

DOWNEY

CAREER AND EDUCATION CENTER

www.das.edu (562) 940-6200



CTE LAB



COURSE CATALOG

2024 - 2025



Career and Education Center



Downey Unified
SCHOOL DISTRICT

MESSAGE FROM THE Principal



Greetings! As Principal of Downey Adult School, I want to welcome everyone. It is an honor and privilege to serve the community of Downey as well as the surrounding areas.

It is a privilege to be part of this extraordinary learning community of caring, experienced, highly qualified staff, dedicated to serving students. We want you to know that our first priority is helping you reach your educational, career, and personal goals. We have courses that lead to a High School Diploma or High School Equivalence (HSE) formerly known as the GED. We have 18 different Career Technical Education courses: Advanced Private

Security Academy, CNA + Certified Nursing Assistant, CNA + Phlebotomy, Clinical Medical Assistant, Court Reporting, Court Reporting Voice Writer, Dental Assistant, EKG/ECG, Emergency Medical Technician, Massage Therapy, Medical Assistant and Phlebotomy, Medical Biller Coder, Paralegal, Pharmacy Technician, Phlebotomy Technician, and Vocational Nursing, many of which qualify for financial aid.

Adult Education programs in California have struggled through difficult economic times. We are fortunate for the unwavering support of Downey Unified School District and its Board of Education for the broad array of programs we have continued to offer.

As we plan into the future, we are working collaboratively with Cerritos College and our newly-formed consortium - Partnership for Adult Academic and Career Education (PAACE).

Our classes are available both days and evenings throughout the school year. Our staff has the experience and expertise that, when combined with the dedication of the adult school students, makes for a winning combination! Stop by to visit our campus. I would be happy to give you a tour.

We look forward to meeting you and serving your needs.

Blanca Rochin, Principal

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- CNA + Phlebotomy
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- Court Reporting Voice Writer
- Dental Assistant
- Emergency Medical Technician
- Massage Therapy
- Medical Assistant and Phlebotomy
- Medical Biller Coder
- Orthodontic Assisting
- Paralegal
- Pharmacy Technician
- Phlebotomy Technician
- Vocational Nursing

**Background check, health certificate, and fingerprints may be required for some entry-level positions.*

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STUDENT Highlight

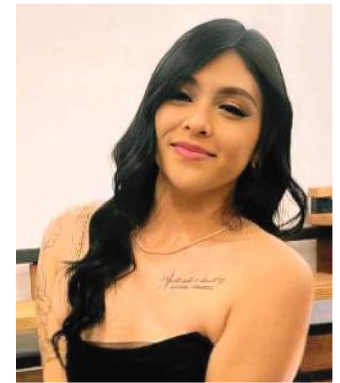


Azul Torres

My experience coming into the Medical Assistant Program and Phlebotomy has been an exciting journey. From learning injections my first week to currently learning EHR. My teachers, Ms. Alvarado and Ms. Julie have been helpful with any questions I have and always take extra time to explain any concerns I have into further details. I enjoy the DAS program and I can't wait to keep learning and becoming a better student to be a better MA and Phlebotomist. This field is my calling and after a long time of trying to figure out what my career job would be, I finally found it with the help of DAS.

Marsella Becerra

My name is Marsella Becerra. I am from Downey, CA. I grew up in Downey all my life with my two parents Monica and Anthony Becerra. When I got out of high school I never thought of becoming a medical assistant. I started my first year of college studying to become a social worker, I later learned about myself that I loved to help others but that social work was not my thing. I dropped out to focus on working full time and take a break to figure out what I wanted to do with my life. My father became really ill due to diabetes. He had an amputation of his right leg and was in and out of the hospital. My father was the provider who gave me and my mother everything and anything. As he got sick I noticed a change and I didn't want my father to feel as though he couldn't provide. He went through a lot of his own battles to get where he is today. He went to physical therapy and got his prosthesis. He is now moving around and happy and he is so strong and is the reason why I wanted to take the Medical Assistant Program. My mother was working 9-12 hour days at the hospital and I knew then what I wanted to do with my life. My mother has been in the medical field for years. I remember as a little girl she would take me to work in Santa Monica and I would be amazed at all the cool things I got to witness. I got to help file and put charts away, I was also able to witness some minor procedures with the patient's consent of course. My mother is now currently working for Cedars Sinai in the neurology department and she kills her job everyday. My mother has sacrificed so much for my family and I want to give back to her and my father. I joined the Medical Assistant Program with some knowledge that I learned along the way, my first module was tough but with the guidance of my teacher Mr. Velazquez has taught me to never give up, to keep studying and to work hard. He is a mentor to not just myself but to all of his students, he is determined to make sure all his students succeed and that we can always count on him for help. Mrs. Julie was one of my other mentors as well. She has helped me by getting me prepared for the outside of the real world. Guiding me through career prep and helping me with my resume to get me to the next level in medical assisting. She is an extraordinary woman and is always so kind and treats me like I'm one of her daughters, always making sure I'm doing okay with outside life issues and that she is a person I can always count on. My experience at the Downey Adult School was by far the greatest experience I have had yet. I will not stop here. I will continue to further my education and return for the RN program. Thank you to my instructor Mr. Velazquez & Mrs. Julie to my counselor Mr. Page for guiding me through this program.



STUDENT Reviews



Mariah Valenzuela

5 reviews

★★★★★ 2 months ago

Love the school and instructors! I graduated from the medical assisting program and I couldn't have done it without the help of Mr. Velasquez and Ms. Julie! They are both hands down the best instructors and very educated in the field. I recommend taking their course 1000% Thank you both for making my school experience AMAZING 🙏

Downey Adult School
12340 Woodruff Ave, Downey, CA

4.5 ★★★★★ 94 reviews ⓘ



Andrea Torres

1 review

★★★★★ 3 months ago

Currently attending the dental assisting program, teachers are nice and caring they always have their best interest for you and make sure you are understanding everything. It is a small program but super fun teachers are always willing to help and guide you, sharing their experiences and explaining how to go about certain situations based off of their experience. The program goes by super fast which is good if you don't want to be in school for a long time.



Ingrid C.

South Montebello, Los Angeles, CA

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★★★★★ Mar 23, 2023

Hands down for Downey Adult School! I was fortunate to have Financial Aid cover the cost of my Billing and Coding Specialist course. I did pay for my books. But be aware in the orientation they are going to tell you, you need books A through Z. What they don't tell you is that you don't need to buy them all at the same time. Some of us I know bought all the books. This program works by module, meaning you start wherever you land out of 6 classes. Anatomy and Medical Terminology, insurances, CPT, ICD-10, EHR ETC. The campus staff is so great. Mr. Scott, Victor, and Mr. Page all seem to want the best for you. They all make a great team. My instructor was Ms. Nini and she knows her stuff. Enjoyable. She has a wealth of knowledge and simply made the course enjoyable. I feel like a reborn person after I took the course. I've gained so much knowledge from this school. My intention is to learn the medical field and pass my CPC exam. This course will teach you the fundamentals of using the CPT, HCPCS, and ICD-10 books, but how far you want to advance in the field is entirely up to you. I highly recommend this school, especially when they have a flexible schedule. I am grateful for this program and the school!



Angelica J.

Los Angeles, CA

📍 0 📅 1

★★★★★ Jan 19, 2024

The DAS dental program has to have the most supportive teachers on the campus, so sweet and caring that will help you with anything that needs to be done to help you successfully complete the program.



Frequently Asked Questions

Including Admissions Requirements & Procedures

1. WHERE ARE YOU LOCATED?

We are located on the northeast corner of Woodruff Ave. and Imperial Highway. Exit west off 605 at Imperial Highway. Our address is: 12340 Woodruff Ave., Downey, CA 90241.

2. IS DAS ACCREDITED?

Yes, DAS is a part of the Downey Unified School District and is accredited by the Western Association of Schools and Colleges (WASC) and the Council on Occupational Education (COE).

3. DO YOU HAVE SECURITY?

Downey Adult School has security both day and night along with a day-time police officer Monday through Friday. In addition, the campus is monitored with a 24-hr surveillance system.

4. WHERE CAN I PARK?

You can park in any of the marked parking spots on campus. All parking is FREE!

5. HOW OLD DO I HAVE TO BE TO TAKE CLASSES?

You must be an adult, which is any person 18 years or older. You may be a high school student enrolled in the Downey Unified School District with permission from your counselor or a resident of Downey attending another high school with permission from student services to make up high school credits.

6. HOW DO I ENROLL IN THE ADULT SCHOOL?

- Online – register at www.das.edu
- Walk In – You may register in person with Cash, Check, Money Order, Visa or MasterCard. Come to our front office.

7. HOW DO I REGISTER FOR AN ORIENTATION?

All interested students are welcome to register for an orientation by accessing the school's website, www.das.edu, and clicking on the "Sign Up for Orientation" button located at the bottom of the desired program's webpage. Once registered for an orientation, an email confirmation will be sent. The email confirmation will contain orientation information and details.

8. IS THERE A FEE TO ATTEND AN ORIENTATION?

No! Orientations are FREE!!

9. HOW DO I REGISTER FOR A PROGRAM/CLASS?

After attending an orientation, prospective students may complete the registration process provided at orientation!

10. WHEN DO I PAY FOR THE CLASSES?

When you register:

- Online, fax or mail – you can pay with Visa or MasterCard prior to the class starting.
- Register in the main office.
- You may register in person with Cash, Check, Money Order, Visa or MasterCard.
- Payment is due upon registration. CTE programs require a down payment at time of orientation/registration.

11. HOW DO I MAKE PAYMENTS ONLINE?

Enrolled students may make payments online through their Student Portal: <https://dow-web.scansoftware.com/cafeweb/tl/login>. Credit card payments may be made over the phone as well. Please call (562) 940-6200.

12. DO YOU OFFER PAYMENT PLANS?

Yes, we do for selected career training programs.

13. IS THERE A REFUND POLICY?

Yes, Downey Adult School has a Refund Policy. Please refer to page 41 of this Course Catalog, or visit <https://www.das.edu/refud-policy/>, for the Refund Policy.

14. DO YOU HAVE FINANCIAL AID?

Federal Financial Aid is available for selected career programs to those who qualify (Pell Grants only). Please call (562) 940-6215 or email DASFinancialAid@dusd.net for more information.



How to Read the Schedule

18 weeks

M – Th

9:00am – 5:00pm

M-107

Ciatti

310120.04

- Length of Class

- Day(s) Class Offered

- Time Class Offered

- Room Number Class Meets At
(see Campus map on page 10)

- Name of Instructor

- Course #





Frequently Asked Questions

Including Admissions Requirements & Procedures

15. WHAT PROGRAMS QUALIFY FOR FINANCIAL AID?

Look for the Financial Aid symbol to see which classes are eligible.

16. DO YOU ACCEPT VA EDUCATIONAL BENEFITS?

Downey Adult School is Veteran friendly. Please call (562) 940-6215 or email DASVeterans@dusd.net for more information.

17. WHAT PROGRAMS QUALIFY FOR VA EDUCATIONAL BENEFITS?

Look for the VA Benefits symbol to see what classes are eligible.



18. DO I NEED TO BUY MY OWN SUPPLIES?

Most supplies are made available for purchase in the class by the teacher or the teacher will suggest locations where you can purchase supplies.

19. DO I NEED TO BUY BOOKS FOR MY CLASSES?

Information on book purchases will be given at the orientations.

20. HOW DO I SIGN UP FOR VN?

Due to the overwhelming demand, we ask all prospective VN students to refer to our website, www.das.edu. Click on "Career Training" then "Vocational Nursing." You will be able to register for one of our VN exam dates.

21. DO I HAVE TO HAVE A CERTAIN GRADE PERCENTAGE TO PASS MY COURSES?

DAS policy requires students to earn a minimum grade of 75% to pass.

90% and above = A

80% - 89% = B

75% - 79% = C

Grades of 74% or less are failing.

22. HOW DO I ACCESS MY ONLINE CLASS?

All students have been emailed by their instructor. If you haven't received an email, please email your instructor. All staff emails can be located by visiting: www.das.edu/teaching-support-staff/. If you need further assistance, please contact Assistant Principal Cindy Grafton (562) 940-6203.

23. WHAT IS THE DIFFERENCE BETWEEN ASYNCHRONOUS AND SYNCHRONOUS ONLINE FORMAT?

Asynchronous classes allow for students to study and submit their work when their schedule allows! Students learn at their own pace!

Synchronous classes happen at a set date and time. Student must log onto their online class at the set time and receive immediate feedback from their instructor.

24. HOW DO I USE ZOOM?

Zoom is free and easy to use. Your instructor's email will contain a link to "join a meeting" and a meeting ID. When you join a meeting (your class), you will then enter the meeting ID and that's it! You've joined your class.



Financial Aid Services

Office Hours:

Monday – Thursday 8:00am – 5:30pm
Friday 7:30am – 4:00pm
 *Closed on Fridays during June and July.



Look for this symbol for Career Training Programs that are eligible for Federal Pell Grants. Pell Grants are need-based grants that pay for your career training.

FINANCIAL AID

How do I get an appointment with Financial Aid?

3 SIMPLE STEPS

1. Attend a free CTE orientation. (Visit www.das.edu for dates and times.)
2. Register for a CTE program
 - Provide proof of High School completion or equivalency
 - Provide enrollment down payment (see specific CTE program page for details)
3. Request an appointment with a Financial Administrator to review your processed application

FINANCIAL AID PROCESS

Federal Pell Grants available to eligible students.

If you are interested in Financial Aid please, fill out the FAFSA at www.fafsa.gov. Our school code: 005638.

The following programs are eligible for Financial Aid Benefits (PELL Grant) for students who qualify:

- Court Reporting
- Court Reporting Voice Writer
- Dental Assistant
- Medical Assistant
- Medical Assistant/Phlebotomist Combo
- Medical Biller/Coder
- Massage Therapy
- Paralegal
- Vocational Nursing

Minimum requirements:

- Meet U.S. citizenship or eligible non-citizenship requirements. Note: Deferred Action recipients (DACA) are not eligible for Federal Student Aid.
- Student must possess a High School Diploma or State-issued High School Equivalency Certificate from a Regionally Accredited Institution <http://ope.ed.gov/accreditation/> Examples are: GED®, HISET, TASC.
Foreign High School Diploma equivalency may be obtained through one of the Approved Foreign Credentials Evaluation Services office <https://www.dca.ca.gov/cba/applicants/foreign.pdf> Proof must be notarized & translated.
- Males must have applied for Selective Service between the ages of 18-24.

SATISFACTORY ACADEMIC PROGRESS (SAP)

According to Federal regulations, 34 CFR 668.16(e), 34 CFR 668.32(f), 34 CFR 668.34 and institutional regulations, financial aid recipients must meet all Satisfactory Academic Progress (SAP) standards prior to the awarding and/or disbursing of any federal student aid funds. A review of SAP is conducted prior to each disbursement date for all Title IV recipients. The Satisfactory Academic Progress Policy ensures student success and accountability and promotes timely advancement toward objectives at Downey Adult School (DAS). SAP guidelines are based on reasonable expectations of academic progress. Accordingly, these guidelines should not be a hindrance to any student in good academic standing and will be measured using two standards.

1. **Qualitative** – All students must maintain a minimum cumulative grade point average (GPA) requirement.
2. **Quantitative** – Meeting a minimum number of hours per week.

SELACO WIB

The Southeast Los Angeles County Workforce Investment Board specializes in career solutions for job seekers as they gain the skills necessary to secure long term employment which can include support for career training programs and job-seeking skills. SELACO WDB America's Job Center is now open to the public at their Cerritos office. Virtual services are available. Please call (562) 402-9336, Monday to Friday between 8:00am and 5:00pm. Operating at limited capacity, temperature, and symptom checks, face masks, and 6 feet social distancing are required for all in-office visits.

HOMEWORK & RESOURCE CENTER

The Resource Center, located in Room H-61, is intended for current students and the general public who need a place to study and/or conduct job searches. We also provide prospective students assistance with filing FAFSA.

SPECIAL PROGRAMS

WIOA, Work Source Centers, Workers Compensation, Department of Rehabilitation, EDD/TAA, CaWORKS, TANF, GAIN recipients are welcome. For more information, email DASSpecialPrograms@dusd.net

Contact:

Email. DASSpecialPrograms@dusd.net
 Phone (562) 940-6283

FINANCIAL AID & STUDENT SERVICES DEPT

Financial Aid - Leave of Absence General Line. . (562) 940-6215
Mayra Reyna (562) 940-6284
Rita Rodarte-Myers (562) 940-6247
Gabriel Santana (562) 940-6213

Veterans Educational Benefits

Office Hours:

Monday – Friday 8:30am – 4:00pm
**Closed on Fridays during June and July.*



Look for this symbol for Career Training Programs that are eligible for VA Educational Benefits.

