

# Vista Adult School



## ADULT EDUCATION / CAREER TRAINING

510 Sunset Drive, Vista CA 92081 (760) 758-7122 Check out our website: [WWW.VISTAADULTSCHOOL.ORG](http://WWW.VISTAADULTSCHOOL.ORG)

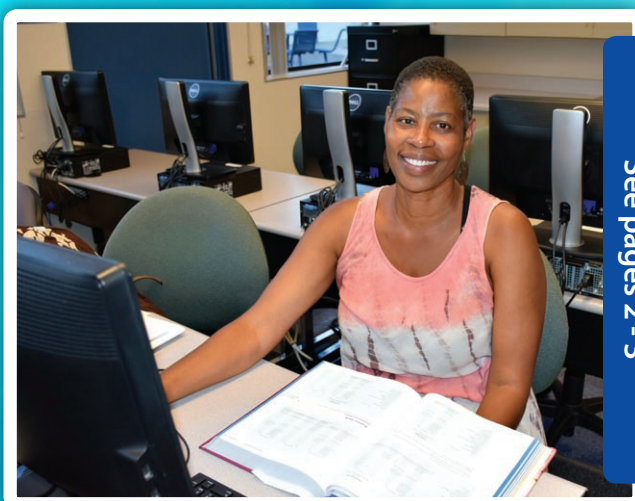
## SCHEDULE OF CLASSES | WINTER 2023

GO TO [WWW.VISTAADULTSCHOOL.ORG](http://WWW.VISTAADULTSCHOOL.ORG) ON THE INTERNET FOR CLASS INFORMATION, REGISTRATION, FORMS AND MORE!

**ESL / INGLÉS**  
See page 7



**BUSINESS EDUCATION**  
See pages 2 - 3



## Great Classes Offered This Winter!

### Enroll Today!

**MEDICAL OCCUPATIONS PROGRAM**  
See pages 4 - 5



**INFORMATION TECHNOLOGY**  
See page 6



RESIDENTIAL CUSTOMER  
ECRWSS

Non-Profit  
Organization  
U.S. POSTAGE  
PAID  
Permit No. 83  
Oceanside, CA

Vista Adult School  
510 Sunset Drive  
Vista, CA 92081



**VISTA ADULT  
SCHOOL IS AN  
APPROVED SITE!**

**PEARSON**

VUE-Authorized  
Test Center

Western Association of Schools and  
Colleges Accredited Programs.



VISTA ADULT SCHOOL IS A  
PROUD MEMBER OF THE  
EDUCATION TO CAREER NETWORK  
OF NORTH SAN DIEGO COUNTY



To learn more about the restructured adult education  
system visit [EducationtoCareer.net](http://EducationtoCareer.net)



# CAREER EDUCATION



## BUSINESS OCCUPATIONS CERTIFICATED PROGRAMS

### Professional Business Pathways - Certification Requirements:

Administrative Assistant	Bookkeeping / Accounting Technician
<ul style="list-style-type: none"><li>▪ Keyboarding or VAS verification of 35 wpm</li><li>▪ Microsoft Office Basics/Beginning</li><li>▪ Microsoft Word Intermediate</li><li>▪ Microsoft Excel Intermediate</li><li>▪ Microsoft Word Advanced</li><li>▪ Microsoft Excel Advanced</li><li>▪ 3 Workshops for the Job Seeker</li></ul>	<ul style="list-style-type: none"><li>▪ Keyboarding or VAS verification of 35 wpm</li><li>▪ Microsoft Office Basics/Beginning</li><li>▪ Microsoft Word Intermediate</li><li>▪ Microsoft Excel Intermediate</li><li>▪ Microsoft Word Advanced</li><li>▪ Microsoft Excel Advanced</li><li>▪ 3 Workshops for the Job Seeker</li></ul> <div><b>MUST ALSO COMPLETE:</b><ul style="list-style-type: none"><li>▪ Fundamentals of Accounting 1</li><li>▪ Fundamentals of Accounting 2</li><li>▪ QuickBooks</li><li>▪ Accounting Excel</li></ul></div>

\*Contact the Front Office if you have questions about your previous business classes taken at VAS for these pathways.

## BUSINESS EDUCATION COURSES

We offer a streamlined curriculum to a well rounded training program whether you are changing careers, reentering the work force or wish to become employed in your first professional position. You will be trained in the Principals of Business, Computer Operations, Bookkeeping, Computerized Accounting and much more!

