

Bellflower Unified School District

# Bellflower Adult School

Your **LOCAL & AFFORDABLE** Job Training Center!

**(562) 461-2218** 9242 EAST LAUREL STREET, BELLFLOWER, CALIFORNIA 90706



## FALL 2011 SCHEDULE OF CLASSES

Tuesday, September 6, 2011 - Thursday, February 2, 2012 (18 weeks)

Although the semester has started you can still enroll in many classes!



### BUSINESS TECHNICAL TRAINING CENTER

Don't let traditional programs stop you from reaching your computer skills or business goals!

Create a customized program that meets your needs and budget.

Join the **Computer Lab** today!

Our programs are suitable for both career-changers as well as established professionals who need to upgrade their skills. The BTTC provides students; with **individualized instruction, Microsoft Certification Training**, the equipment needed for hands-on training for a variety of computer software and business subjects and assists with **résumé and job preparation skills**.

**Computer Applications offered:**

- MS Word
- Photoshop
- QuickBooks
- Microsoft Windows
- MS Outlook
- MS Excel
- MS Publisher
- Introduction to PC's
- PageMaker
- MS PowerPoint
- MS Access
- Internet

**Business Courses offered:**

- Computerized Keyboarding
- Accounts Receivable
- Office Procedures
- Resume Preparation
- Business Math
- Accounts Payable
- Business English
- Telephone Techniques
- Portfolio
- Ten-Key
- Filing



**Certificates of Mastery Programs offered:**

- Receptionist Information Clerk
- General Office Clerk
- Administrative Assistant/Secretary
- Accounting Clerk/Financial Records Processor

**Registration Dates:** September 7 & 8, 2011 from 8:30 am to 3:00 pm

**Class times:**

<b>Term I</b>	060103	M & W	9/12/11 - 11/10/11	8:30 am - 3:00 pm	BAS 1	Bassi
	060103	T & Th	9/13/11 - 11/10/11	8:00 am - 8:00 pm	BAS 1	Bassi
<b>Term II</b>	060103	M & W	11/14/11 - 2/2/12	8:00 am - 3:00 pm	BAS 1	Bassi
	060103	T & Th	11/15/11 - 2/2/12	8:00 am - 6:00 pm	BAS 1	Bassi

**Registration Fee:** One time registration fee is charged per term. \$20

**Class fee, customize a schedule that meets your needs and budget:**

- \$45 every 9 weeks for attending 8 hours a week
- \$90 every 9 weeks for attending 16 hours a week
- \$135 every 9 weeks for attending 24 hours a week
- \$190 full time flexible, schedule



**Need proof of computer or business skills?**

The Business Lab offers certification testing that will help build your **Résumé** and **Job Portfolio**. Call and setup an appointment today!

**Fee per test: \$40 Photo ID required!**

**Certifications offered:**

- Typing Speed
- Ten-Key Speed
- Microsoft Access
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Alpha Numeric Timing
- Windows

### PC COMPUTER TRAINING CLASSES



**9 week course Fee: \$65**

Computer Applications such as Word, Access and Excel have permeated every aspect of modern business. This nine week course rests heavily on the practical approach to grasp important concepts of current technological skills. This course will explore the efficient use of word processing, spreadsheets and data collection in a business setting. **For more details and information call (562) 461-2218. Class fee: \$45. Registration fee: \$20. Textbook purchase required, approximate cost \$25 - \$35.**

<b>Term I:</b>	Word 2007 Basic Skills					
063801	9/13/11 - 11/10/11	T & Th	6:00 pm - 8:00 pm	BAS 1	Bassi	
<b>Term II:</b>	Excel 2007 Basic Skills					
063801	11/15/11 - 2/2/12	T & Th	6:00 pm - 8:00 pm	BAS 1	Bassi	

### KINDERGARTEN READINESS



**7 week sessions**

Kindergarten Readiness is a class designed for prekindergarten aged children (2½ - 5 years) which focuses on fun activities that prepare children for kindergarten. The program focuses on good listening skills taught through music and storytelling, letter and number recognition, shapes, colors, phonics, and handwriting. The curriculum assists the young students with development of their fine motor skills, confidence, literacy, and math readiness in a small group setting. Parents are required to participate in class and activities three hours per week.

**Register in Class:** September 6, 7 & 8, 2011.

**Class begins:** September 13, 2011. *Minimum of 15 students are required for each session.*

**Instructor:** Graciarena-Knapp

Term I	070409	9/12/11 - 10/27/11	M - Th	8:30 am - 11:30 am	LIND 24
Term I	070410	9/12/11 - 10/27/11	M - Th	11:30 am - 2:30 pm	LIND 24
Term II	070409	10/31/11 - 12/22/11	M - Th	8:30 am - 11:30 am	LIND 24
Term II	070410	10/31/11 - 12/22/11	M - Th	12:30 pm - 3:30 pm	LIND 24

**Class fees:**

- Morning Session:** \$160 for a 7 week session, late enrollees pay full price
- Afternoon Session:** \$160 for a 7 week session, late enrollees pay full price