VETERANS

I'm a Veteran or a Dependent of a Veteran. How do I enroll?

1. Attend a free CTE orientation. (Visit www.das.edu for dates and times.)
2. Visit DAS's Main Office or email DASVeterans@dusd.net to request an appointment with a School Certifying Official (SCO)
 - a. Students must NOT enroll in any programs without completing step 2.
 - b. Failure to meet with DAS's SCO prior to enrollment, could jeopardize certification of eligibility.
3. Submit your Application for Education Benefits through VONAPP.



What should I bring to my appointment with the SCO?

VETERANS

Social Security Card
Valid ID
Form-DD214 Member-4
C.O.E. if available
Transcripts if available

DEPENDENTS

Social Security Card
Valid ID
Veteran's Form-DD214 Member-4
C.O.E. if available
Transcripts if available

All VA beneficiaries must provide transcripts for prior education and training to be evaluated, and proof of High School completion or equivalency.

What happens at my visit with the SCO?

1. The SCO will go over your program plan, enrollment requirements, and scheduled tuition and fees.
2. Student will sign the Statement of Understanding and will fill out Enrollment Agreement form.
3. Once all eligibility documents have been verified by the SCO, the SCO will complete your enrollment into DAS's VA-approved program of your choice.
4. SCO will complete Certification of Enrollment.
5. Student will receive an email from VA regarding certification and next steps.

APPROVED COURSES FOR VETERANS BENEFITS

Come in and use your benefits:

- Advanced Private Security Academy
- Court Reporting (on campus only)
- Dental Assistant
- Vocational Nursing
- Massage Therapy
- Medical Biller Coder (on campus only)
- Medical Assistant (on campus only)

PLEASE NOTE: In order to qualify for full-time VA benefits, students must meet a minimum of 18 hours per week.

We encourage you to review the hours of class meetings prior to making your selection of CTE Program.

FOR MORE INFORMATION

Please contact Gabriel Santana, School Certifying Official, at DASVeterans@dusd.net

DAS School Certifying Official (562) 940-6213

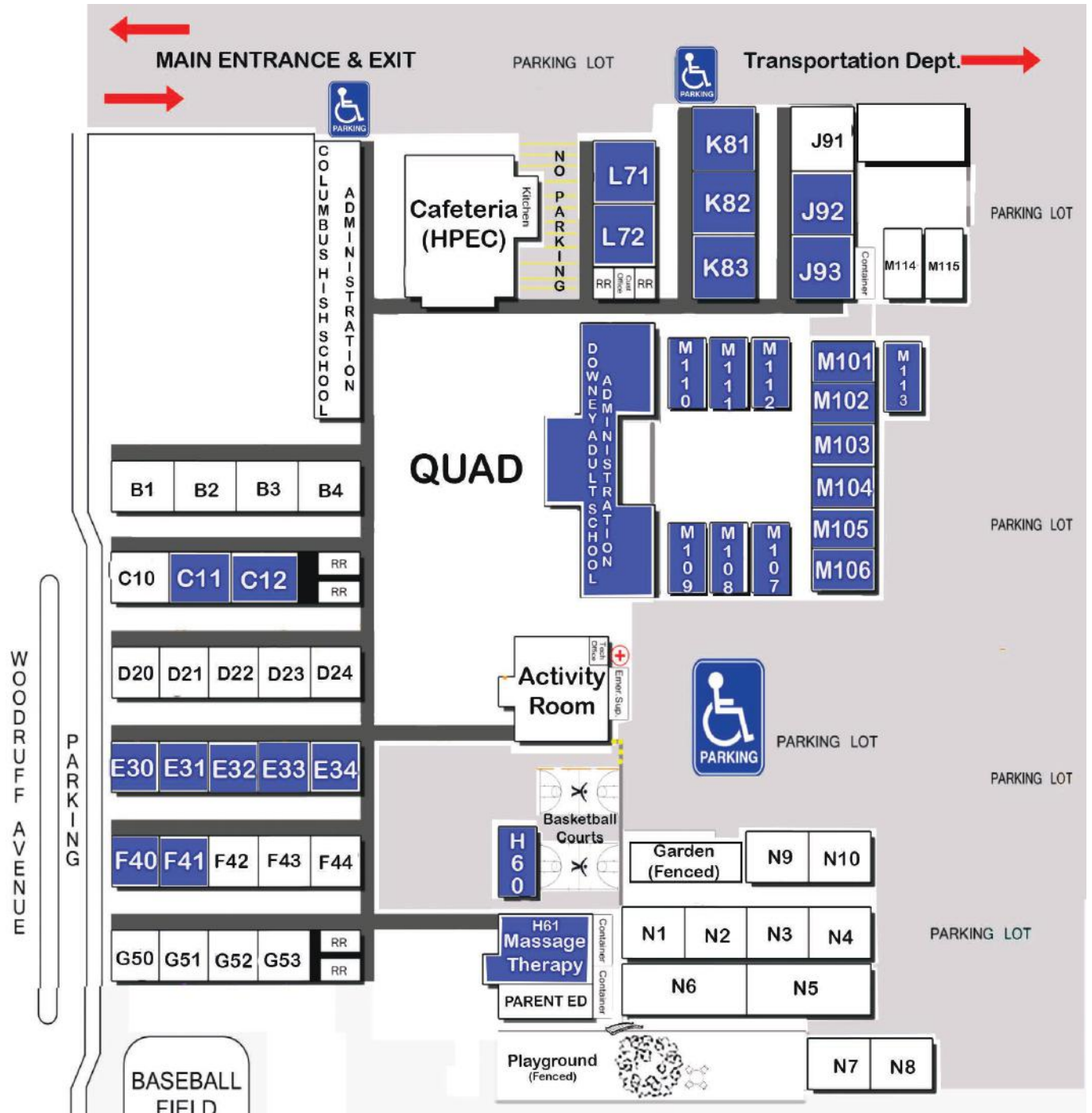
For any questions regarding your VA benefits contact 1.888.GI Bill1 or log on to www.benefits.va.gov



DAS Campus Map

DOWNEY ADULT SCHOOL / COLUMBUS HIGH SCHOOL

12340 Woodruff Ave. Downey, CA 90241



Downey Adult School (DAS) shares the campus with Columbus High School. Administrative offices and classrooms used by DAS are separate from those used by the high school. The DAS administrative office building is approximately 5,700 square feet. Thirty-one classrooms are used exclusively by DAS. An activity room and cafeteria are shared by Columbus High School and DAS. Computer labs, an academic learning center, and vocational program classrooms are designed and equipped for their particular courses of study. Fifteen network servers are also housed on campus, providing internet, email, software applications, file services, and print services.

Looking for a New Career?

Need more training to advance within your current job? WE CAN HELP!

From High School Diploma to Clinical Medical Assistant, we have it covered. Our training programs have been customized based on the direct advice of employers and business owners. Best of all, training will not take you years to complete nor empty your wallet because all of our training is short-term and much more affordable than private institutions.

HOW DOES DAS HELP?

- All classes take place on our campus, and externships are local as well.
- Externships provide you with on-the-job training and the unique opportunity of "getting your foot in the door."
- Employability workshops will prepare you to be confident and successful in your job search.
- Instructors have extensive experience in their field and are credentialed through the State of California.
- We'll stand beside you as you prepare for that important interview.

PRE AND POST EMPLOYMENT SUPPORT FOR DAS STUDENTS:

- Resume Assistance
- Employment Application Assistance
- Internet Job Search
- Job Retention Skills
- Listing of Current Job Openings

Downey Adult School may provide job leads to all graduating students; however, we cannot guarantee employment.

Institutional Staff

FULL-TIME INSTITUTIONAL STAFF

NAME	DEGREE	AGENCY
Alexander, Scott	M.A.	Concordia University, Irvine, CA
Ciatti, Christina	A.A.	Orange Coast College, CA
Dame, Robert	B.A.	Cal State University, Long Beach, CA
Epperson, Jocelyn	A.A.	Cerritos College, CA
Escalera, Claudia	B.S.	Cal State University, Long Beach, CA
Gonzalez, Leonor	B.A.	Everest University, CA
Legaspi, Dan	*	Community Colleges of So. Nevada, NV
Madariaga, Karina	B.A.	Loyola Marymount University, Los Angeles, CA
Mejico, Gale	B.S.N.	University of Phoenix, CA
Monte, Richard	*	University of San Diego, CA
Nelson, Melinda	B.S.	Humphreys College, CA
Pacheco, Mariana	M.S.N.	Cal State University, Los Angeles, CA
Page, William	A.A.	Ashworth College, GA
Spathopoulos, Julie	M.A.	Concordia University, Irvine, CA
Velazquez, Victor	*	University of San Diego, CA
Vicencio, Rosalina	B.A.	De Campo Memorial College, Philippines

PART-TIME INSTITUTIONAL STAFF

NAME	DEGREE	AGENCY
Aguilar, Vanessa	*	Los Angeles Cty. Office of Ed., Downey, CA
Alvarado, Veronica	*	Los Angeles Cty. Office of Ed., Downey, CA
Ando, Michelle	A.A.	Cerritos College, CA
Bankole, Aderonke	B.S.	University of Phoenix, AZ
Carstairs, Matthew	*	Los Angeles Cty. Office of Ed., Downey, CA
Chew, Patricia	B.A.	Azusa Pacific University, Azusa, CA
Dunbar, Mai	B.S.	Cal State University, Long Beach, CA
Gomez, Josue	*	Los Angeles Cty. Office of Ed., Downey, CA
Groeneveld, Virginia	A.A.	Watterson College, Camarillo, CA
Haney, Kimberly	M.S.	Massachusetts College of Pharmacy and Health Sciences, Boston, MA
Hermosillo, Evelyn	*	Los Angeles Cty. Office of Ed., Downey, CA
Hill, John	B.A.	California Institute of the Arts, Valencia, CA
Holcombe, David	*	University of San Diego, CA
Huddleston, Roxanne	*	Los Angeles Cty. Office of Ed., Downey, CA
Hurtado, Teresa	B.A.	CSUSB, San Bernardino, CA
Evelyn Kramer	*	Los Angeles Cty. Office of Ed., Downey, CA
Leaf, Randolph	M.A.	University of Phoenix, AZ
Manzano-Lopez, Kora	B.A.	Sonoma State University, CA
Markos, George	M.D.	Tanta University, Tanta, Egypt
Martin Del Campo, Ninive	*	Los Angeles Cty. Office of Ed., Downey, CA
Monte, Crystal	*	Los Angeles Cty. Office of Ed., Downey, CA
Moreno, Ricardo	*	Los Angeles Cty. Office of Ed., Downey, CA
Perez, Lidia	*	Los Angeles Cty. Office of Ed., Downey, CA
Ramires, Elexis	*	Los Angeles Cty. Office of Ed., Downey, CA
Ramirez, Savauna	A.A.	Cypress College, Cypress, CA
Shenbaum, Jennifer	Ed.D.	Pepperdine University, Malibu, CA
Swarr, Ian	*	Los Angeles Cty. Office of Ed., Downey, CA
Yoo, Sarah	*	Los Angeles Cty. Office of Ed., Downey, CA

* Teaching Credential



Court Reporting (Machine)

MANDATORY ORIENTATIONS:

All orientations will be held ONLINE. Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 11:00am – 12:30pm

07/11/2024	09/05/2024	10/03/2024
11/07/2024	12/05/2024	02/06/2025
03/06/2025	05/01/2025	06/05/2025



COURT REPORTING

NEW STUDENTS START EVERY JANUARY, APRIL, AND AUGUST

Cost: \$4,999 (not including equipment)

Total Program Hours: 2960

Due at registration: \$500 and HS Diploma or equivalent.

DAS has a free practice lab with computers, wireless printing, and Internet access.

Online Academics - \$299 each (Academic class hours range between 26 to 130 hours per class):

- CASE Catalyst – Beginning & Advanced
- Court Procedures & Deposition Procedures
- Criminal Procedures
- CSR Preparation
- Eclipse Software – Beginning
- Eclipse Software – Advanced
- English Punctuation
- English Vocabulary
- English Grammar – Beginning
- English Grammar – Advanced
- Legal Terminology
- Medical Terminology
- Transcript Preparation

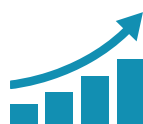
Speed Classes – Hybrid (On Campus or Online)

Theory	M – Th	6:00pm – 9:00pm Staff Online
On Campus	M – F	8:00am – 1:00pm Staff E-34
Online	M – F M/W or T/Th	8:00am – 1:00pm 6:00pm – 9:00pm Staff
Lab*	M – Th F	8:00am – 5:00pm 8:00am – 3:00pm Staff C-12

*Available free to CSR students

EMPLOYMENT OUTLOOK FACTS

Median Pay: \$86,733 per year
Job Outlook: 7% (Faster than average)
Job Openings (2018-28): 1,100
 Source: www.bls.gov



Approved by CSR Board!



FINANCIAL AID
TO THOSE WHO QUALIFY

Program Director: Jocelyn Epperson, CSR 9295, holds an associate's degree in Court Reporting from Cerritos College. She has 10 years of experience as a court reporter. She has been teaching court reporting for over 12 years.

Instructor: Michelle Ando, CSR 10780, CRI, has 10 years of experience as a court reporter. She holds an associate's degree in Court Reporting from Cerritos College. She has been teaching court reporting for over six years.

Instructor: "Mrs. G," Virginia O. Groeneveld, CA CSR No. 7331: Virginia has been a certified court reporter for over 35 years and is licensed in California. She graduated from Watterson College. She has taken depositions throughout her career, specializing in medical testimony.

Instructor: John A. Hill, has been a court reporting instructor, with an emphasis on speed - building, for over 30 years. He has a Bachelor of Fine Arts degree from the California Institute of the Arts.

Instructor: Evelyn Kramer, California CSR, has over 30 years in the reporting profession and has recently retired. Evelyn graduated from Watterson College and reported depositions, trials, arbitrations, hearings, and meetings throughout her career, specializing in business litigation and expert depositions.

Instructor: Melinda Nelson, CSR 12496, has been a court reporter for 20 years. She has been teaching court reporting and paralegal classes for more than ten years. She holds an associate's degree from Cerritos College and a B.S. degree from Humphreys College.

Instructor: Savauna Ramirez, is a hearing court reporter specializing in federal and state proceedings. Savauna holds associate's degrees in Court Reporting and Law Office Administration from Cypress College. Savauna has been a private tutor and court reporting instructor for five years with an emphasis on court reporting technology.

Instructor: Roxanne Riley-Huddleston, became a CSR in 1989 and went on to report in both courtroom and deposition settings. She transitioned to her teaching career in 2008 where she became an instructor for Bryan University and has continued to teach at other institutions including Cypress Junior College ever since. She is experienced in teaching both theory and speed.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

FOR MORE INFORMATION, EMAIL
jepperson@dusd.net, or
CALL (562) 940-6242



Court Reporting Voice Writer

Court Reporting Voice writing is the process of speaking into a mask with high-powered microphones. Court Reporter Voice Writers repeat words verbatim using a software called "Dragon" along with a CAT (computer-aided transcription) software. The mask filters out sound and uses speech to allow text to translate into real-time testimony. Court Reporter Voice Writers use a different method than machine writers, but voice writers and machine writers produce the same result – a transcript.

MANDATORY ORIENTATIONS:

All orientations will be held ONLINE.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 11:00am – 12:30pm

07/11/2024	09/05/2024	10/03/2024
11/07/2024	12/05/2024	02/06/2025
03/06/2025	05/01/2025	06/05/2025



FINANCIAL AID
TO THOSE WHO QUALIFY



Voice Classes

M/W 9:00am – 12:00pm Staff Online

M/W 6:00pm – 9:00pm Staff Online

Theory M – Th 6:00pm – 9:00pm
Staff Online

Speed M – F 8:00am – 1:00pm
M/W or T/Th 6:00pm – 9:00pm
Staff Online

COURT REPORTING VOICE WRITER

NEW STUDENTS START EVERY JANUARY, APRIL, AND AUGUST

Cost: \$5,999

One-year program.

Due at registration: \$500 and HS Diploma or equivalent.