**Keyboarding**    *Registration Fee: \$35. (6 weeks class)*  
If you want to master the keyboard, but have not done so yet, this is the course for you. Keyboarding skills are a must have for personal use and career development; or just for fun. This course focuses on helping students gain data entry skills, accuracy, speed, and correct use of keyboarding techniques.  
060937    M/W    6 - 9 pm    11/27-1/24    Schulthess    Room 202

**Microsoft Office Beginning**  
*Registration Fee: \$35 (Book included in class fee). (6 weeks class)*  
This course is a basic introduction to the applications of Word, Excel, and PowerPoint in a Microsoft environment. You will learn the basics of creating a Word document, an introduction to the power of Excel spreadsheets, and PowerPoint for creating presentations.  
060939    M/W    6 - 9 pm    1/29-3/6    Schulthess    Room 202

**Microsoft Word Intermediate**    *Blended Online*  
*Registration Fee: \$50 (Book included in class fee). (6 weeks class)*  
This is a comprehensive course providing real life, business, and office skills in Microsoft Word. Though the use of personal computers students will use Word to create business letters, professional documents, and reports. In addition, they will learn navigating around Word, formatting, printing, creating tables and forms, and an introduction to applying fields. **Pre-requisite:** Must type 20 wpm and have a basic understanding of computers. Flash drive required for first day of class.  
060925    W-In class    5:30 - 8:30 pm    11/27-1/24    Troy    Room 201

**Microsoft Excel Intermediate**    *Blended Online*  
*Registration Fee: \$50 (Book included in class fee). (6 weeks class)*  
This is a comprehensive course providing real life, business, and office skills in Microsoft Excel. Though the use of personal computers students will use Word to create business letters, professional documents, and reports. In addition, they will learn navigating around Excel to enter information, cut, copy and paste information, format worksheets, create spreadsheets, produce charts and graphs, work with formulas, explore relative, mixed and absolute references, produce financial reports, and print workbooks. **Pre-requisite:** Must type 20 wpm and have a basic understanding of computers and file management. Flash drive required for first day of class.  
060927    W-In class    5:30 - 8:30 pm    1/29-3/6    Troy    Room 201

## WORKSHOPS FOR THE JOB SEEKER



Looking for a new job or a promotion in your current field? These workshops are for you! They will assist you in setting your career goals, evaluate your talents and develop resources that will help get you to your next goal. Workshops will focus on a variety of topics like Public Speaking, Resume Writing, Interview Success, Career Planning, What is my next step?, Professional Etiquette, and many more! After completing our workshops, you will be prepared to successfully navigate your job search to gain that career that you want!

**Acing the Interview**  
*Registration Fee: No Cost*  
Preparing for an interview can be overwhelming and it is helpful to know exactly what employers are looking for in a candidate. This course will cover the different types of interviews and how to prepare for them. You will also learn about the common interview questions, how to handle difficult or illegal questions and the special requirements for zoom interviews. This course will include information about how to evaluate your own performance and follow up with your interviewer. You will even have an opportunity to participate in a mock interview at the end of the presentation.  
042005    W    6 - 8 pm    1/24    Dufresne    Room 106

## Organize Your Job Search

*Registration Fee: No Cost*  
Most job seekers will complete a great deal of Internet research, create more than a few online profiles, apply to many jobs and, hopefully, receive multiple invitations to interview. The whole process can seem a little overwhelming. However, one thing is for certain... when HR calls, you want to be organized and ready to present your best self! This workshop will focus on eliminating chaos, easing job search anxiety, and organizing your job search to a successful outcome!  
042008    T    6 - 8 pm    2/27    Figueroa    Room 106





# CAREER EDUCATION

## BOOKKEEPING CERTIFICATE PROGRAM

Join our **PROFESSIONAL BUSINESS PROGRAM** and become **job ready** in our specialized fast pace classes where **“YOUR SUCCESS”** is our bottom line!

Whether you are changing careers, reentering the work force, or wish to become employed in your first professional position, this is the program for you. You will be trained to utilize the computer as the tool it is meant to be, and be given an important perspective of Accounting for Business. You will study terminology, which is the language of business, principals and processes that occur in the Accounting Cycle for a Proprietorship (Level 1) and for a Corporation (Level 2) as well as an overview of QuickBooks that will allow you to work on basically all computer based accounting programs.

This Certificated Program will provide the necessary training to prepare you for a variety of entry level financial positions such as; Administrative Assistant, Office Assistant, Accounts Payable, Accounts Receivables/Billing, and Payroll as well as learning everything for working in QuickBooks that will allow you to compete in today's job market.

## COMING IN THE SPRING 2024!

### Fundamentals of Accounting 2

Registration Fee: \$80 (*Continues in the same book as Level 1*).

**NEW!** Accounting for Business – Emphasis in Accounts Payables, Accounts Receivables and Payroll for a Corporation, must be complete in Excel/Intermediate class.