### NOVEMBER SCHEDULE

**Bellflower Adult School Office Hours**

Monday - Thursday 8:00 am to 9:00 pm  
Fridays 8:00 am to 3:30 pm

**Guidance Center Hours:**

Monday 8:30 am - 4:00 pm (Closed from 12:30 pm - 1:30 pm)  
Tuesday & Wednesday 1:00 pm - 8:30 pm (Closed from 5:00 pm - 6:00 pm)  
Thursday 8:30 am - 4:00 pm (Closed from 12:30 pm - 1:30 pm)  
Friday 8:30 am - 3:00 pm (Closed from 12:30 pm - 1:30 pm)



### NURSING ASSISTANT

**Nursing Assistant fees:** \$1,314 and \$60 registration fee and other fees payable by participant.

**Orientation for Term II:** November 14, 28, December 5, 12, 2011 at 10 am & November 16, 30 & December 7, 2011 at 6 pm

**Class begins:** January 9, 2012 *Students interested in our Nurse Assistant Program must attend one of our orientation and assessments, approximate time 2 hours.* Orientations are held in the Bellflower Kiwanis Hall, 9302 East Laurel Street, Bellflower CA. (Adjacent to the Adult School)

Students successfully completing this course qualify to take the state examination for Nurse Assistant certification. After passing this examination, students are prepared for immediate employment in a long-term care or skilled nursing facility. This state-approved course combines classroom and hospital training under the supervision of a licensed nurse. A reading assessment is required to demonstrate reading, writing, and understanding English at the 10<sup>th</sup> grade level or above. For more information call the adult school at (562) 461-2218.

**Nurses' Job Fair & Pinning Ceremonies:** Term II - Thursday, April 19, 2012.

**Term II Schedule:**

**Days:** M, T, W & Th 1/9/12 - 4/19/12 8:45 am - 1:30 pm Las Flores Rm 6 & 7 Bumgarner  
**Nights:** M, T, W & Th 1/9/12 - 4/19/12 5:00 pm - 9:15 pm Las Flores Rm 6 & 7 Horrington  
**Please Note:** Night schedule includes 7 Saturdays, day hours: 6:45 am - 12:30 pm

### HOME HEALTH AIDE

Upon completion of your Nurse Assistant certification, enhance your employment potential and wages by completing the Home Health Aide training and receiving your state issued Home Health license. Classroom and clinical experiences prepare students for the certification requirements set by the California State Department of Health Services. State approval #HHP571. **Prerequisite:** CNA, current CPR, health clearance (history and physical) and Tuberculosis screening. **Lab fee:** \$175

**Class Schedule:** January 9 to 13, 2012

064501 M - F 1/9/12 - 1/13/12 7:00 am - 3:30 pm Las Flores Rm 6 & 7 Bumgarner

### MEDICAL TERMINOLOGY

**18 week course Class fee:** \$85

This class is specifically designed to help students learn Medical Terminology who have interest in any medical field. Medical Terminology is the language of the health care system. Comprehensive knowledge of medical terms is essential for any medical career. This course teaches the basic design of medical terminology and how to remember the meanings of 350 Latin and Greek word elements. Students will learn to easily interpret and understand more than eleven thousand complex medical terms, giving them a powerful foundation for understanding the language of medicine. **Class fee:** \$85. Textbook purchase required.

062701 Wednesday 9/7/11 - 2/2/12 3:45 pm - 5:45 pm SHS 4 Augustine

### MEDICAL ICD-9-CM CODING

**18 week course Class fee:** \$130

Emphasis is placed on learning ICD-9-CM (International Classification of Diseases, Ninth Revision, Clinical Modification) coding and its principles. The student will understand and identify diagnoses involving the different body systems and their related surgical procedures utilizing Volumes I, II, and III of the ICD-9-CM Coding book. **Textbook purchase required, approximate cost \$100 - \$150.**

**Class begins:** September 7, 2011

062901 Wednesday 9/7/11 - 2/2/12 6:00 pm - 9:15 pm SHS 4 Augustine



### CNA 2 LVN PROGRAM

This class is specifically for licensed Certified Nursing Assistants who aspire to become Licensed Vocational Nurses (LVN). This program provides a nursing pathway by combining attained health care licenses, work experience and course work that will assist in gaining entrance into a local public school LVN program. The class prepares students for the entrance exam and monitors progress toward achieving their career goal of advancing within the nursing field. Flexible class schedule to accommodate working students will be determined at program orientation. **Class fee:** \$49. **Textbook purchase may be required, approximate cost \$25 - \$35.**

**Program Orientation:**

Wednesday 9/28/11 6:00 pm - 8:00 pm  
SHS 3 Staff

**Continuous Enrollment! Enroll Any Time!**  
Check out our schedule of classes at: [BUSD.k12.ca.us](http://BUSD.k12.ca.us)

**CALL (562) 461-2218 FOR MORE INFORMATION!**

**SEE MORE CLASSES OFFERED BY BELLFLOWER ADULT SCHOOL ON PAGES 2 AND 9!**