Online Academics - Included in cost:

- Voice Writer Theory
- Voice – English I
- Voice – Legal I
- Voice – Anatomy
- Speed Building I
- Voice – English II
- Voice – Legal II
- Voice – Technology I
- Speed Building II
- Voice – Technology II
- Voice – English III
- Voice – CSR Exam

Program Director: Jocelyn Epperson, CSR 9295, holds an associate's degree in Court Reporting from Cerritos College. She has 10 years of experience as a court reporter. She has been teaching court reporting for over 12 years.

Instructor: Melinda Nelson, CSR 12496, has been a court reporter for 20 years. She has been teaching court reporting and paralegal classes for more than ten years. She holds an associate's degree from Cerritos College and a B.S. degree from Humphreys College.

Instructor: John A. Hill, has been a court reporting instructor, with an emphasis on speed - building, for over 30 years. He has a BFA degree from the California Institute of the Arts.

Instructor: Savauna Ramirez, is a hearing court reporter specializing in federal and state proceedings. Savauna holds associate's degrees in Court Reporting and Law Office Administration from Cypress College. Savauna has been a private tutor and court reporting instructor for five years with an emphasis on court reporting technology.

For Gainful Employment Disclosure Information, visit:
www.das.edu/ge-disclosure

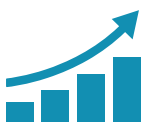
EMPLOYMENT OUTLOOK FACTS

Median Pay: \$86,733 per year

Job Outlook: 12% (Much faster than average)

Job Openings (2018-28): 39,000

Source: www.bls.gov



FOR MORE INFORMATION, EMAIL
menelson@dusd.net



CNA +Certified Nursing Assistant



The Certified Nursing Assistant Program will prepare students to provide basic nursing care in health care facilities as a CNA. Students will learn basic nursing skills, medical terminology, basic anatomy and physiology, ethics, nutrition, rehabilitation, and safety & emergency care. Instruction includes both classroom and clinical training. Upon successful completion, students will be qualified to take the California Nurse Assistant Competency Exam. This program has been approved by the California Department of Public Health.

CNA - CERTIFIED NURSING ASSISTANT PROGRAM

**CLASS DATES: AUGUST 19, 2024, JANUARY 21, 2025, FEBRUARY 24, 2025, APRIL 21, 2025;
CALL FOR ADDITIONAL START DATES!**

Cost: \$1,999. Includes books and classroom supplies. (Financial Aid is NOT available for this course.)

Total Program Hours: 160

Due at registration: Full payment.

Requirements:

- Must have a High School Diploma or GED at registration.
- TB clearance, Hepatitis B and COVID-19 Immunization record, current flu shot.
- Students must purchase their own uniforms and supplies.

Additional fees: background check fees, Livescan for CDPH paperwork, shoes and necessary equipment (BP cuff with sphygmomanometer).

8 weeks

M – Th
Staff

8:00am – 1:00pm
Room # TBD

MANDATORY ORIENTATIONS:

All orientations will be held ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 10:00am – 11:00am

07/25/2024	08/16/2024	09/20/2024
10/04/2024	11/15/2024	01/17/2025
02/21/2025	03/21/2025	04/11/2025
05/16/2025	06/06/2025	



FOR MORE INFORMATION, EMAIL
julgonzalez@dusd.net



EMPLOYMENT OUTLOOK FACTS

Median Pay: \$42,386 per year
Job Outlook: 8% (As fast as average)
Job Openings (2020-30): 118,500
Source: www.bls.gov



CNA +Phlebotomy



CNA & PHLEBOTOMY COMBINATION PROGRAM

CLASS DATES: TBD

Cost: \$2,499. Includes books and classroom supplies. (Financial Aid is NOT available for this course.)

Total Program Hours: 240

Due at registration: Full payment.

Requirements:

- Must have a High School Diploma or GED at registration.
- Current TB clearance (within the last year)
- Vaccination Records – must include Hepatitis A, Hepatitis B, MMR, Varicella, current flu shot, and COVID-19
- Students must purchase their own uniforms and supplies.

Additional fees: background check fees, Livescan for CDPH paperwork, shoes and necessary equipment (BP cuff with sphygmomanometer).

10 weeks	M – Th Staff	8:00am – 1:00pm Room # TBD
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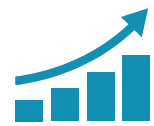
Instructor: *Elexis Ramires LVN*, received her certification from Career Colleges of America and has an Adult School Teaching Credential from Los Angeles County Office of Education. Elexis has over 16 years of nursing experience and has worked in a variety of healthcare settings including hospitals, long-term care facilities, and home health care.

FOR MORE INFORMATION, EMAIL
julgonzalez@dusd.net



EMPLOYMENT OUTLOOK FACTS

Median Pay: \$42,386 per year
Job Outlook: 8% (As fast as average)
Job Openings (2020-30): 118,500
 Source: www.bls.gov



This program combines all Certified Nursing Assistant instruction with Phlebotomy instruction and training. This program meets all requirements for students to become a California licensed phlebotomist (CPT 1). The program will introduce students to the field of phlebotomy and provide them with basic and advanced skills in both theory and clinical practice and prepares students to take the National Certification Exam by the National Center for Competency Testing (NCCT). This program has been approved by the California Department of Public Health.

National Exam: Additional \$119 required on the first day of class. Payment will be made online directly to NCCTINC.com via credit card only. Visa or MasterCard accepted. National exam price is subject to change.

MANDATORY ORIENTATIONS:

All orientations will be held ON CAMPUS. Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 10:00am – 11:00am

07/25/2024	08/16/2024	09/20/2024
10/04/2024	11/15/2024	01/17/2025
02/21/2025	03/21/2025	04/11/2025
05/16/2025	06/06/2025	



Paralegal

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. All classes are online. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. Students will be expected to complete a significant amount of homework for each weekly session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. Successful graduates of the eight (8) core courses will be awarded Certificates of Completion. These certificates provide an individual with the recognition that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business & Professions Code §6450.

MANDATORY ORIENTATIONS:

All orientations will be held ONLINE.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 6:00pm – 7:30pm

07/16/2024	09/10/2024	10/01/2024
11/19/2024	12/10/2024	01/14/2025
02/04/2025	03/04/2025	04/01/2025
05/13/2025	06/03/2025	



FINANCIAL AID
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ONLINE CLASS REQUIREMENTS:

Students enrolling in online classes must have a computer with Internet access. Students are required to have basic computer knowledge, must be able to navigate web pages, upload and download files, and open e-mail attachments. Software requirements will vary depending on the specific class; however, students must be able to open .pdf documents. For questions or additional information about requirements, students may contact the instructor.

Registration may be completed online or in person at the Downey Adult School office. On the first day of class, all registered students will receive an e-mail from the instructor with LOGIN instructions. If no e-mail is received from the instructor, students are to email the instructor, menelson@dusd.net.

Upon successful completion of the online course, the student will receive a Certificate of Completion.

Instructor: Melinda Nelson, CSR 12496, has been a certified shorthand reporter for 20 years. She has been teaching court reporting and paralegal classes for more than ten years. She holds an Associates of Science degree from Cerritos College and a Bachelor of Science degree from Humphreys College.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

MANDATORY FIRST CLASS ZOOM

MEETING: August 19, 2024; January 6, 2025;

April 21, 2025 5:00pm – 5:30pm

Only students who have completed registration will receive Zoom link.

PARALEGAL CERTIFICATE PROGRAM

8 COURSES TOTAL / EACH COURSE IS 13 WEEKS

Begins: August 19, 2024; January 6, 2025; April 21, 2025

Cost: \$4,499

Total Program Hours: 832

Due at registration: \$250 and HS Diploma or equivalent. eBooks included.

Courses:

- Intro to Paralegal
- Legal Terminology
- Tort Law
- Criminal Law & Procedure
- Introduction to Law
- Legal Research
- Will, Trusts, and Estate

Instructor: Nelson

FOR MORE INFORMATION, EMAIL
menelson@dusd.net



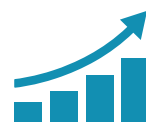
EMPLOYMENT OUTLOOK FACTS

Median Pay: \$24.49 per hour

Job Outlook: 12% (Much faster than average)

Job Openings (2018-28): 39,000

Source: www.bls.gov



Advanced Private Security Academy



Well-trained Security Officers are currently in high demand. The security industry in the State of California is experiencing explosive growth at a significant rate, leading to multiple job opportunities within the job sector. Downey Adult School offers courses that are taught by industry professionals with extensive knowledge and real-world experience actively working in the security field. The Security Training Academy Program at Downey Adult School is a short-term training or academy-style program designed and focused on preparing students for a career in Public Safety, Security, and Loss Prevention fields. This and all the security academy courses comply with the Department of Consumer Affairs' skills training for security guards. (Authority cited: 7581, Business and Profession code, reference: sections 7583.6 and 7583.7, Business and Professions code).

Take part in this intensive hands-on course, taught by industry professionals with extensive knowledge and real-world experience actively working in security. Prepare yourself for a career in the fastest-growing industry!

This 112-hour academy program is three-week during the day or six-week at night which is a comprehensive approach of the basic skills, knowledge, and hands-on aspects of physical security. It provides overviews of the administrative, personnel, and physical aspects of the security field. Additionally, the course provides hands-on training with lethal and non-lethal weapons. Upon successful completion of this course, students will be eligible to apply for BSIS CA licensure as an Armed and Unarmed Security Officer with SB 1626 School Security Certification.

REQUIREMENTS:

- Must have a High School Diploma.
- Must be 18 years of age prior to the start of class.
- Must be 21 years of age prior to the start of class. (For Firearms Permit).
- Valid California Driver's License/ID card.
- Must have a High School Diploma or GED. (To attend all courses)
- Pass a Department of Justice and F.B.I. Background Check. (No misdemeanor of violent crime, moral turpitude, or any felony convictions. Juvenile convictions may be excluded.)
- * Please note that under Federal Law 18 U.S.C. § 922(g)(5)(A) DACA and DREAMER applicants are not allowed to attend Firearms Training or go to a Shooting Range.

ADVANCED PRIVATE SECURITY ACADEMY

Cost: \$999 TFF1555
Total Program Hours: 112 TFB1350

This six week course is a comparative examination of the technical and hands-on aspects of physical activity, as well as the relationship of the criminal justice system and physical security. It provides overviews of the administrative, personnel, and physical aspects of the security field. Additionally, the course provides hands-on training with lethal and non-lethal weapons. Upon successful completion of this course, students will be eligible to apply for BSIS CA licensure as an Armed and Unarmed Security Officer with SB 1626 School Security Certification. Each student will receive training in the following:

- Roles & Responsibility of Security Officers
- Weapons of Mass Destruction
- Observation and Documentation
- Communication and Its Significance
- Radio Procedures
- Workplace Violence
- Public Relations
- Post Orders and Assignments
- Traffic and Crowd Control
- O.C. Pepper Spray/Use of Force
- SB1626 School Security Training
- CPR/First Aid
- Patrol Procedures
- Active Shooter
- Handling Difficult People
- Officer Safety
- Baton Training
- Firearms Training
- Handcuffing
- Unarmed Self Defense
- Taser
- Advanced Report Writing

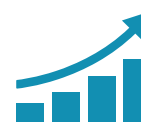


Instructor: Ricardo Moreno is a professional Law Enforcement, Security, Protective Services, Firearms Instructor, with over 32 years of real-world experience. Ricardo has worked extensively in the following: personal protection, security, investigative, and defensive training fields for national and international security and investigative firms. With experience as a firearms instructor covering the entire spectrum of modern small arms training to long guns, LMG and PDW, Ricardo conducts a variety of citizen, law enforcement, and military and firearms training, defensive and tactical training programs at various national and international locations, as well as serving as a consultant specializing in personal, executive, and corporate security at American Asset Protection.

FOR MORE INFORMATION, EMAIL
cgrifton@dusd.net

EMPLOYMENT OUTLOOK FACTS

Median Pay: \$40,734
Job Outlook: 4% (As fast as average)
Job Openings (2018-28): 40,600
Source: www.bls.gov



Clinical Medical Assistant

The role of clinical medical assistant has grown increasingly important in today's healthcare field. Clinical medical assistants manage phone calls, schedule appointments and greet patients. They also take pulse, respiration, temperature, blood pressure, administer injections, apply bandages and dressings and record electrocardiograms (EKG). They also learn steps for suture removal.

The cost of the course includes Word, medical terminology, keyboarding, electronic health records, and externship.

In order to enroll in our Clinical Medical Assistant program you must attend an orientation. At orientation you will receive details about our policies and procedures, student expectations, dress code, course curriculum, classes we offer, the materials you will need for class and the financial aid process.

MANDATORY ORIENTATIONS:

All orientations will be held ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 1:00pm – 2:30pm

07/12/2024	08/30/2024	09/13/2024
10/11/2024	10/25/2024	11/08/2024
12/06/2024	01/17/2025	01/31/2025
02/14/2025	03/14/2025	03/28/2025
04/25/2025	05/09/2025	05/23/2025
06/13/2025	06/27/2025	

Orientations for Hybrid Class, See page 32.



FINANCIAL AID TO THOSE WHO QUALIFY



Program Director: William Page, has over 21 years experience in the medical field in multiple specialties including urology, family practice, internal medicine and urgent care, where he developed the passion for emergency medical services which led him to pursue a career with the LA City Fire Department. He has been teaching Medical Assisting and CPR for 8 years. He received his AS in Management in 2012 and obtained his teaching credential from LACOE in 2015.

Instructor: Julie Spathopoulos, has been teaching at Downey Adult School since 2001. She holds a Master's degree in Education and Administration, and a Bachelor of Science in Business Management along with four cleared California Credentials and specializes in Career Technical Education for the subjects of Health Science and Medical Technology. Her unique background and extensive knowledge of both the business and healthcare sectors have made her successful in preparing students for their career paths and gainful employment.

Instructor: Victor Velazquez, has years of extensive experience in the medical assisting field. Victor is a proud graduate of the Clinical Medical Assistant program at Downey Adult School. After completing the MA program he went on to get his teaching credential through LACOE.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

FOR MORE INFORMATION, EMAIL
DASAlliedHealth@dusd.net



MEDICAL ASSISTANT PROGRAM

NEW CLASSES BEGIN EVERY 2 WEEKS AND EVERY 5 WEEKS

Cost: \$4,499

Total Program Hours: 660

Due at registration: \$250 and HS Diploma or equivalent.

25 weeks	M – F Staff	8:30am – 12:30pm J-93/M-103
27 weeks	M – Th Staff	5:00pm – 9:30pm M-103/J-93
15 weeks – Hybrid	Sat Staff	8:00am – 1:00pm TBD

* Above schedule does not include externship hours.

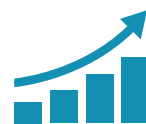
NEW HYBRID ONLINE CLASSES

15 WEEKS – STARTS AUGUST 19, 2024

See page 32. For more info email: rmonnarez@dusd.net

EMPLOYMENT OUTLOOK FACTS

Median Pay: \$47,738 per year
Job Outlook: 23% (Much faster than average)
Job Openings (2018-28): 154,900
 Source: www.bls.gov



Medical Assistant and Phlebotomy

This program meets all requirements for students to become a California licensed phlebotomist (CPT 1). The program will introduce students to the field of phlebotomy and provide them with basic and advanced skills in both theory and clinical practice and prepares students to take the National Certification Exam by the National Center for Competency Testing (NCCT).

National Exam: Additional \$119 required on the first day of class. Payment will be made online directly to NCCTINC.com via credit card only. Visa or MasterCard accepted. National exam price is subject to change.



FINANCIAL AID
TO THOSE WHO QUALIFY



MANDATORY ORIENTATIONS:



All orientations will be held ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 1:00pm – 2:30pm

07/12/2024	08/30/2024	09/13/2024
10/11/2024	10/25/2024	11/08/2024
12/06/2024	01/17/2025	01/31/2025
02/14/2025	03/14/2025	03/28/2025
04/25/2025	05/09/2025	05/23/2025
06/13/2025	06/27/2025	

MEDICAL ASSISTANT/ PHLEBOTOMY COMBINATION

NEW CLASSES BEGIN EVERY 5 WEEKS

Cost: \$5,499

Total Program Hours: 700

Due at registration: \$250 and HS Diploma or equivalent.

Course prerequisites:

- High School/GED Diploma or equivalent.
- Vaccination Records – must include Hep A, Hep B, MMR, and Varicella.
- Current TB Test (within the last year).
- Must attend an orientation prior to registration.