This course will emphasize the manual double-entry bookkeeping cycles for A/P, A/R and Payroll as well as creating an End of Year Worksheet to determine adjustments and closing entries. We will utilize Excel to complete and create spreadsheets to do analysis of the business' progress through the accounting cycle. This is a NEW concept and will incorporate Excel as the tool as it is used in an actual business environment.

**Pre-requisite:** Intermediate Level Excel, Fundamentals of Accounting 1.

*I am currently in week 5 and I have learned so much in my class. Accounting is not an easy subject but the support I've been able to get from my instructor has made this class fun and easy to learn. The instructor is also very informative and has a great teaching style.*

*Chrys F., Accounting I*

*This is my first class at Vista Adult School, and I have found a great support system. I know that I will succeed because I am learning that I have the tools and resources to help me stay on track and learn in the best environment.*

*Amelia Z., Accounting I*



## Computerized Accounting - QuickBooks Virtual Class

Registration Fee: \$80 (*Book included in class fee*).

Students will learn how to apply accounting practices and business transactions using accounting software QuickBooks Online through the use of simulated businesses. Students will be trained in setting up companies, entering, modifying and correcting transactions, creating financial reports and exporting them to Excel files, making payroll and sales tax calculations, and making end-of-year adjustments and reports. It is highly recommended that the student first completes Fundamentals of Accounting 1 before taking this course or have a working knowledge of accounting principles. This course is completely cloud-based and the QuickBooks Online Application and exercises can be accessed using a browser on a PC, or Mac. Excel must be installed locally on the computer (no cloud-only or free Excel versions).

061000 M/T 6 - 9 pm 11/27-3/5 Lewis Virtual

### Industry Standard tests that students will be prepared to take:

- Intuit QuickBooks Certified User Online Certification
- Intuit Certified Bookkeeping Professional Certification

## VISTA ADULT SCHOOL OFFERS TYPING TESTS!

### Typing Test Fee: \$20

Please contact our office at (760) 758-7122. Call to inquire about the typing test schedule during orientations, holidays and breaks.



*I am thankful to learn how to type in class. My goal is to use this for a business pathway. This class is really informative and fun.*

*Bernice B. V., Keyboarding*

## STUDENT SERVICES OFFERED AT VAS:

### Student Transition Center

- Career & Academic Guidance
- Computers to use

### Career Advisor and Coordinators

- One on one assistance with planning your career, assist with class pathway and class success
  - Resume and interviewing assistance
  - Assistance transitioning into a career
- Assistance transitioning into Community College

### Internships

- Available for students at the end of their CTE pathway

## CHECK US OUT IN THE SPRING 2024! HUMAN RESOURCE

### Human Resource Essentials Part A

This class will be an introduction to the basic elements of human resources. Topics covered will include on overview of 21<sup>st</sup> century human resource management process, strategic planning, legal issues, diversity management, job analysis and recruitment an employment.





# MEDICAL OCCUPATIONS

## MEDICAL PROGRAMS AND PATHWAYS



Vista Adult School is accredited by the Western Association of Schools and Colleges.  
Our programs will provide you with the training and certificates that will prepare you for state exams, licensing and employment!

Phlebotomy Technician	Medical Assistant	Medical Administrative	Medical Billing and Coding	Pharmacy Technician
<ul style="list-style-type: none"><li>Healthcare Essentials</li><li>Anatomy &amp; Physiology or Medical Terminology</li><li>*Phlebotomy Didactic</li><li>Phlebotomy Internship</li></ul> <p>Verification Required on the 1<sup>st</sup> Day of Phlebotomy Class: * Immunizations * HSD/GED</p>	<ul style="list-style-type: none"><li>Healthcare Essentials</li><li>Anatomy &amp; Physiology or Medical Terminology</li><li>Patient Service Representative/ Front Office</li><li>MA Clinical - A</li><li>Paperless Medical Records (25 wpm)</li><li>MA Clinical - B</li><li>Phlebotomy (Optional)</li></ul> <p>HSD/GED required by employers <i>Internships Available</i></p>	<ul style="list-style-type: none"><li>Healthcare Essentials</li><li>Anatomy &amp; Physiology or Medical Terminology</li><li>Patient Service Representative/ Front Office</li><li>Paperless Medical Records (25 wpm)</li></ul> <p>HSD/GED required by employers <i>Internships Available</i></p>	<ul style="list-style-type: none"><li>Healthcare Essentials</li><li>Anatomy &amp; Physiology or Medical Terminology</li><li>Patient Service Representative/ Front Office</li><li>Paperless Medical Records (25 wpm)</li><li>Medical Billing</li><li>Medical Coding</li></ul> <p>HSD/GED required by employers <i>Internships Available</i></p>	<ul style="list-style-type: none"><li>Pharmacy Technician I</li><li>Pharmacy Technician II</li></ul> <p>* High School reading level required  * HSD/GED Verification Required on the 1<sup>st</sup> Day of Pharmacy Class <i>Internships Available</i></p>



Vista Adult School has been amazing and fulfilling. I am accomplishing so much more than I ever thought I could. I was pleased when VAS awarded me with a scholarship. This was very heartwarming for both me and my family. I am immensely proud of myself for coming all this way. With assignments and homework, it can be a little stressful jumping from school to a full time job, but this gives me strength for how I want my future to turn out.

