services are available to customers age 18 and older after CalJOBS registration is completed.

• Resources for veterans
• Free walk-in typing and alphanumeric/data entry tests available
• Access to computer, fax and copy machine
• Employer hiring events
• Current job postings available
• Assistance uploading employment documents
• Community resource information
• Expungement Information
• Metrix online vocational training
• Resources for prior offenders

#Futurelooksbrighter

Individualized Program
Customers must attend an orientation to access the following services.

Orientations held every Tuesday at 1:30 pm • Call (916) 793-2319 to reserve your seat.

Customers must have one of the following Right-to-Work documents: U.S. Passport, Permanent Resident Alien Card, foreign passport with a temporary ID stamp, OR both a CA ID and Social Security Card

Individualized Program case managers provide:

• Job search and application assistance
• One-on-one case management
• Scholarships for vocational training (determined by WIOA eligibility criteria on a case by case basis)
• Resume development with a job coach
• GED® testing vouchers
• Development of work readiness and life skills
• Access to Career & Academic Preparation Program (CAPP), High School Diploma (HSD) and High School Equivalency (HSE) classes at EGACE

Auxiliary aids, interpreting services, and other reasonable accommodations are available upon request. Please contact the EGACE Job Center at (916) 793-2319 no later than 5 days in advance. CA relay services are available by dialing 711 and referencing the EGACE Job Center phone number.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.

E-mail: adultedinfo@egusd.net • www.egusd.net/egace • (916) 686-7717
We assist youth with education attainment and workforce development preparation with:

- Access to High School Diploma and High School Equivalency classes
- Paid or unpaid work experience
- Job search services
- Access to employment and training resources
- Opportunities to acquire leadership skills and participate in leadership activities
- Access to employability skills, interview, resume, and financial literacy workshops.
- Mentoring for academic completion and personal goal attainment
- Assistance with transportation costs
- Incentives for program completion
- GED® and HiSET® test fees covered

Must meet the following criteria:

- Youth must not be enrolled in high school
- Must live in Sacramento County
- Must meet federal income requirements set forth by WIOA eligibility guidelines
- Males must be registered with selective service (if 18 and over)
- Must provide right to work documentation, (Valid CA ID and Social Security card)
- Must have a significant barrier to employment. (See Job Developer)
High School Diploma (HSD)

High School Equivalency (HSE)

Career and Academic Preparation Program (CAPP)

★ Classes are FREE and open to all persons 18 years of age and older.
★ To enroll in our classes, you must register online for an orientation and assessment date: www.egusd.net/egace
★ Registration dates are announced on the website. Due to high demand for these programs, space fills up quickly.

High School Diploma
This program is for students earning credits toward an EGACE diploma. You must bring your official transcript in a sealed, unopened envelope to your orientation appointment or you will not be able to enroll. Students are expected to study 15 hours per week, and daily class attendance is required.

Class Days and Time
Independent Study
M-Th 8-9 am
M-Th 10:10 am-12:10 pm
M-Th 12:30-2:30 pm
M/W 6-8 pm
T/Th 7-9 pm
By appointment
M-Th 10 am-Noon
T/Th 4-9 pm

High School Equivalency
The class provides students with teacher-facilitated test preparation and assessment to help pass the GED® and HiSET® tests in English or Spanish. Students are required to study a minimum of 8 hours online each week to stay enrolled. Daily class attendance is required. Prerequisite: High school level reading skills.

Class Days and Times
English M-Th 10:10 am–12:10 pm
M/W 6-8 pm
Spanish M/W 6-8 pm

High School Equivalency: Distance Learning
This class provides students the flexibility to study for equivalency tests at their own convenience with online teacher support as needed. Students must have Internet access and commit to studying online at least 8 hours per week. Teacher communicates weekly with the student to review progress. Prerequisite: High school level reading skills.

Office Hours by Appointment

Testing Services
GED®
EGACE is an approved Pearson VUE Testing Center. MyGED™ is your start-to-finish tool for the GED® program. Visit GED.com to get more information, to register and pay for your GED® tests, and to check your scores.

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HiSET®
EGACE is an approved HiSET Testing Center. MyHiSET is your tool for more information, to register and pay for your HiSET® tests, and to check your scores.

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The class schedule can change. Please check www.egusd.net/egace for the latest information.
Career and Academic Preparation Program (CAPP)

Are your skills keeping you from entering college or getting the job you desire? Build your language, math and computer skills with us!

CAPP: Reading, Writing, and Math for Career Success

Prepare for Career Training, Education, and Life Planning

This semester-long class is appropriate for students who want to improve their listening, speaking, reading, writing, and life-planning skills. Course includes online curriculum, direct instruction, and group work.

- Education, Career, and Lifestyle Goals
- Professional Computer Skills
- Financial Tools to Improve Everyday Life

HSD students who complete course requirements will earn 10 elective credits. Daily attendance is required.