FOR MORE INFORMATION, EMAIL
DASAlliedHealth@dusd.net



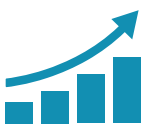
EMPLOYMENT OUTLOOK FACTS

Median Pay: \$47,738 per year

Job Outlook: 23% (Much faster than average)

Job Openings (2018-28): 29,500

Source: www.bls.gov



27 weeks	M – F Staff	8:00am – 12:00pm M-102/J-93
27 weeks	M – F Staff	8:30am – 12:30pm M-102/J-93
27 weeks	M – F Staff	1:00pm – 5:00pm M-102/J-93
15 weeks – Hybrid	Sat Staff	8:00am – 4:30pm L-72

* Above schedule does not include externship hours.

Instructor: Leonor Gonzalez, CPT1 has over 20 years experience in the medical field specializing in rheumatology and clinical research. She received her BS from Everest University and received her teaching credential in Health Sciences & Medical Technology from LACOE in 2009. She has taught medical assisting, insurance and billing, electronic health records, medical terminology, business administration and is a BLS instructor for the American Heart Association. She is a Certified & Licensed Phlebotomy Technician.

Instructor: Veronica Alvarado, has been a certified medical assistant and phlebotomist for several years. She is a proud graduate of the Clinical Medical Assisting, Phlebotomy and Biller and Coder programs at Downey Adult School. She became an assistant at Downey Adult School and then pursued her teaching credentials. Veronica holds a Career Technical Education Credential from the University of San Diego.

For Gainful Employment Disclosure Information, visit:
www.das.edu/ge-disclosure



Dental Assistant

The Dental Assistant Program will prepare students in acquiring entry-level employment as a Clinical Dental Assistant, Dental Front Office. Students will learn the basic skills and knowledge in the field, such as infection control standards, exposing and developing dental radiographs, dental instrumentation, four-handed dentistry, chairside dental assisting and operating dental practice management software.

Upon program completion, students will receive the following certificates:

- HIPAA
- Infection Control
- Dental Practice Act
- Coronal Polishing (RDA Requirement)
- Dental Radiation Safety (RDA Requirement)
- Sealants.

MANDATORY ORIENTATIONS:

Orientations will be held via Zoom or ON CAMPUS. Dates below with an * indicate ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 4:30pm – 6:00pm

07/03/2024	08/28/2024*	09/11/2024
10/02/2024*	10/23/2024	11/13/2024*
12/04/2024	01/15/2025*	02/05/2025
02/26/2025*	03/12/2025	04/02/2025*
04/23/2025	05/07/2025*	05/21/2025
06/11/2025*	07/02/2025	



DENTAL ASSISTANT PROGRAM

NEW CLASSES BEGIN EVERY 3 WEEKS

Cost: \$4,999

Total Program Hours: 800

Due at registration: \$250, HS Diploma or equivalent, CPR certification.

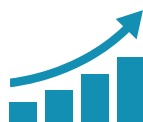
NOTE: Students must purchase their own books and uniform.

18 weeks – Hybrid	M – F	8:30am – 4:30pm
	Staff	M-104/K-83/Online

* Above schedule does not include externship hours.

EMPLOYMENT OUTLOOK FACTS

Median Pay: \$49,103 per year
Job Outlook: 11% (Much faster than average)
Job Openings (2018-28): 38,700
 Source: www.bls.gov



FINANCIAL AID
TO THOSE WHO QUALIFY



Program Director: Mai Dunbar, RDA, CDA, holds a Bachelor's degree from Cal State Long Beach, and has over 33 years in the Dentistry field. She has 25 years instructing students and 16 years of program supervision.

Instructor: Teresa Hurtado, RDA, CDA, OAP, has been a Registered Dental Assistant since 2002. She has worked in General practices, Cosmetic Dentistry, and her Specialty is Orthodontics. She earned a Bachelor of Science degree in Career and Tech Ed from Cal State San Bernardino. She received her Teaching Credentials in Health Science and Medical Terminology from Cal State Long Beach. Mrs. Hurtado has been teaching since 2008.

Instructor: Vanessa Aguilar, RDA, CDA, BLS, holds a CTE credential in Health and Science. She earned a Bachelor Degree in Business Administration from Westcliff University. She has worked in the dental field for 28 years with 14 years of teaching experience.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

FOR MORE INFORMATION, EMAIL
Mai Dunbar at mdunbar@dusd.net



Orthodontic Assisting Permit Course



This state dental board-approved Orthodontic Assisting Permit Course provides students with the essential knowledge, skills and practical experience to successfully acquire a position as an Orthodontic Assistant. Upon completion of this course, students may qualify to take the State-Board Orthodontic Assistant Permit examination for licensure after completing all the Dental Board of California requirements for the OAP state exam.

ORTHODONTIC ASSISTING PERMIT COURSE

NEW CLASSES BEGIN EVERY 21 WEEKS

Cost: \$1,999 (Financial Aid is NOT available for this course.)

Dates: August 23, 2024 - February 7, 2025
DAS Grads to see Alex when enrolling.

Due at registration: \$500.

Course prerequisites:

- All students wishing to enroll in the Orthodontic Assisting Course must have at least six (6) months experience in the dental field DA/RDA and an employment certification from a licensed dentist. This state dental board-approved Orthodontic Assisting Permit Course provides students with the essential knowledge, skills and practical experience to successfully acquire a position as an Orthodontic Assistant. Upon completion of this course, students may qualify to take the State-Board Orthodontic Assistant Permit examination for licensure after completing all the Dental Board of California requirements for the OAP state exam.
- Students must have a current CPR certification approved by the Dental Board of California, AHA or ARC.
- Students will purchase their own book, typodont, ortho supplies, and materials, lab coat, scrubs (any color), goggles, gloves, mask.
- Please attend an orientation prior to registration.

REQUIRED ORIENTATIONS:

All orientations will be held ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 5:00pm – 6:00pm

07/01/2024	08/26/2024	09/09/2024
09/30/2024	10/21/2024	11/18/2024
12/02/2024	01/13/2025	02/03/2025
02/24/2025	03/10/2025	03/31/2025
04/21/2025	05/05/2025	05/19/2025
06/09/2025	06/30/2025	

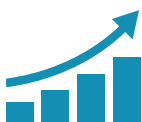


FOR MORE INFORMATION, EMAIL
Mai Dunbar at mdunbar@dusd.net



EMPLOYMENT OUTLOOK FACTS

Median Pay: \$49,103 per year
Job Outlook: 11% (Much faster than average)
Job Openings (2018-28): 38,700
Source: www.bls.gov



21 weeks (84 hours)	F Staff	1:00pm – 5:00pm M-104
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Pharmacy Technician



MANDATORY ORIENTATIONS:

All orientations will be held ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 2:30pm – 4:00pm

07/01/2024	08/19/2024	09/09/2024
09/30/2024	10/21/2024	11/12/2024
12/2/2024	01/13/2025	02/03/2025
02/25/2025	03/17/2025	04/07/2025
04/28/2028	05/19/2025	06/09/2025
06/30/2025		

Students will learn the basic concepts of Pharmacology, knowledge of practice settings, standards and ethics, federal and state pharmacy laws and regulations, basic pharmacy calculations, drug dosages, route and forms, conversion tables, recordkeeping, drug manufacturing, packaging and labeling of drug products. Students will be given hands-on experience to perform in a pharmacy setting through their 120-hour externship requirement to successfully complete the course and receive their certificate. It is mandatory for prospective students to attend a program orientation prior to enrollment in the course.

Program Director: Dan Legaspi, RPhT, CPhT, has practiced in various healthcare settings and has been the Pharmacy Technician instructor at Downey Adult School for several years. In 2008 he received his teaching credential of Health Science and Medical Technology from California State University, Long Beach. He currently serves as the program director and is also active in the pharmacy field, holding a seat on the Board of Directors for the California Pharmacy Technician Association (CPTA), as well as being an active member of the Pharmacy Technician Educators Council (PTEC).

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

PHARMACY TECHNICIAN PROGRAM

NEW CLASSES BEGIN EVERY 3 WEEKS

Cost: \$1,999

Total Program Hours: 360

Due at registration: \$500, HS Diploma or equivalent, TB clearance, COVID-19 Vaccine record, Hepatitis B Immunization record, CPR certification, background/drug screening.

Students must purchase their own books and supplies.

15 weeks	M – Th	8:30am – 4:30pm
Hybrid	Staff	M-109/L-71

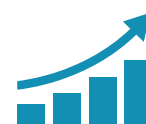
* Above schedule does not include externship hours.

FOR MORE INFORMATION, EMAIL
Dan Legaspi at dlegaspi@dusd.net



EMPLOYMENT OUTLOOK FACTS

Median Pay: \$50,286 per year
Job Outlook: 7% (Faster than average)
Job Openings (2018-28): 31,500
 Source: www.bls.gov



Emergency Medical Technician



An Emergency Medical Technician (EMT) is an entry-level patient care provider in emergency medical services. EMTs care for the sick or injured in emergency settings. The course prepares students to provide pre-hospital assessment and care for patients of all ages. Course emphasis is on patient assessment, communication, ambulance operations, and patient care in accordance with the Los Angeles County Emergency Medical Services Agency and the State of California regulations.

Students who receive a Downey Adult School Course Completion Record are eligible to take the National Registry of Emergency Medical Technician (NREMT) exam.



MANDATORY ORIENTATIONS:



All orientations will be held ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time:	3:00pm – 4:30pm	Room#:	K-82
07/17/2024	08/21/2024	09/18/2024	
10/16/2024	11/13/2024	12/18/2024	
01/22/2025	02/19/2025	03/19/2025	
04/23/2025	05/21/2025	06/18/2025	

EMERGENCY MEDICAL TECHNICIAN PROGRAM

CLASS START DATES: AUGUST 19, 2024; JANUARY 6, 2025; APRIL 28, 2025

Cost: \$1,299 (Financial Aid is NOT available for this course.)

Total Program Hours: 194

Due at registration: Full payment.

Requirements:

- Must have a High School Diploma or GED at registration.
- Students must purchase uniforms.

Additional fees: shoes and necessary equipment (BP cuff with sphygmomanometer and Pen Light).

14 weeks	M – Th, some Saturdays 6:00pm – 9:00pm Staff K-82
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* Above schedule does not include externship hours.

Instructor: Matthew Carstairs holds a Career Technical Education Credential from the University of San Diego and a California State Fire Marshal Instructor certificate in Fire and Emergency Services Level 2. Matthew has over 13 years' experience in fire/EMS and has been teaching since 2018. Matthew provided 5 years of service as an Ambulance Operator for the City of Downey. Matthew served as Co-Chair with the Economic Business Development Committee with his local city and has worked in the Event Medicine field for Insomniac on their management team in various rolls. He is currently employed with CALFIRE Riverside County Fire Department as an Engineer and owns an EMS company providing various levels of training and EMT event standby staffing.

Instructor: David Holcombe has been a firefighter for 30 years, working with the Downey Fire Department since 1986. He has held various positions within the city Fire Department, including but not limited to, Fire Engineer, Fire Inspector, Fire Investigator, and Public Education Officer. He is currently a Fire Captain. He began teaching in 2014 at South Coast ROP, teaching Fire Technology.

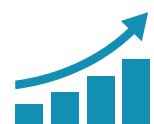
Instructor: Kimberly Haney received a Masters of Physician Assistant Studies from Massachusetts College of Pharmacy and Health Sciences. She is employed at Childrens Hospital Los Angeles as a Physicians Assistant. She received her teaching credential from Los Angeles County Office of Education in 2024.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

FOR MORE INFORMATION, EMAIL
scalexander@dusd.net

EMPLOYMENT OUTLOOK FACTS

Median Pay: \$43,947 per year
Job Outlook: 7% (Faster than average)
Job Openings (2018-28): 18,700
 Source: www.bls.gov



Massage Therapy

Downey Adult School offers a massage therapy program designed to teach students through an in-depth 25 or 32 week curriculum. Upon completion, our students will have learned the necessary skills to work and succeed in an ever changing field. Possible career opportunities include chiropractic offices, spas, hospitals, physical/sports therapy offices, health and wellness clinics, cruise ships, and self-employed private practice.

MANDATORY ORIENTATIONS:

All orientations will be held ON CAMPUS.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 4:00pm – 5:30pm

07/17/2024	08/21/2024	09/18/2024
10/16/2024	11/06/2024	12/04/2024
01/22/2025	02/19/2025	03/19/2025
04/09/2025	05/14/2025	06/18/2025



FINANCIAL AID TO THOSE WHO QUALIFY



Instructor: Richard Monte holds a Career Technical Credential and a Certificate of Completion from Nova Institute in massage therapy. He has more than 13 years experience in massage therapy, including work in chiropractic offices, physical therapy, sports medicine, and health spas. Mr. Monte has also instructed massage therapy courses for several years, facilitating the development of future massage therapists in all aspects of the field.

Instructor: Evelyn Hermosillo has over 12 years of experience in Massage Therapy. She received her Sports Rehabilitation Degree from Fremont College in Cerritos. Evelyn has worked in Chiropractic offices specializing in Functional Movement, Sports Massages and has ample experience in mother modalities such as Pre-Natal Massage, PNK, MK, and Trigger Point Therapy.

MASSAGE THERAPY PROGRAM

NEW CLASSES BEGIN EVERY 5 WEEKS; EVERY 4 WEEKS FOR NIGHT PROGRAM

Cost: \$4,499

Total Program Hours: 600

Due at registration: \$250 and HS Diploma or equivalent.

Students must purchase their own supplies and books. Books should be purchased by the first day of class. List of books will be given at orientation.

Course includes instruction in:

- Stretching/Resisted Stretching (PNF)
- Pregnancy Massage
- Infant Massage/Elderly Massage
- Anatomy and Physiology
- Business/Success Skills
- Health/Wellness
- Swedish Massage
- Advanced Circulatory Massage
- Connective Tissue/Myofascial Release
- Deep Tissue
- Sports Massage
- Acupressure

25 weeks	M – Th Monte	8:00am – 1:00pm H-60
32 weeks	M – Th Monte	1:00pm – 5:00pm H-60
32 weeks	M – Th Staff	5:00pm – 9:00pm H-60

* Above schedule does not include externship hours.

- Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. Seq.
- A student or any member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at:
One Capitol Mall Suite 800 Phone (916) 669-5336
Sacramento, CA 95814 Fax (916) 669-5337
www.camtc.org CAMTC Approval code #SCH0030

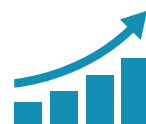
For Gainful Employment Disclosure Information, visit:
www.das.edu/ge-disclosure

FOR MORE INFORMATION, EMAIL
Richard Monte at rmonte@dusd.net



EMPLOYMENT OUTLOOK FACTS

Median Pay: \$57,514 per year
Job Outlook: 22% (Much faster than average)
Job Openings (2018-28): 35,400
Source: www.bls.gov



Medical Biller Coder

The Medical Biller & Coder program prepares students for a career in the medical billing industry. Students completing the program can test to receive national certification. Medical Billers and Coders are employed by clinics, physicians' offices, health maintenance organizations (HMOs), mental health care facilities, insurance companies, consulting firms, health data organizations and information system vendors.

MANDATORY ORIENTATIONS: (for on-campus program)



All orientations will be held **ON CAMPUS**.

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 4:00pm – 5:30pm

07/10/2024	08/28/2024	09/11/2024
09/25/2024	10/09/2024	10/23/2024
11/13/2024	12/11/2024	01/15/2025
01/29/2025	02/12/2025	02/26/2025
03/12/2025	03/26/2025	04/23/2025
05/07/2025	05/21/2025	06/11/2025
06/25/2025		

Orientation for MBC online, see page 31.

MEDICAL BILLER CODER PROGRAM

NEW CLASSES BEGIN EVERY 5 WEEKS

Cost: \$4,499

Total Program Hours: 660

Due at registration: \$250 and HS Diploma or equivalent.

Students must purchase their own books. Books should be purchased by the first day of class.

Courses:

- Medical Terminology/Anatomy
- Medical Coding ICD-10-CM
- Medical Coding I
- Medical Coding II
- CPT Chapters 8-17
- CPT Chapters 18-26
- Insurance in the Medical Office
- Computers in Medical Offices
- Electronic Medical Records

18 weeks	M – Th Ciatti	9:00am – 5:00pm M-107
30 weeks Hybrid	M – Th Martin Del Campo	5:30pm – 9:30pm M-107
30 weeks	Online Leaf	Online (asynchronous)

* Above schedule does not include externship hours.



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ON-CAMPUS ONLY!

ONLINE CLASSES AVAILABLE!

30 WEEKS – CLASS START DATES:

AUGUST 19, 2024; JANUARY 6, 2025; APRIL 21, 2025

See page 31. For more info email: DASOnline@dusd.net

Instructor: Christina Ciatti, CPC, CPB, CPC-I, COC, has over 27 years experience in medical billing. She was the office manager at a local podiatry office where she managed the staff and also did medical billing. She received her AA degree from Orange Coast College, and holds certification in procedural coding and billing from the American Academy of Professional Coders (AAPC).

Instructor: Ninive Martin Del Campo, NCICS National Certified Insurance and Coding Specialist has 20+ years of experience in the field and 13+ years in Medical Billing and Coding teaching experience. From Ambulance Transportation, Medical Doctors (MD), Specialty Care and Hospital Billing and Coding. Has obtained her teaching credentials through LACOE.

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

FOR MORE INFORMATION, EMAIL
Christina Ciatti at cciatti@dusd.net



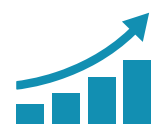
EMPLOYMENT OUTLOOK FACTS

Median Pay: \$60,036 per year

Job Outlook: 11% (Much faster than average)

Job Openings (2018-28): 23,100

Source: www.bls.gov



Vocational Nursing

HOW DO I ENROLL IN THE VOCATIONAL NURSING PROGRAM?

Entrance examination covers High School level Reading Comprehension, and Math. Because scores are competitive, we recommend taking the VN Entrance Prep-Course. Our screening selection includes but is not limited to: exam scores, attendance, behavior, participation and punctuality. Attending orientation is **MANDATORY**.

STEP 1 (OPTIONAL)

VN ENTRANCE EXAM PREP-COURSE

2 day class | Cost: \$59 (**non-refundable**) | Room: TBD

For the JANUARY 2025 class:

SESSION I

July 29 – 30
5:00pm – 8:00pm

SESSION II

July 31 – August 1
9:00am – 12:00pm

SESSION III

July 31 – August 1
1:00pm – 4:00pm

For the MAY 2025 class:

SESSION I

January 6 – 7
5:00pm – 8:00pm

SESSION II

January 8 – 9
9:00am – 12:00pm

SESSION III

January 8 – 9
1:00pm – 4:00pm

STEP 2 (REQUIRED)

ENTRANCE EXAM DATES for the JANUARY 2025 class: Wednesday, August 7 – 28, 2024

ENTRANCE EXAM DATES for the MAY 2025 class: Wednesday, Jan. 15, 2025 – Feb. 5, 2025

Cost: \$45 testing fee | Registration fee is **non-refundable** | Preregister online

Registration required.

JANUARY 2025 Class - Days: Wednesday, Aug. 7 - 28, 2024 **MAY 2025 Class - Days:** Wednesday, Jan. 15 - Feb. 5, 2025
Times: 8:30am – 12:30pm or 1:00pm – 5:00pm | **Room:** TBD

The exam includes: math and reading aptitude testing with competitive results.

Due to limited seating not all applicants will be accepted. Based on test grade level, the top 60 applicants will be accepted into the Pre-VN course.

***MANDATORY ORIENTATION for the JANUARY 2025 class: Friday, Sept. 13 @ 9:00am via Zoom**

***MANDATORY ORIENTATION for the MAY 2025 class: Friday, Feb. 21 @ 9:00am via Zoom**

*Only the top 60 applicants will receive the Zoom link (via email) for the Mandatory Orientation.

STEP 3 (REQUIRED)

REQUIRED PRE-VN COURSE

5 weeks | Cost: \$499 (**non-refundable**)

Qualifying candidates will be invited to enter the Pre-VN course.

JANUARY 2025 class: September 23 – October 28 (Mon./Wed. & Tues./Thurs.)

MAY 2025 Class: March 10 – April 10 (Mon./Wed. & Tues./Thurs.)

SESSION I

Monday & Wednesday 8:00am – 12:00pm

SESSION II

Tuesday & Thursday 8:00am – 12:00pm

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

Vocational Nursing

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). This full-time, 12 month program offers both theory and practical hands-on training necessary to become a Licensed Vocational Nurse. The program will cover medical/surgical, gynecology, pediatrics, pharmacology, psychology, geriatric nursing, and rehabilitation along with other fundamentals. Upon completion, students will be eligible to take the state examination with the Board of Vocational Nursing (NCLEX-PN). The role of a Licensed Vocational Nurse includes caring for people who are physically and mentally ill, including medical and surgical patients, convalescents, the handicapped, frail elderly, and others. Under the supervision of doctors and registered nurses, they do nursing that requires technical knowledge. In the clinical setting, they take vital signs, keep medical charts, change dressings, and assist patients. The LVN collects data, assists the health team to implement and evaluate nursing care for the patient's record. They administer prescribed medications and injections. LVN's can teach patient health care.

VOCATIONAL NURSING DAY PROGRAM

**PROGRAM OFFERED IN
JANUARY 2025 AND IN MAY 2025**

Cost: \$16,999

Total Program Hours: 1536
(12 months full-time day program)

Days: Monday – Thursday
(Some Fridays, Saturdays, and Sundays are required)
Time: Varies (Full-time day program)

Due at registration: \$2,000 and High School Transcripts.

- Background check will be conducted within the first five weeks of the Pre-VN Program. Students must pay separately for the background check.
- Books & supplies included in the cost.
- Students must purchase uniform.
- Other fees that may apply and are not covered by program fees: Livescan for BVNPT paperwork, uniforms/shoes and necessary equipment needed (BP cuff with sphygmomanometer).



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TO THOSE WHO QUALIFY



Nursing Director: Mariana Pacheco, MSN, RN received her Master's degree from California State University, Los Angeles. She worked for 34 years at LAC/USC Medical Center.

Instructor: Gale Mejico, RN received her BSN from the University of Phoenix. She has been teaching for DAS since 2006.

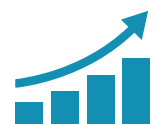
Instructor: Rosalina Vicencio graduated with a BSN in 2006 from De Ocampo Memorial College in the Philippines. She started teaching at Downey Adult School in 2011.

Instructor: Sarah Yoo has been a Registered Nurse since 2016 and graduated with a B.S.N. from California State University, Fullerton.

For Gainful Employment Disclosure Information, visit:
www.das.edu/ge-disclosure

EMPLOYMENT OUTLOOK FACTS

Median Pay: \$67,484 per year
Job Outlook: 11% (Much faster than average)
Job Openings (2018-28): 78,100
Source: www.bls.gov



EKG/ECG

This is a 50 hour ECG Certificate Program designed for ECG Monitor Technicians and other allied health personnel. The program prepares the students to take the National Certification exam by the National Center for Competency Testing (NCCT) and the National Health Career Association (NHA).

This course will include practice and background information on anatomy and physiology of the heart, rhythm interpretation, stress testing, Holter monitoring, electrocardiography, medical terminology, medical ethic and legal aspects of patient contact.

High School Diploma or equivalent REQUIRED. Register with Allied Health Department in M-106.

50 hours

Day: Friday

Time: 9:00am – 2:00pm

Room #: L-71

Instructors: Markos

Cost: \$999

Dates: September 13, 2024 – November 15, 2024

Dates: January 17, 2025 – March 21, 2025

Dates: April 25, 2025 – June 27, 2025

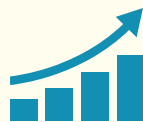
EMPLOYMENT OUTLOOK FACTS

Median Pay: \$16.50 per hour

Job Outlook: 14% (Much faster than average)

Job Openings (2018-28): 18,000

Source: www.bls.gov



BLS (BASIC LIFE SUPPORT) FOR HEALTH CARE PROVIDERS

The American Heart Association now offers Basic Life Support (BLS) for Health Care Providers. This class is designed for most participants who provide health care to patients in various medical settings as well as individuals operating a childcare facility or applying for childcare licenses, and most public school personnel. At the end of the BLS for Health Care Providers course, students are eligible to receive a BLS card for adult, child and infant issued by the American Heart Association. A BLS card is given to students at the end of class. Preregistration required. Please wear comfortable clothing as you will be practicing hands-on techniques.

Day: Saturday

Time: 8:30am – 2:30pm

Room #: J-93

Instructors: Staff

Cost: \$59

Date: July 13, 2024

Date: August 24, 2024

Date: September 21, 2024

Date: October 19, 2024

Date: November 9, 2024

Date: December 7, 2024

Date: January 18, 2025

Date: February 22, 2025

Date: March 15, 2025

Date: April 26, 2025

Date: May 17, 2025

Date: June 14, 2025



PHLEBOTOMY TECHNICIAN

This program is for:

- Anyone without prior experience in phlebotomy who wants to obtain a CPT1 license.
- Anyone with less than 1040 hours of on-the-job experience (OTJE) within the last five years who wants to obtain a CPT1 license.
- Anyone with 1040 hours of experience or more within the last 5 years who wants to obtain a CPT1 license.
- Medical assistant graduates or allied health field graduates.

National Exam: Additional \$119 required on the first day of class. Payment will be made online directly to NCCTINC.com via credit card only. Visa or MasterCard accepted. National exam price is subject to change.

This program meets all California requirements for students to become a California licensed phlebotomist (CPT1). The program will introduce students to the field of phlebotomy and provide them with basic and advanced skills in both theory and clinical practice and prepares the students for the National Certification Exam by the National Center for Competency Testing (NCCT).

CLASS DATES: TBD - Please email

DASAlliedHealth@dusd.net for more information.

Cost: \$1,499

Total Program Hours: 48 hours + 40 hours of clinical externship

Due at registration: Full payment and HS Diploma or equivalent. Current DAS students receive priority enrollment.

Course prerequisites:

- High School/GED Diploma or equivalent.
- Vaccination Records – must include Hep A, Hep B, MMR, and Varicella.
- Current TB Test (within the last year).
- BLS (Basic Life Support) Card.
- Must attend an orientation prior to registration.
- Must be currently working in a medical office which has a valid CLIA License Number.

EMPLOYMENT OUTLOOK FACTS

Median Pay: \$51,245 per year

Job Outlook: 23% (Much faster than average)

Job Openings (2018-28): 29,500

Source: www.bls.gov





HOW TO BECOME A LOAN DOCUMENT SIGNING SPECIALIST

California's real estate industry needs notaries who would like to become Loan Document Signing Specialists. In this class, your instructor will present information on the duties and responsibilities of the Notary Public entering the loan industry as a Loan Document Signing Specialist. Please bring a valid driver's license, and a #2 pencil. In addition to the \$65 course fee, required textbook and study materials are an additional \$49 and paid for in class (cash, personal check or money order made payable to "Masters Notary Academy"



Prerequisite: Must have, or be in the process of obtaining a California State Notary Public license. (Age: 18 years and older).

Day: Tuesday (1 Day Class)

State Proctor exam will be given after the class is completed.

Time: 5:00pm – 9:00pm

Room #: M-104

Instructor: Perez

Cost of Class: \$65. Additional \$49 books & supplies fee.

Optional Certification Test Cost: \$35

Date: October 22, 2024

Date: December 3, 2024

Date: March 4, 2025

Date: June 10, 2025



For more information email Mr. Perez at dperez@dusd.net

Instructor: *Danny Perez* of Masters Notary Academy holds a Notary Public Commission teaching credential from California State University, Fullerton and M.A. degree from California State University, Los Angeles.

NOTARY PUBLIC SEMINAR



California needs additional professional notaries. Become a more valuable employee or own your own business. This community education course is designed to provide students the knowledge to become a California Notary Public and prepare you for the state examination. State proctors will administer the notary examination at the end of the class. Valid social security number required.

State Exams from 4:00pm – 6:00pm.

A 2" x 2" passport picture is required for the notary public application form.

Day: Saturday (1 Day Class) **State Proctor exam will be given after the class is completed.**

Time: 8:00am – 3:00pm (6 hour seminar); 4:00pm – 6:00pm (test)

Room #: Offsite Location – Elk's Lodge, 11233 Woodruff Avenue

Instructor: Perez

Cost of Class: \$75.

Required textbook/study materials are an additional \$49 paid in class.

State Proctor Exam Cost: \$40 (Personal check or money order payable to Secretary of State.)

Date: August 24, 2024

Date: October 5, 2024

Date: November 2, 2024

Date: January 18, 2025

Date: February 22, 2025

Date: March 22, 2025

Date: April 19, 2025

Date: June 7, 2025

KEYBOARDING CERTIFICATION TEST

Days: Monday - Thursday

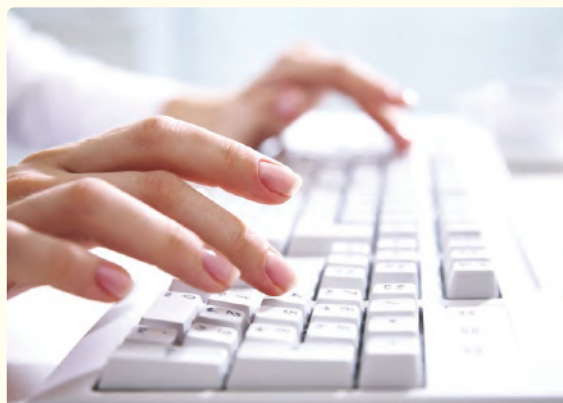
8:00am – 5:00pm

Friday

8:00am – 1:00pm

Main Office

Cost: \$49



CE = Community Education Classes

There are no refunds or class transfers for community education classes.



Online Programs

PARALEGAL CERTIFICATE PROGRAM

**Asynchronous Online Format*

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. All classes are online. Students will be trained to assist trial attorneys, interview witnesses, investigate complex fact patterns, research the law, and assist in preparing cases for courtroom litigation. The instruction is practice-oriented and relates to those areas of the law in which legal assistants are most in demand. Students will be expected to complete a significant amount of homework for each weekly session. This program will help students increase their office's efficiency, productivity, and billable hours as well as learn new marketable job skills. Successful graduates of the eight (8) core courses will be awarded Certificates of Completion. These certificates provide an individual with the recognition that he or she has achieved the level of professional knowledge and competency necessary to work within the legal field, and it is designed to satisfy the requirements of California Business & Professions Code §6450.

See page 16 for more information.

Due at registration: \$250, High School Diploma or equivalent, Mandatory Online Orientation.

Total Program Hours: 832

Each course is 13 weeks; 8 courses total

Begins: August 19, 2024; January 6, 2025; April 21, 2025

Instructor: Nelson (menelson@dusd.net)

Cost: \$4,499



MANDATORY FIRST CLASS ZOOM

MEETING: August 19, 2024; January 6, 2025;

April 21, 2025 5:00pm – 5:30pm

Only students who have completed registration will receive Zoom link.

Instructor: Melinda Nelson, CSR 12496, has been a certified shorthand reporter for 20 years. She has been teaching court reporting and paralegal classes for more than ten years. She holds an Associates of Science degree from Cerritos College and a Bachelor of Science degree from Humphreys College.

MANDATORY ORIENTATIONS:

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.



Time: 6:00pm – 7:30pm

07/16/2024	09/10/2024	10/01/2024	11/19/2024
12/10/2024	01/14/2025	02/04/2025	03/04/2025
04/01/2025	05/13/2025	06/03/2025	

FOR MORE INFORMATION, EMAIL
DASOnline@dusd.net



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TO THOSE WHO QUALIFY

ONLINE CLASS REQUIREMENTS:

Students enrolling in online classes must have a computer with Internet access. Students are required to have basic computer knowledge, must be able to navigate web pages, upload and download files, and open e-mail attachments. Software requirements will vary depending on the specific class; however, students must be able to open .pdf documents. For questions or additional information about requirements, students may contact the instructor.

Registration may be completed online or in person at the Downey Adult School office. On the first day of class, all registered students will receive an e-mail from the instructor with LOGIN instructions. If no e-mail is received from the instructor, students are to e-mail the instructor.

Upon successful completion of the online course, the student will receive a Certificate of Completion.

MEDICAL BILLER CODER – ONLINE

**Asynchronous Online Format*

The Online Medical Biller Coder program prepares students for a career in the medical billing industry. Students completing the program can test to receive national certification. Medical billers and coders are employed by hospitals, clinics, physicians' offices, health maintenance organizations (HMOs), mental health care facilities, nursing homes, insurance companies, consulting firms, health data organizations and information system vendors.

Students will learn:

- Medical Terminology/Anatomy
- Medical Billing
- Medical Coding

Due at registration: \$250, High School Diploma or equivalent, Mandatory Online Orientation.