M-Th 8–10 am  Location: EGACE

CAPP: Skills Lab

Continue Your Technology, Reading, and Keyboard Studies Independently

This independent study lab with tutoring and small group instruction is appropriate for students who want additional class time to develop skills necessary for their academic and career goals.

- High School Diploma
- High School Equivalency (HiSET® or GED®)
- No Child Left Behind Paraeducator Exam
- General Skill Development

M-Th 8-9 am  Tu/Th 6-7 pm  Location: EGACE

Students remain enrolled until goal completion. Daily attendance is required.
CAPP: Reading and Writing 1
Prepare for Academic Success through Reading and Writing

This semester-long class is appropriate for students who want to update their skills, transition from ELA (ESL), or prepare for Reading and Writing 2. Course includes online curriculum, direct instruction, and group work.

- Academic Reading and Writing
- Academic Vocabulary Instruction
- Grammar Instruction
- Study Skills and Strategies
- Basic Computer Skills

HSD students who complete course requirements will earn 10 English or elective credits. Daily attendance is required.

M-Th 8-10 am Location: EGACE

CAPP: Reading and Writing 2 (Evening)
Prepare for College and Career Success through Reading and Writing

This semester-long class is appropriate for college-bound and career-bound students seeking to improve their academic reading and writing skills. Course includes direct instruction, independent writing practice, and group work.

- Reading Skills and Strategies
- Writing Skills and Strategies
- Literary and Academic Vocabulary Instruction
- Grammar Review
- Note-Taking and Annotating
- Basic Computer Skills

Prerequisite: Reading and Writing 1 is strongly recommended.

HSD students who complete course requirements will earn 5 English or elective credits for each session taken. Daily attendance is required.

M-Th 10:10 am–12:10 pm Location: EGACE

CAPP: Math Lab +
Continue your Math Studies through Online Curriculum, Personal Tutoring, and Small Group Instruction

This independent study lab with tutoring and small group instruction is appropriate for students who want additional class time to develop math skills necessary for their academic and career goals.

- High School Diploma
- High School Equivalency (HiSET® or GED®)
- No Child Left Behind Paraeducator Math Exam
- CBEST® California Educator Test
- General Math Skill Development

Students remain enrolled until goal completion. Daily attendance is required.

M-Th 9-10 am Location: EGACE
Tu/Th 6-7 pm Location: EGACE

HSD students will receive credit based on completed ALEKS curriculum. Daily attendance is required.

Register for an orientation appointment online at www.egusd.net/egace
Do you want to improve your English speaking, listening, reading and writing skills?

The ESL program at Elk Grove Adult and Community Education is now called the English Language Acquisition (ELA) program. ELA classes are at the main Elk Grove Adult and Community Education campus on Gerber Road and in several neighborhood locations in the community (see Neighborhood ELA classes on next page).

Morning, afternoon and evening ELA classes are available.

ELA classes are offered at 5 levels:
- BL..... Beginning Low
- BH..... Beginning High
- IL..... Intermediate Low
- IH..... Intermediate High
- Adv... Advanced

Students are tested at orientation to determine levels.

These ELA (ESL) classes are designed to build academic writing and listening skills in preparation to transfer to career training or college. Students will utilize classroom technology and access online resources to enhance grammar, composition, listening, and notetaking skills.

### New Student Registration

You need to make an appointment for an orientation and test date. These dates are announced on the EGACE website: www.egusd.net/egace. Check the website weekly for openings. Space is limited and appointments fill up fast. The registration process for these classes can take up to three hours. You must arrive on time. Please do not bring children to your appointment.

If you need help making an appointment, please call (916) 686-7717.

★ Classes are open to all persons 18 years of age and older. Classes are free.
Neighborhood ELA (ESL) Classes — Winter 2020

In addition to classes at the EGACE main campus, ELA (ESL) classes are offered at several locations in the Elk Grove Unified School District. Neighborhood ELA (ESL) classes are multilevel. Schedules and locations are subject to change.

Please check the website, www.egusd.net/egace, or call 916-686-7717 for the latest information.

There is currently no babysitting available at any of the neighborhood classes.

### Monday/Wednesday Classes

1. **John Ehrhardt Elementary School**  
   8900 Old Creek Drive, Elk Grove, 95758  
   Mondays and Wednesdays 5:30-8:30 pm

2. **Marion Mix Elementary School**  
   4730 Laguna Park Drive, Elk Grove 95758  
   Mondays and Wednesdays 6-9 pm

3. **Prairie Elementary School**  
   5251 Valley Hi Drive, Sacramento 95823  
   Mondays and Wednesdays 3-6 pm

4. **Toby Johnson Middle School**  
   10099 Franklin High Rd., Elk Grove 95757  
   Mondays and Wednesdays 5:30-8:30 pm

### Tuesday/Thursday Classes

5. **Elitha Donner Elementary School**  
   9461 Soaring Oaks Drive, Elk Grove 95758  
   Tuesdays and Thursdays 5:30-8:30 pm

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**Learn English at Home!**  
Learn to listen to, read, write, and speak English in your own home! Our Distance learning program teaches students English as it relates to life, work, and citizenship preparation. Distance Learning is for students who cannot come to class every day. Meet with your teacher at the EGACE Main Campus for 15 minutes regularly to check your progress and get new assignments. Distance Learning offers ELA (ESL) instruction using DVDs or online instruction.