Total Program Hours: 660

30 weeks

Begins: August 19, 2024; January 6, 2025; April 21, 2025

Instructor: Leaf

Cost: \$4,499 (Books not included. Email instructor, leaf@dusd.net, for book list.)



MANDATORY ORIENTATIONS:

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 6:00pm – 7:30pm

07/18/2024 09/12/2024 10/03/2024

11/21/2024 12/12/2024 01/16/2025

02/06/2025 03/06/2025 04/03/2025

05/15/2025 06/05/2025

MANDATORY FIRST CLASS ZOOM

MEETING: August 19, 2024; January 6, 2025;

April 21, 2025 7:00pm – 7:30pm

Only students who have completed registration will receive Zoom link.

Instructor: Randy Leaf has been teaching in the Court Reporting Department at Downey Adult School since January 2009. Randy previously taught criminal justice courses at the University of Phoenix. Randy holds a Bachelor's Degree in Management and a Master's Degree in Organizational Management from the University of Phoenix.



ONLINE CLASS REQUIREMENTS:

Students enrolling in online classes must have a computer with Internet access. Students are required to have basic computer knowledge, must be able to navigate web pages, upload and download files, and open e-mail attachments. Software requirements will vary depending on the specific class; however, students must be able to open .pdf documents. For questions or additional information about requirements, students may contact the instructor.

Registration may be completed online or in person at the Downey Adult School office. On the first day of class, all registered students will receive an e-mail from the instructor with LOGIN instructions. If no e-mail is received from the instructor, students are to e-mail the instructor.

Upon successful completion of the online course, the student will receive a Certificate of Completion.





MEDICAL ASSISTANT – HYBRID ONLINE

Due at registration: \$250, High School Diploma or equivalent, Mandatory Online Orientation.

Total Program Hours: 660 | **15 weeks** | **Cost:** \$4,499

Begins: August 19, 2024; January 6, 2025; April 21, 2025

Instructor: Alvarado (valvarado@dusd.net)

MANDATORY ORIENTATIONS:

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 6:00pm – 7:30pm

07/11/2024	08/15/2024	09/19/2024
10/17/2024	11/14/2024	12/12/2024
01/16/2025	02/20/2025	03/13/2025
04/10/2025	05/15/2025	06/12/2025

Instructor: Veronica Alvarado, has been a certified medical assistant and phlebotomist for several years. She is a proud graduate of the Clinical Medical Assisting, Phlebotomy and Biller and Coder programs at Downey Adult School. She became an assistant at Downey Adult School and then pursued her teaching credentials. Veronica holds a Career Technical Education Credential from the University of San Diego.

FOR MORE INFORMATION, EMAIL

Mr. Leaf at rleaf@dusd.net



MEDICAL ASSISTANT & PHLEBOTOMY – HYBRID ONLINE

Due at registration: \$250, High School Diploma or equivalent, Mandatory Online Orientation.

Total Program Hours: 700 | **15 weeks** | **Cost:** \$5,499

Begins: August 19, 2024; January 6, 2025; April 21, 2025

Instructor: Alvarado (valvarado@dusd.net)

MANDATORY ORIENTATIONS:

Please register online to reserve your spot. Once registered for an orientation, you will receive an e-mail confirmation with orientation information and details the night before the scheduled orientation.

Time: 6:00pm – 7:30pm

07/11/2024	08/15/2024	09/19/2024
10/17/2024	11/14/2024	12/12/2024
01/16/2025	02/20/2025	03/13/2025
04/10/2025	05/15/2025	06/12/2025

MANDATORY FIRST CLASS ZOOM

MEETING: August 19, 2024; January 6, 2025;

April 21, 2025 5:00pm – 5:30pm

Only students who have completed registration will receive Zoom link.



FINANCIAL AID
TO THOSE WHO QUALIFY

For Gainful Employment Disclosure Information, visit: www.das.edu/ge-disclosure

ONLINE CLASS REQUIREMENTS:

Students enrolling in online classes must have a computer with Internet access. Students are required to have basic computer knowledge, must be able to navigate web pages, upload and download files, and open e-mail attachments. Software requirements will vary depending on the specific class; however, students must be able to open .pdf documents. For questions or additional information about requirements, students may contact the instructor.

Registration may be completed online or in person at the Downey Adult School office. On the first day of class, all registered students will receive an e-mail from the instructor with LOGIN instructions. If no e-mail is received from the instructor, students are to e-mail the instructor.

Upon successful completion of the online course, the student will receive a Certificate of Completion.

Online Classes

MEDICAL TERMINOLOGY – ONLINE

**Asynchronous Online Format*

Online medical terminology courses teach students an in-depth view of medical terminology, physiology, and anatomy. After successful completion of Medical Terminology, students will receive a Certificate of Completion. Students who earn an online medical terminology course certification can expect to find work as medical terminology experts, medical clerks, medical records specialists, or medical receptionists.

Total Program Hours: 130 | **13 weeks** | **Instructor:** Leaf
Cost: \$299 (Books not included. Email instructor for book list.)

Begins: August 19, 2024; January 6, 2025; April 21, 2025

MANDATORY FIRST CLASS ZOOM

MEETING: August 19, 2024; January 6, 2025;
April 21, 2025 6:00pm – 6:30pm

Only students who have completed registration will receive Zoom link.



ONLINE CLASS REQUIREMENTS:

Students enrolling in online classes must have a computer with Internet access. Students are required to have basic computer knowledge, must be able to navigate web pages, upload and download files, and open e-mail attachments. Software requirements will vary depending on the specific class; however, students must be able to open .pdf documents. For questions or additional information about requirements, students may contact the instructor.

Registration may be completed online or in person at the Downey Adult School office. On the first day of class, all registered students will receive an e-mail from the instructor with LOGIN instructions. If no e-mail is received from the instructor, students are to e-mail the instructor.

Upon successful completion of the online course, the student will receive a Certificate of Completion.

ENGLISH GRAMMAR, VOCABULARY & PUNCTUATION – ONLINE

This online course will provide you with a further review of the grammar, punctuation, and writing skills necessary when taking any high school or college test, or with your everyday work-related writing and correspondence.

This course is ideal for all types of students who want to get an edge on taking a high school, college or a job related English exam and anyone wishing to update and improve their grammar skills.

BASIC ENGLISH GRAMMAR

Total Program Hours: 65 | **13 weeks**
Instructor: Shenbaum **Cost:** \$299

Begins: August 19, 2024

Begins: January 6, 2025

Begins: April 21, 2025

ADVANCED ENGLISH GRAMMAR

Prerequisite: Basic English Grammar
Total Program Hours: 65 | **13 weeks**
Instructor: Shenbaum **Cost:** \$299

Begins: August 19, 2024

Begins: January 6, 2025

Begins: April 21, 2025

ENGLISH PUNCTUATION

Prerequisite: Basic & Advanced English Grammar
Total Program Hours: 65 | **13 weeks**
Instructor: Shenbaum **Cost:** \$299

Begins: August 19, 2024

Begins: January 6, 2025

Begins: April 21, 2025

BUILD A BETTER VOCABULARY

Total Program Hours: 65 | **13 weeks**
Instructor: Shenbaum **Cost:** \$299

Begins: August 19, 2024

Begins: January 6, 2025

Begins: April 21, 2025

FOR MORE INFORMATION, EMAIL

Jocelyn Epperson at
jepperson@dusd.net



Instructor: *Jennifer Shenbaum* holds a Doctorate of Education from Pepperdine University, a Masters of Educational Leadership from the University of San Diego, and a Bachelor of Arts degree in Psychology from University of California Riverside.

English as a Second Language

Class Dates:

August 19, 2024 – November 14, 2024

January 13, 2025 – April 10, 2025

April 21, 2025 – June 26, 2025

REGISTER IN PERSON

REGISTRARSE EN PERSONA

Register in the Main Office.

Registrarse en la oficina principal.

Call (562) 940-6200 for information.

Para más información, llame al
(562) 940-6200.



Cerritos College Now Offering ESL Credit Classes at Downey Adult School!

Benefits of taking ESL GRAMMAR, READING, AND WRITING COURSE

- Course will challenge your critical thinking skills by allowing you to have a smooth transition over to college English
- Credit class will provide you with the opportunity to obtain a college certificate, AA degree, or apply to a transfer program
- You will gain the proper grammar, reading and writing English skills
- Improve your vocabulary, obtain exposure to lectures and presentations in English
- Challenge listening and reading skills by reading short and long passages

Most importantly this course will allow you to continue your education, opportunities and success in college!

Financial Assistance is available! We will assist you.

Class will be held at Downey Adult School

FOR MORE INFORMATION PLEASE CALL
(562) 860-2451 EXT. 2509





REGISTER IN PERSON / REGISTRARSE EN PERSONA

ESL – BEGINNING / PRINCIPIANTE

Learn English from the beginning! This class will focus on speaking, listening, reading and writing. Grammar is also incorporated to assist you in understanding the structure of the English language. The teacher will provide you with the books you will use in class.

Aprenda Inglés desde el principio! Este nivel se enfocará en la habilidad para hablar, escuchar, leer y escribir. Incorporando la gramática necesaria para entender este idioma. Los maestros le proveerán los libros que usted utilizará en el salón de clase.

Days: Monday – Thursday

Time: 8:00am – 11:00am

Room #: M-113

Dates: August 19, 2024 – November 14, 2024

January 13, 2025 – April 10, 2025

April 21, 2025 – June 26, 2025

Days: Monday – Thursday

Time: 6:00pm – 9:00pm

Room #: M-113

Dates: August 19, 2024 – November 14, 2024

January 13, 2025 – April 10, 2025

April 21, 2025 – June 26, 2025

Program Coordinator: Scott Alexander received a Masters Degree in Educational Administration from Concordia University, Irvine, and a Bachelor of Arts degree in Kinesiology from California State University, Long Beach. He received his teaching credential from Los Angeles County Office of Education in 2013. He is also an instructor in the GED/High School Diploma program here at DAS.

ESL – INTERMEDIATE/ADVANCED COMBINATION

This is a combination/multi-level ESL course.

Do you lack confidence to speak English outside the home? If so, you can continue to develop your fluency in English in a fun and friendly environment. You will have the opportunity to practice reading, writing, and your conversational skills in routine social situations with other students in the class. This course will help prepare you to understand and speak everyday English with confidence.

¿Le falta confianza al hablar inglés fuera de su casa? Usted continuará desarrollando su habilidad en el inglés en un ambiente divertido y agradable. Tendrá la oportunidad de practicar leer, escribir y conversar con otros estudiantes. Esta clase le prepara para entender y hablar inglés diariamente y con toda confianza.

Days: Monday – Thursday

Time: 11:30am – 2:30pm

Room #: M-113

Dates: August 19, 2024 – November 14, 2024

January 13, 2025 – April 10, 2025

April 21, 2025 – June 26, 2025

Instructor: Claudia Escalera received a Bachelor of Science degree in Occupational Studies-Vocational Arts from California State University, Long Beach. She received her teaching credential from Los Angeles County Office of Education in 2005. She has worked in adult education for over 22 years.



High School / HSE



ACADEMIC COUNSELING AVAILABLE

Downey Adult School is here to help you get your diploma or GED equivalence. Our staff includes an academic counselor, registrar, and empathetic instructors who will support you from the very beginning to improve your reading, writing, and math skills. Don't hesitate to come to us for assistance. We will make it as easy and painless as possible.

REGISTRATION HOURS:

Monday, Wednesday, Thursday 9:00am – 6:00pm
 Tuesday 10:30am – 6:00pm
 Friday 8:00am – 12:00pm

QUESTIONS, PLEASE EMAIL

Bobby Dame, Counselor, at
 rdame@dusd.net or call (562) 940-6204.



School Counselor/Program Coordinator: Bobby Dame received a Masters Degree in Arts in Education from Concordia University, Irvine in 2022 and graduated from CSULB with a Bachelor of Liberal Studies in 2012.

Instructor: Scott Alexander received a Masters Degree in Educational Administration from Concordia University, Irvine, and a Bachelor of Arts Degree in Kinesiology from California State University, Long Beach. He received his teaching credential from Los Angeles County of Education in 2013.

Instructor: Marsha Sawada graduated from Cal State University Los Angeles with a Bachelor of Arts degree in Child Development. After clearing her teaching credential, Marsha obtained a Supplementary Authorization in Mathematics and has over 20 years of teaching experience.

THE LEARNING CENTER

Office hours are:

Monday – Thursday 9:00am – 7:00pm
Friday 9:00am – 1:00pm

- Computers available
- Provides students with a quiet learning environment
- Receive one-on-one tutoring instruction

HIGH SCHOOL DIPLOMA

Students will complete their online classes on Edgenuity, a learning management system. Coursework can be done in our Learning Center Lab, offering students unlimited online access and resources needed to complete their program successfully. The Learning Center also provides students a quiet learning environment that is free from distractions. Our online program offers students the freedom to complete their courses at home, the local library, or anywhere with Internet access. Students are able to get one-on-one time with the instructors and the extra tutoring they need to provide a program that is proven to help students succeed. Regular attendance is a must. Students will meet with a Learning Center teacher at the start of instruction to set a weekly schedule that will be consistent in order to complete course work.

Classes are open enrollment, allowing students to begin studying at any time.

Requirements:

- Students need to bring in a copy of official or unofficial transcripts to be evaluated by either the Counselor, or the Registrar.
- Downey Adult School requires 180 credits for our Adult High School diploma.
- Transcript evaluation will determine the classes needed.
- HSD is an online program. Students can log in 24/7 whenever and wherever there is an internet connection.

Days: Monday – Thursday	9:00am – 7:00pm
Friday	9:00am – 1:00pm
Room #: M-101	Instructor: Dame

LEARN MATH QUICKLY

NEED HELP WITH MATH?

Are you afraid of math? Are you having trouble helping your child with his/her math homework? Do you need to review math before taking a math placement test at a local community college? Try our Learn Math Quickly program. Take packets and a DVD to study at home and return them weekly with an instructor available at all times. The Learning Center staff will provide you with one-on-one assistance. You will cover everything from fractions to decimals and algebra to geometry. You must be enrolled in the Learning Center to take this course. This course is not for high school credit.

Course #: 102690.05

General Education Development Test (GED)



REQUIREMENTS

- Age 18 or 60 days prior to 18th birthday
- Valid government photo ID with a California residence
- Valid credit card for online test registration
- Set up an account at: www.ged.com

GED RECORDS

All GED records for tests taken at Downey Adult School are available on site prior to 2014. **No test scores will be given over the phone.**

GED PREPARATION (Learning Center)

Downey Adult School offers a self-pace/self-study preparation course through our Learning Center and at home. Preparation and testing for the GED/HiSET is available in both English and Spanish.

SCHEDULING GED TEST

Schedule individual subject tests through www.ged.com account. All official testing is administered at approved Pearson Vue Testing Centers. DAS is an authorized test center offering testing every Tuesday, 10:00am – 6:00pm. Cost of individual subject tests is \$41.

GED DIRECT INSTRUCTION

(Teacher Led via Zoom Instruction) Zoom sessions are included in the GED Preparation program as an additional option while studying for the exam. This component has been created to accommodate those who benefit better from a classroom type structure as well as to offer as much flexibility as possible for already busy schedules. This course will review various course subjects, such as English, writing, reading, math, social studies, and science. This course includes practice GED exams, computer-assisted programs, testing strategies, individual tutoring, and counseling sessions.

Schedule tentative.

PEARSON

VUE-Authorized
Test Center

**Downey Adult School's
Pearson VUE Testing
Center is Now
Open for Testing.**



Mommy / Daddy & Me Program



PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION:

Program runs September-June, with registration each trimester.



Parents attend, observe, and interact with their child in a cooperative preschool setting. This program is a safe, structured, yet flexible environment that provides age-appropriate activities to stimulate cognitive, social, and emotional development of the toddler to pre-kindergarten child. Children completing the program are equipped to enter kindergarten with confidence.

A copy of immunization records is required for the child, as well as a TB test or TB Screening will be required for both the parent and the child.

All children must meet DUSD age requirement:

- Age 2 on or before September 1, 2024 for PC2
- Age 3 on or before September 1, 2024 for PC3
- Age 4 on or before September 1, 2024 for PC4

FOR NEW STUDENTS: MANDATORY MEETING: July 11, 2024 10:00am via Zoom.
Please register online.

REGISTRATION DATES (please bring all required documents):

- Thursday, July 25, 2024 10:00am – 12:00pm
- Thursday, August 22, 2024 10:00am – 12:00pm

Location: Parent Education Room

CE = Community Education Classes

There are no refunds or class transfers for community education classes.

PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION – PC2

Two-Year-Old's



This class provides parents with a forum to discuss the many demands of parenting the two-year-old. Discussion topics include: Social, Emotional and Cognitive Development, Routines, Building Early Math and Literacy Skills, Sensory Play, Potty Training, and more. Toddlers participate in circle time, outdoor play, and various hands-on activities based on the weekly themes which include letters of the alphabet, shapes, and other age-appropriate lessons. Field trips may be scheduled for additional fees throughout the session.

Instructor: *Kora Manzano-Lopez holds a Bachelor of Arts in Early Childhood Studies with a concentration in Development and a Minor in Studio Art from Sonoma State University. She has been involved with the Parent Participation Program beginning as a student herself and has continued to stay involved throughout the years.*

Day/Time: Wednesday 9:00am – 11:30am

Room #: Parent Education Room

Instructor: Manzano-Lopez

Cost: \$199

Plus an additional material fee of \$15 paid to the instructor directly.

Dates: September 4, 2024 – December 11, 2024

Dates: January 15, 2025 – April 2, 2025

Dates: April 23, 2025 – June 11, 2025



For registration and other information email pchew@dusd.net

Mommy / Daddy & Me Program



PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION – PC3 Three-Year-Old's

This unique program allows parents to observe and interact with their preschooler in class each Tuesday. Discussion topics focus on: Three-year-old ages and stages, discipline, reading readiness, self-esteem, safety, and more. Thursday lab classes provide an opportunity for children to work in small groups, develop independence, engage in creative and sensory play, and foster social skills. Weekly themes will introduce literacy, math, and science through activities, lessons, and music. Field trips will be scheduled for additional fees throughout the session.



Instructor: *Paty Chew holds a Bachelor of Arts degree in Liberal Studies with an emphasis in Educational Psychology. She attended the Parent Education program with each of her 4 children and has been on the teaching team for several years.*

Days/Time: Tuesday 9:00am – 12:00pm
Thursday 12:30pm – 2:30pm

Room #: Parent Education Room

Instructor: Chew

Cost: \$259, Plus an additional material fee of \$15 paid to the instructor directly.

Dates: September 3, 2024 – December 10, 2024

Dates: January 14, 2025 – April 3, 2025

Dates: April 22, 2025 – June 10, 2025

PARENT EDUCATION THROUGH PARENT CHILD PARTICIPATION – PC4 Pre-K Entering Kindergarten in 2025

This invaluable Pre-K program closely models the Downey Unified School District's TK and kindergarten experience for the child and will facilitate a smooth transition into kindergarten the following year. Class curriculum for the children aligns with DUSD's commitment to 21st Century Learning. For the parent, it allows a unique opportunity to partner and learn alongside your child while fostering their independence. There are weekly discussion sessions, led by the instructor, covering topics such as building social skills, effective discipline, advocacy in the classroom, facilitating your child's growing independence, and preparing for kindergarten. A complete kindergarten readiness assessment is also a part of this essential pre-k class. Field trips will be scheduled for additional fees throughout the session.



Instructor: *Paty Chew holds a Bachelor of Arts degree in Liberal Studies with an emphasis in Educational Psychology. She attended the Parent Education program with each of her 4 children and has been on the teaching team for several years.*

Days/Time: Tuesday/Wednesday 12:30pm – 2:30pm
Thursday 9:00am – 12:00pm

Room #: Parent Education Room

Instructor: Chew

Cost: \$309, Plus an additional material fee of \$15 paid to the instructor directly.

Dates: September 3, 2024 – December 10, 2024

Dates: January 14, 2025 – April 3, 2025

Dates: April 22, 2025 – June 10, 2025



For registration and other information email pchew@dusd.net



DAS OFFICE HOURS

July 1, 2024 – July 5, 2024	Mon. – Thurs. Friday	7:30am – 5:00pm 7:30am – 4:00pm
July 8, 2024 – Aug. 2, 2024	Monday – Thursday Friday	7:30am – 6:00pm CLOSED
Aug. 5, 2024 – Dec. 20, 2024	Monday – Thursday Friday	7:30am – 7:00pm 7:30am – 4:00pm
Dec. 23, 2024 – Jan. 3, 2025	Monday – Thursday Friday	7:30am – 5:00pm 7:30am – 4:00pm
Jan. 6, 2025 – May 30, 2025	Monday – Thursday Friday	7:30am – 7:00pm 7:30am – 4:00pm
Spring Break:		
April 14, 2025 – April 18, 2025	Monday – Thursday Friday	7:30am – 5:00pm 7:30am – 4:00pm
June 2, 2025 – June 27, 2025	Monday – Thursday Friday	7:30am – 7:00pm CLOSED

REGISTRATION ASSISTANCE STAFF

Minerva Alvarez, Learning Center
 Elizabeth Baños, Registration
 Amalia Gonzalez, CSR/OL
 Claudia Gonzalez, Allied Health
 Julia Gonzalez, CNA/Campus Café SIS
 Maria Lopez, Nursing
 Reina Monarrez, Allied Health
 Monica Ochoa, Senior Accounting Assistant
 Tiffany Pettus, Court Reporting/Paralegal
 Mayra Reyna, Financial Aid
 Robert Roark, Senior Accounting
 Rita Rodarte-Myers, Financial Aid
 Frances Sanchez, Senior Office Manager
 Gabriel Santana, Special Programs
 Quintana Sigler, Allied Health/Pharm. Tech.
 Alejandro Valencia, Dental/EMT



Congratulation to the 2024 Medical Assistant and Phlebotomy Program Graduates!

ADULT SCHOOL CALENDAR & OBSERVED HOLIDAYS JULY 1, 2024 – JUNE 30, 2025

July 4 (Thursday) Independence Day Holiday
 July 19 (Friday) Spring/Summer 2024 Trimester Ends

August 19 (Monday) Fall 2024 Trimester Begins
 September 2 (Monday) Labor Day Holiday
 October 14 (Monday). Staff Development Day / Student Free Day
 November 11 (Monday) Veteran’s Day Holiday
 November 25 – 29 Thanksgiving Week Holidays
 December 22 (Sunday) Fall 2024 Trimester Ends
 December 23 – January 5, 2025 Winter Break

January 6, 2025 Winter 2025 Trimester Begins
 January 20 (Monday) Martin Luther King, Jr. Day Holiday
 February 10 (Monday) Lincoln’s Birthday Holiday
 February 17 (Monday) President’s Day Holiday
 April 13 (Sunday) Winter 2025 Trimester Ends
 April 14 – April 20 Spring Break

April 21 (Monday) . . Spring/Summer 2025 Trimester Begins
 May 26 (Monday) Memorial Day Holiday
 June 19 (Thursday). Juneteenth Holiday
 June 26 (Thursday). ESL, HSD, CTE (evening) Classes End

LEAVE OF ABSENCE POLICY

To be filed at least 10 days prior to requested leave.

Students requesting a Leave of Absence (LOA) while enrolled at Downey Adult School must adhere to the policies and procedures established by the institution’s administration.

Students may request a LOA by submitting a Petition for Leave of Absence.

Students must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. In the event of an unforeseen circumstance, a student shall designate a representative to submit required documentation to DASLOA@dusd.net

Any Servicemember or Veteran who is called to active duty for training, or full-time National Guard duty under Federal authority must review the Military Service Leave section.

Any student, including a student receiving Title IV financial aid, VA Education Benefits, shall be considered for a Leave of Absence only under the following conditions:

1. Students may request a Leave of Absence if they are expected to be out of class for more than their respective CTE program’s allowable number of absences. (Please refer to CTE program’s attendance policy.)
2. DAS’s LOA policy only extends to students for medical reasons (including Covid-19 related reasons).

IMPORTANT NOTE: Leaves of Absence are not available to students in the following programs: Vocational Nursing and Court Reporting.

For detailed information regarding Leave of Absence policy, please visit <https://www.das.edu/leave-of-absence/>.

PROFESSIONAL GROWTH

All classified employees of the Downey Unified School District who wish to take adult school classes for professional growth credit need to obtain prior approval from the Professional Growth Committee and will receive a \$10 discount. Contact the Classified Personnel Office at Downey Unified School District (562) 469-6645.

REFUND POLICY

Downey Adult School – Career & Education Center (DAS) follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the school's accrediting agency, the Commission on Occupational Education.

Refunds are given if the class is canceled. If the student requests a refund, it must be prior to the third class meeting, whether attended or not.

Student initiated refunds will be assessed a fee of \$50 for CTE programs and \$10 for all other classes, once enrolled through the 3rd day of class. Students who withdraw from a program between the 3rd day and/or through 60% of the scheduled hours, per payment period*, which is half of most programs, will also be responsible for the prorated class fee for that period. Students who withdraw from a program having completed over 60% of any payment period, will be responsible for the full class fee for that period, no refund will be calculated. Students requesting a refund must complete a Refund Request Form from the front office. The Refund Request Form is also available here.

*Payment periods are half the number of hours in most programs, and programs with over 900 hours vary slightly; CSR payment periods are 450, 450, then 210 hours, and VN payment periods are 450, 450, 318, and 318 hours. (CSR is 1110, and VN is 1536 hours.) Once the form is completed by the student, it must be approved by Administration and processed. The refund check is then mailed to the student. The process may take up to 45 days.

No refunds on Community ED classes.

The full refund policy is available in the main office upon request and also by visiting <https://www.das.edu/fees/>

Refund of Title IV(R2T4) Policy

When a student withdraws or is dismissed from Downey Adult School, a determination of the earned and unearned portion of Title IV aid will be calculated. The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system (ASAP).

STUDENT GRIEVANCE PROCEDURE

Downey Adult School is committed to the equitable treatment of all students, especially regarding their personal and professional concerns.

The purpose of this grievance procedure is to provide a means by which a grievance may be resolved in an equitable manner and in an atmosphere of courtesy and cooperation.

A grievance is defined as a complaint/dissatisfaction occurring when a student believes that a decision, an act, or an omission by a Downey Adult School employee is illegal, arbitrary, or creates unnecessary hardship upon the affected student. Such grievances may address, but are not limited to the following: academics, mistreatment, wrongful assessment of fees, registration errors, or records errors. Grievances alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated aid programs, vocational education, childcare and development programs, child nutrition programs, and special education programs, should be made by following the steps outlined below.

The formal grievance process will begin after the issue has been discussed with the affected student and DAS employee(s), and an attempt at a resolution has been made, but the student's concern was not resolved at an informal level.

Grievances will be processed in accordance with the following steps:

1. Student to submit a written statement to current instructor, the program's Department Chairperson, and the Assistant Principal of Downey Adult School. Written statement will provide a description of the concern, include name(s) of individual(s) against whom the grievance is being made, and a description of the student's desired resolution. Upon receipt, written statements will be addressed, and student will be contacted, via email, within ten (10) calendar days.
2. If the student feels that the grievance continues to be unresolved, the student may request an in-person meeting with any/all named individual(s) and the Assistant Principal. All contents within the written statement, and meeting notes/comments, will be placed in the student's permanent file as a record of the proceedings.
3. If non-resolution of the grievance continues, the student may request an in-person review by the Principal of Downey Adult School. All meeting notes/comments will be placed in the student's permanent file as a record of the proceedings.
4. If the grievance continues without resolution, the student may request an appointment with the Deputy Superintendent of Downey Unified School District. All meeting notes/comments will be placed in the student's permanent file as a record of the proceedings.
5. After exhausting all above outlined steps, and the student feels that the grievance remains unresolved, the student may contact Downey Adult School's Accrediting Agency, Council on Occupational Education and submit the written statement, along with all proceeding notes/comments to:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
1-800-917-2081; www.council.org

DAS MISSION STATEMENT

The Mission of Downey Adult School Career and Education Center is to provide high-quality, relevant, and industry specific programs that are accessible to adults in a variety of areas, including Career Technical Education (CTE), High School Diploma (HSD), General Education Development (GED), English as a Second Language (ESL), and Community Education (CE), resulting in gainful employment and/or personal enrichment and growth.



RETURNED CHECKS

There is a \$25 fee for returned or canceled checks.

ATTENDANCE POLICIES

Student attendance is fundamental in achieving student success and program/course completion. Students are expected to attend classes as assigned, be on time, and be actively engaged throughout the class session. Student attendance is recorded by instructors, and entered into ASAP (student information system and database utilized by Downey Adult School), on a daily basis. Please use sign-in sheets when you arrive and leave. Each class/program has specific program attendance policies. In order to be eligible for full class credit, students must maintain the minimum attendance that is stated in the class/program policies.

ABSENCE ALLOWANCES:

- Religious Observance & Holidays
- Bereavement
- Jury Duty

Religious Observance & Holy Days Policy

Students are permitted by DAS Attendance policy to be absent from class to observe a religious holy day. Instructors are asked to be responsive and accommodating to requests when students contact them **IN ADVANCE** to request such an excused absence. The student should be given an opportunity to make up missed work because of religious observance. Students are advised to scan their syllabi/course outlines/Academic Calendars at the beginning of their respective CTE Program Start Date to identify potential conflicts with their religious observances.

- Please note that this applies only to the sort of holy day that necessitates absence from class and/or whose religious requirements clearly conflict with aspects of academic performance.
- **Students who miss class to observe a specified religious holiday (with prior notice) are expected to make prior arrangements with their instructor to make up any work missed.**
- DAS is a clock-hours institution, therefore, **any coursework and clock-hours that are missed due to the observance of a religious holiday, MUST BE MADE UP WITHIN A WEEK OF SAID ABSENCE.**
- DAS reserves the right to honor the observance of religious holy days **only** when students have communicated such a request PRIOR to the day that the absence will occur.
- DAS will consider periods of formalized mourning (i.e. shiva) as prescribed by a student's religion for immediate family on a case-by-case basis.
 - Students must contact DAS Administration to discuss planning for periods of formalized mourning.

Bereavement Policy

DAS's allowance for absences due to Bereavement purposes aligns with the same standards which DAS's faculty and staff follow.

DAS has the right to request documentation (on a case-by-case basis) that verifies the death of a family member (e.g., a funeral program or death certificate). It is up to the discretion of DAS Administration to determine if a death outside of the immediate family warrants implementation of the student bereavement policy.

As defined in DUSD's Bereavement Policy, article IV, section G, bereavement absences shall not exceed more than **three (3) excused days, except when travel beyond a 300-mile radius or out-of-state is necessary, in which case the absences shall be extended to five (5) excused days.**

- Absences due to Bereavement will not be counted against a student's program's allowable absences. However, all missed coursework and clock-hours **MUST** be made up within one (1) week of a student's return to school.

Jury Duty Policy

DAS agrees to grant students called for jury duty in the manner provided by law, up to five (5) excused school days.

Students Responsibility:

Students called for jury duty, must show proof of summons no less than two (2) weeks prior to summons date and notify (email) the following DAS staff:

- Instructor
- Program Director
- DAS's Student Services Department via DASLOA@dusd.net

Email MUST INCLUDE:

- Service date(s) upon receiving said notice from officers of the court (summons).
- DAS will require a certificate of Jury Service at the end of the performed jury service.

1. Students **are required to attend class** any day or portion thereof, as certified by the Court Clerk in which jury duty services are not required.
2. Students who are called to perform Jury Services beyond five (5) excused school days,
 - Will be placed on Leave of Absence and be administratively withdrawn from their current module.
 - Students will receive a NC (No Credit) grade and will be required to repeat the MOD to receive a passing grade.
 - DAS will waive the \$350 Repeat Module fee under these circumstances.

DISTRICT POLICY

This school district adheres to a policy of nondiscrimination regarding race, color, ancestry, religious creed, national origin, sex, physical handicap, medical condition, or age, and complies with the requirements of Title IX in its employment practices and education programs.

UNIFORM COMPLAINT PROCEDURE

Complaints alleging unlawful discrimination or failure to comply with state or federal law in adult basic education, consolidated aid programs, vocational education, child care and development programs, child nutrition programs and special education programs should be made to the Adult School Administration. Call (562) 940-6200. Local civil law remedies, such as local legal assistance agencies and private legal counsel are also available and listed in the phone book under Legal Services.

For unresolved complaints, please contact:

Council on Occupational Education
7840 Roswell Road, Building 300, Suite 325
Atlanta, GA 30350
Tel: 800-917-2081 www.council.org

PROCEDIMIENTO PARA DEMANDAS

Demandas bajo la ley de discriminación o falta de cumplimiento con las leyes estatales o federales en la educación básica de adultos, programas de ayuda, educación vocacional, cuidado, desarrollo y nutrición de niños, y educación especial, deberán ser sometidas al Director de la Escuela de Adultos (562) 940-6200.