New students need to make an appointment to take a test and register for class. See registration instructions on page 22.
Custodial Preparation Class
Careers in custodial and facility maintenance lead to occupations in hospitality and tourism, medical-health industry, education, or private business. Learn custodial skills necessary to obtain professional employment in today's current job market. This class prepares students with the language skills needed to succeed in the EGACE Custodial Training Course.
Please visit: www.egusd.net/egace or call (916) 686-7717 to register for an orientation appointment
*Students must co-enroll in EGACE Custodial Training Program, which is a fee-based class ($99).

Custodial Preparation VESL Schedule
01/10/2020 - 05/29/2020  Friday, 8 am-Noon
(must also complete four hours of Distance Learning)

Custodial Training Course Schedule
02/18/2020 - 04/23/2020  Tuesday & Thursday, 8 am-1 pm
Location: EGACE

Paraeducator Preparation Class
Are you interested in becoming a teacher or working in education? Enroll in EGACE's Paraeducator Program! Careers in education lead to teaching and other occupations associated with schools, early childhood education, special education, and libraries. This class prepares students with the language skills needed to succeed in the EGACE Paraeducator Training Certificate Course.
Please visit: www.egusd.net/egace or call (916) 686-7717 to register for an orientation appointment.
*Students must co-enroll in EGACE Paraeducator Training Program. There is a $30 book fee.

Paraeducator Preparation VESL Schedule
01/06/2020 - 05/28/2020  Monday - Thursday, 3:30-5:30 pm

Paraeducator Training Course Schedule
02/18/2020 - 04/23/2020  Tuesday & Thursday, 6-9 pm
02/22/2020 - 04/25/2020  Saturday, 8 am-2:30 pm (half-hour lunch break)
Location: EGACE

Career Choices for Second Language Learners
Learn about career pathways and how to make informed career and education decisions. Students will develop the soft skills necessary to succeed in a chosen career: taking initiative, showing integrity, communicating verbally, working independently, using technology, managing time, and organizing information. For Intermediate – Advanced ESL students.
Tuesday and Thursday 12:45-2:45 pm  Location: EGACE
Please visit www.egusd.net/egace or call (916) 686-7717 for registration information

Citizenship
Ready to become a United States Citizen?

Citizenship Preparation Classes
Saturdays, 9 am-Noon | Wednesdays, 5:30-8:30 pm

ESL/Citizenship: Learn to understand, read, write, and speak English as you learn how to be successful in the application and interview process for United States citizenship.

Citizenship preparation class will help you:
• Prepare for the USCIS (United States Citizenship and Immigration Services) Interview
• Study US history and government
• Improve your English reading, writing, and speaking

Classes are for permanent residents who have met residency requirements and plan to apply for US Citizenship within the next six months.
New students need to make an appointment to take a test and register for class. See registration instructions on page 22.

To read EGUSD and EGACE policies, please go to www.egusd.net and www.egusd.net/egace
Date of Registration: ________________________________

First Student: ____________________________________________  □ Male  □ Female  Date of Birth: ______________________

Address: ____________________________________________________________________________________________

City: _____________________________________________________________________________________________  Zip: ________________________________

Telephone (Home): ____________________________  (Cell): ____________________________

**COURSE NUMBER & TITLE**  **START DATE**  **FEE**

______________________________________________________  ______________________  ___________

______________________________________________________  ______________________  ___________

______________________________________________________  ______________________  ___________

First Student TOTAL: ________________________________

Second Student: ____________________________________________  □ Male  □ Female  Date of Birth: ______________________

**COURSE NUMBER & TITLE**  **START DATE**  **FEE**

______________________________________________________  ______________________  ___________

______________________________________________________  ______________________  ___________

______________________________________________________  ______________________  ___________

Second Student TOTAL: ________________________________

Method of Payment  □ VISA  □ MasterCard  

Card #: ____________________________

Exp. Date: ______________________  CVV# ____________________________

Signature: ____________________________

To receive a confirmation/receipt, please provide an email address: ____________________________

**Refund Policy: Always Learning Community Education Classes**

Please make your selection carefully.

- Refunds or letters of credit are allowed if requested in writing up to three (3) business days prior to the start of the class.
- Refunds may be requested by fax, walk-in, email or by mail.
- A full refund will be given if a class is canceled by Always Learning.

Please allow up to four (4) weeks for processing.

- No refunds, credits, or transfers will be issued for non-attendance.
- No refunds are given for material fees and books that students have received.

Senior or Early Bird 10% Discount: ________________________________

**GRAND TOTAL DUE:** ________________________________
What do you envision doing in 2020?

Enhance Your Skills
Pursue Your Passions
Discover a Career Path

#Futurelooksbrighter