SEXUAL HARASSMENT

Sexual harassment of or by any employee or of or by any student shall not be allowed. Sexual harassment is prohibited by the Downey Unified School District and may result in disciplinary action to the offending employee or student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any of the conditions delineated in Ed Code 212.5. An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. The District will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment.

TOBACCO/ALCOHOL/DRUG FREE WORKSPACE

The Downey Unified School District Policy prohibits smoking on all district campuses and in district vehicles. Students and employees are not allowed to smoke, drink or use illegal drugs on school grounds, parking lots, or in parked vehicles.

PUBLICITY AND PHOTO RELEASE

As a student in the Downey Adult School, you may be photographed or filmed for campus or district (Downey Unified School District) displays and for other publicity and public relation purposes. Signature on the registration form indicates your agreement for these purposes. If you feel otherwise, please submit a letter to the Adult School Administration.

ANNUAL SECURITY REPORT

This report has been produced in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and is available in electronic format at www.das.edu. Hard copies are available at the Downey Adult School (DAS) Financial Aid Office. For more information regarding the Act, please click here: <https://studentaid.gov/data-center/school/clery-act-reports>

TRANSFER & CREDIT EVALUATION

Downey Adult School is a competency-based adult education program and does not award units/credits for coursework. Therefore, Downey Adult School does not accept transfer credits from other institutions. However, prior experience or CTE coursework can be beneficial in regard to completion of program competencies.

ADMISSIONS POLICY

Downey Adult School (DAS) admits students of any race, color, nationality or ethnic origin, sex, disability, religious tradition, sexual orientation, and gender identity to all the rights, privileges, programs, and activities generally accorded or made available to students. Downey Adult School and the Downey Unified School District prohibit unlawful discrimination based on race, color, national or ethnic origin, sex, age, disability, religion, sexual orientation, gender identity or expression, or any other characteristic protected by applicable law in the administration of Downey Adult School programs and activities. Downey Adult School also prohibits unlawful harassment of any kind.

ENROLLMENT

All students who meet the following criteria are eligible for admission and may enroll in a CTE program on any day that school is in session. Certain CTE programs may have additional requirements such as "PREREQUISITES" in order to enroll. Please refer to DAS's Schedule of Classes for specific information regarding your desired CTE program. All students must meet the following criteria of the general Admission Policy listed below:

- Adults - 18 years of age or older
- Must be a High School graduate or have completed a program equivalent to its standards (GED or Hi-SET). Student must provide proof of completion, such as the High School or GED Diploma or official transcripts. If the High School Diploma is obtained outside of the United States, it must be evaluated by an organization registered with the U.S. Department of Education (LINCS).
- Complete DAS's CTE programs Steps of Enrollment
 - Attend CTE Program Orientation - check Schedule of classes or www.das.edu for dates and times.
 - It is imperative to attend a CTE Orientation to receive the most up-to-date information regarding pre-requisites, curriculum and program details.
 - Provide proof of HSD or GED equivalency
 - Provide Registration Down Payment

Enrollment is on a "First Come, First Served" basis and is limited in some classes, due to facility space; and/or in some instances, a program's licensure/accrediting agency will require a certain instructor-to-student ratio.

DISABLED STUDENT PROGRAMS AND SERVICES (DSPS)

Students with limitations due to a disability may receive support services and instruction from Disabled Student Programs and Services. Those students with mobility, visual, hearing, speech, psychological and other health impairments as well as learning and developmental disabilities are served.

For more information or an appointment, please contact Robert Dame at (562) 940-92047, or at rdame@dusd.net

CIVILITY POLICY

This policy is developed to promote mutual respect, civility, and orderly conduct among DUSD employees, educational agencies, parents, students, and the general public. This policy is not intended to deprive any person of their right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free environment for all individuals who enter the Downey Unified School District facilities or engage in activities. The Downey Unified School District encourages positive communication and discourages volatile, intimidating behavior, or aggressive actions. The Downey Unified School District seeks public cooperation with this endeavor.

All Downey Unified School District employees shall treat parents, children, and members of the general public with respect and will expect the same in return. The Downey Unified School District is committed to maintaining orderly educational and administrative processes in keeping its offices free from disruptions and preventing unauthorized individuals from entering its facilities



Disruptions

1. Any individual who disrupts or threatens to disrupt Downey Unified School District operations; threatens the health or safety of Downey employees; willfully causes property damage; uses loud and/or offensive language which could provoke a violent or inappropriate action; or who has otherwise established a continued pattern of unauthorized entry on the grounds of the Downey Unified School District will be directed to promptly leave the premises by the Downey Unified School District administrative staff and shall not be allowed to return for at least 48 hours (EC 32211).
2. If any member of the public uses obscenities or speaks in a demanding loud, or insulting and/or demeaning manner while on Downey school premises, the school administrator or the person to whom the remarks are directed will calmly and politely admonish the speaker to communicate in a civil manner. If the threatening/abusive party does not take corrective action, the District employee will verbally notify the individual(s) that the meeting, conference, or telephone conversation is terminated and, if the meeting or conference is on the premises of the District, the offending party will be directed to promptly leave.
3. When an individual is directed to leave under the circumstances discussed in Sections 1 or 2 above, the Downey District administrator or designee shall inform the offending party that he/she will be guilty of a misdemeanor in accordance with the California Education Code Sections 32211 and Penal Code Sections 626.6 and 626.8, if the offending party re-enters any facility of the District within 48 hours after being directed to leave.

If an individual refuses to leave upon request or returns before the applicable period of time, under these provisions, the District administrator or designee may notify law enforcement officials. An Incident Report shall be completed for any such situation(s).

Safety and Security

4. The Downey Unified School District shall ensure that a safety and/or crisis intervention program is provided to staff in order to raise awareness on how to deal with these situations if and when they occur.
5. When violence is directed against a Downey District employee, the employee shall promptly report the incident to his/her supervisor and complete an Incident Report. All Downey District employees, supervisors, and administrators are to complete an Incident Report and notify local law enforcement of any attack, assault, or threat made against them on Downey school premises or at school sponsored activities (Penal Code Section 243.5).

Documentation

6. When it is determined by staff that a member of the public is in the process of violating the provisions of this policy, an effort should be made by staff to provide a written copy of this policy, including applicable Code provisions, at the time of occurrence. The employee will immediately notify his/her supervisor and provide a written Incident Report.

Legal References

<i>California Education Code (EC)</i>	<i>Penal Code</i>
EC 32211 <i>Disturbing School</i>	243.5 <i>Arrest on School Grounds</i>
EC 44810	415.5 <i>Fighting on School Grounds</i>
	626.6 <i>Refusal to Leave School Grounds</i>
	626.8 <i>Disruptive Presence at School</i>

PROGRAM SWITCH POLICY

For students who have completed the enrollment process, but have NOT yet begun classes: DAS will allow a one-time courtesy switch to change and transfer the student to a different class.

For students who are enrolled AND have begun classes: DAS must, and will, adhere to the Student Re-Entry Policy. Under the Student Re-Entry Policy, the student must drop from their currently-enrolled program and must wait a minimum of 180 days from the last date of attendance to enroll in the same or different program. All Refund and Return of Title IV (if applicable) procedures must be completed. Prior to re-enrollment, it is with the student's understanding, and acceptance, that all previous curriculum, coursework, and all earned grades are conceded and the student will commence the program from its inception. Students are only allowed to re-enter the same CTE program one time.

STUDENT RE-ENTRY POLICY

Dropped students seeking to re-enroll into a CTE program at DAS must wait a minimum of 180 days from the last date of attendance to enroll in the same or different program. All Refund and Return of Title IV (if applicable) procedures must be completed. Prior to re-enrollment, it is with the student's understanding, and acceptance, that all previous curriculum, coursework, and all earned grades are conceded and the student will commence the program from its inception. Students are only allowed to re-enter the same CTE program one time.

Students must adhere to their program of study's specific policies and regulations. Students that have been **administratively dismissed**, will not be automatically eligible to re-enter a DAS program under the Re-Entry Policy.

NOTE: Students in the Court Reporting program may submit an "Appeal for Re-Entry" form to DASOnline@dusd.net, if they wish to re-enter DAS prior to 180 days since their last date of attendance. Student appeals will be reviewed by a committee and all decisions will be final.

DRUG & ALCOHOL ABUSE PREVENTION PROGRAM

Notification

Institutions of Higher Education must annually notify each employee and student, in writing, of standards of conduct, consequences for violations, federal and state law legal sanctions, local ordinances legal sanctions, financial aid consequences, health risks related to alcohol and drug use, and resources for treatment programs.

Downey Adult School – Career & Education Center (DAS) has developed and implemented a Drug and Alcohol Abuse Prevention Program (DAAPP) for all students and its employees that addresses all required aspects set forth by the U.S. Department of Education.

Distribution

Institutions of Higher Education must develop a plan to distribute, on a trimester basis, notification information to every staff member and student.

Downey Adult School – Career & Education Center (DAS) has a written plan on how to electronically distribute and readily maintain available written materials that contains all aspects of the DAAPP.

Biennial Review

Institutions of Higher Education must prepare and publish a biennial review on the effectiveness and impact of alcohol and drug prevention efforts, the consistency of sanction enforcement, and identify areas requiring improvement or modification. The biennial review must be maintained on file and available for immediate submission should it be requested by the U.S. Department of Education.

FINANCIAL AID STUDENT RIGHTS AND RESPONSIBILITIES

IMPORTANT: Students receiving financial aid must be aware of their rights and responsibilities as financial aid recipients.

YOU HAVE THE RIGHT TO KNOW:

- What type of financial assistance is available at DAS
- The deadlines for submitting applications, eligibility requirements, terms, policies, procedures and regulations that apply to Title IV funds.
- How and when financial aid is disbursed to students.
- How to continue to maintain eligibility for financial assistance; including how the financial aid office determines you are maintaining satisfactory academic progress and what happens if you are not.
- DAS's withdrawal and R2T4 policy: The portion, if any, of tuition and fees that are refunded to you if you withdraw and the portion, if any, of the financial aid you must pay back to DAS immediately if you withdraw before the end of the payment period or the program. (See refund policy for a detailed description.)

IT IS YOUR RESPONSIBILITY TO:

- Understand and comply with the terms and conditions of federal student aid that you receive.
- Use financial aid funds only for education expenses (tuition, fees, books, supplies and other living costs).
- Respond promptly to all requests for supplemental information or documentation from the Financial Aid Office.
- Read, understand and keep copies of all forms that you are asked to submit or sign.
- Notify the Financial Aid Office if there is any change to information you reported on the FAFSA.
- Know and comply with DAS's refund and withdrawal policies.
- Maintain satisfactory academic progress to continue to be eligible for financial aid.
- Understand that by signing the FAFSA, you agree that the information provided is accurate and complete and that if you purposely give false or misleading information, you may be subject to penalties under the U.S. Criminal Code.

When does a student need to provide parents' information on the FAFSA® form?

All applicants for federal student aid are considered either "independent" or "dependent."

INDEPENDENT STUDENT: If you answer **YES** to ANY of these questions, then you may be an independent student. You may not be required to provide parental information on your FAFSA form.

DEPENDENT STUDENT*: If you answer **NO** to ALL of these questions, then may be considered a dependent student and may be required to provide your parents' financial information when competing the FAFSA form.

Yes No

- | | | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be 24 or older by Jan. 1 of the school year for which you are applying for financial aid? For example, if you plan to start school in August 2024 for the 2024–25 school year, will you be 24 by Jan. 1, 2024 (i.e., were you born before Jan. 1, 2001)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you married or separated but not divorced? |

Yes No

- | | | |
|--------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be working toward a master's or doctorate degree (such as M.A., MBA, M.D., J.D., Ph.D., Ed.D., etc.)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have children who receive more than half of their support from you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have dependents (other than children or a spouse) who live with you and receive more than half of their support from you? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently serving on active duty in the U.S. armed forces for purposes other than training? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you a veteran of the U.S. armed forces? |
| <input type="checkbox"/> | <input type="checkbox"/> | At any time since you turned age 13, were both of your parents deceased, were you in foster care, or were you a ward or dependent of the court? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you an emancipated minor or are you in a legal guardianship as determined by a court? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you an unaccompanied youth who is homeless or self-supporting and at risk of being homeless? |

**If you don't answer "yes" to any of the questions above, you are still considered a dependent student for purposes of applying for federal student aid even if you do not live with your parents, are not claimed by your parents on their tax forms, or are paying for your own bills and educational expenses.*

IN-SCHOOL DEFERMENT POLICY

The enrollment status of a CTE student enrolled is important for deferment purposes. A borrower of federal student loans is eligible for a deferment.

A student in need of an In-School Deferment request form to be certified must email their In-School Deferment form to the DAS Financial Aid Office at DASFinancialAid@dusd.net

All deferment recipients must adhere to the standards set forth by their programs of study. Attendance must reflect appointed status in order for In-School Deferment to remain current.

DEFERMENTS FOR COURT REPORTING-FULL-TIME PROGRAM

Court reporting program is offered as a full-time program only at DAS, to qualify for full time status, student must attend minimum of 25 hours per week for 46 weeks.

NOTE: For DAS Court Reporting Graduate students: To qualify for part-time status for Deferment purposes only, student must attend a minimum of 12.5 hours per week and comply with the US Department of Education's In-School Deferment Eligibility.

You are eligible for this deferment when you are enrolled at least half time, but less than full time, at an eligible school, only if you are:

- A direct loan borrower; A Perkins loan borrower;
- A FEEL program borrower who did not have an outstanding balance on a FEEL program loan that was first disbursed before July 1, 1987 when you obtained a loan on or after July 1, 2008 are eligible for this deferment regardless of prior borrowing in the FEEL program.

Students understand that if attendance does not reflect appointed status, they will no longer qualify for an In-School Deferment certification.

It is DAS's responsibility to report your new attendance status to National Student Loan Database System (NSLDS). It is the responsibility of the student to ensure attendance is accurate. Student must contact program director for any questions or problems regarding attendance. Upon receiving confirmation that DAS has certified and authorized their deferment, students are responsible for providing the signed form to their respective loan processors/creditors.



FERPA – STUDENT PRIVACY RIGHTS

Downey Adult School adheres to the guidelines established by the Family Educational Rights and Privacy Act (FERPA) - a federal legislation established to regulate access and maintenance of student records. FERPA affords students certain rights with respect to their education records, including the right to:

- Inspect their education records.
- Request an amendment of the records that the student believes are inaccurate.
- Control disclosures of personally identifiable information contained in the students’ education records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

Parents, spouses and significant others have no inherent right to access student educational records.

For more information please visit <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

HOW TO APPLY TO DAS DSPS

Students who would like to receive support from Disabled Student Programs and Services (DSPS) should complete the following steps:

1. Complete the DAS NEW STUDENT ORIENTATION if you are enrolling in one of the CTE programs offered. Meet with DAS counselor if you are enrolling in a class (non-CTE program).
2. Complete the DSPS NEW STUDENT APPLICATION.
3. Obtain DISABILITY DOCUMENTATION.
4. Bring your NEW STUDENT SELF-REPORT and DISABILITY DOCUMENTATION to the counseling center at DAS.

WE ACCEPT VISA AND MASTERCARD



NO FEES POLICY (WIOA PROGRAMS)

No fees of any kind are collected from students for participation in the Workforce Innovation and Opportunity Act (WIOA) Title II (Public Law 113-128) AEFLA programs. At Downey Adult School, no fees are collected for High School Diploma/GED, ABE, ESL, and U.S. Citizenship Preparation. (The United States Immigration Service (USCIS) requires the payment of a processing fee for its Citizenship application (USCIS Form N-400).



DAS is accredited by COE, ASC WASC, and CAMTC.

DOWNEY UNIFIED SCHOOL DISTRICT



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Alyda R. Mir, Ph.D., Assistant Superintendent

ADULT SCHOOL ADMINISTRATION

Blanca Rochin, Principal

Cindy Grafton, Assistant Principal

BLANCA AND CINDY, DAS ADMINISTRATORS, WELCOME YOU TO DAS!



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Downey Unified School District

Downey Adult School Career and Education Center

12340 Woodruff Avenue
Downey, CA 90241-5610

www.das.edu
(562) 940-6200



FINANCIAL AID NOW AVAILABLE TO THOSE WHO QUALIFY