Annette E., Medical Assistant

Attend a Medical Orientation and start your path to a new Medical Career!

### WINTER 2023 MEDICAL ORIENTATIONS!

Ready to start your new Medical Career? Get started by attending an orientation to get all the information you need on prerequisites, book costs and schedules. **To be eligible to participate in any of Vista Adult School’s Medical Programs and courses, you must first attend an orientation!** Orientation registration opens on November 9, 2023 at 12 pm via a special email address published on the VAS web site. **Go to [www.vistaadultschool.org](http://www.vistaadultschool.org) for information about additional medical classes.**

### Healthcare Essentials Online Class

Registration Fee: \$60 (Book included in class fee).  
This introductory course is a prerequisite for most of the medical programs at Vista Adult School, including Medical Assistant, Phlebotomy Technician, Medical Insurance Billing Certificated Programs, and Medical Front Office. The course consists of modules in medical terminology, computer literacy, health and safety, body structures and function, medical math, ethical and legal responsibilities, and success strategies.

040199    Online    12/11-3/9    Parr-Garcia    Online

### Patient Service Representative Blended Online Class

Registration Fee: \$125 (Book included in class fee).  
Students will learn how to become part of the care team and be challenged with real-world projects, simulations, specific knowledge and skills needed to work as a Patient Service Representative. This hybrid (or blended) course will incorporate face to face instruction in addition to an online independent format by meeting on campus one day a week. Students will acquire skills and knowledge in HIPAA, NDC Medisoft 17, Microsoft Office 2007/2010, keyboarding, internet, email, file management, and medical terminology; learn how to electronically schedule patient appointments, prepare medical records, enter diagnostic and procedure codes, patient charges, payments, print statements and receipts, complete the patient referral process and medical forms. Students must have keyboarding and computer skills to enter this course.  
**Pre-requisite:** Healthcare Essentials.

### Paperless Medical Records Online Class

Registration Fee: \$125 (Book included in class fee).  
Learn the fundamentals of entering/managing Electronic Health Records (EHR) on the computer. As of 2014, all medical records went through a mandated conversion to EHR. This course will introduce both Patient Service Representatives and Clinical Medical Assistant students to the field of Electronic Health Records by learning the required steps to Implementation and EHR frame work, content, visit management, problem list/ medication list/allergy management, examination entry, vital sign graphs, chart notes, treatment plans, order entry, patient communication documentation, reports, registry, and continuing care of the patient. Students must have intermediate computer skills, be able to type a minimum of 25 wpm and have an email account. Students must attend orientation to register. **Pre-requisite:** Patient Service Rep.



My experience at Vista Adult School has been amazing. The instructors explained our assignments very well and, if we don’t understand something, they’ll clarify the information in a different way to make sure we do understand. I have almost completed my goal of becoming a medical assistant. It has been fun coming to school and learning new things. I have also enjoyed talking to my instructors about their expectations in the medical field. I know I made a good choice coming to Vista Adult School.

Leslie L., Medical Assistant



# MEDICAL OCCUPATIONS



## Phlebotomy Technician

Registration Fee: \$750 **(Book included in class fee).**

Students will learn how to perform a variety of blood collection methods using proper techniques and precautions. Students will also learn additional responsibilities such as identifying tubes which are transported to a lab to be analyzed, training in infection prevention, proper patient identification, confidentiality requirements, and quality assurance. Upon successfully completing this training, students can test with NCCT/CPT1 exam. This is a California State Certified Training Program.

*\*Specific shots are required before entering the class. **Pre-requisite:** Healthcare Essentials.*

040401	M/W	5 - 9 pm	11/27-3/6	Medina	Room 104
	T	6 - 9 pm		Martinez	

## Anatomy & Physiology-Part A Online Class

Registration Fee: \$70 **(Book included in class fee).**

Anatomy and Physiology is a basic course that investigates the structure and function of the human body. Topics covered will include the basic organization of the body; biochemical composition; and major body systems along with the impact of diseases on certain systems. Students will engage in many topics and competencies related to truly understanding the structure and function of the human body. Working from the topics of basic anatomical terminology to the biochemical composition of the human body, all the way into great detail of each of the major systems of the body, students will learn through reading materials, study guides, unit worksheets, group work, and projects..

040298	Online		12/11-3/9	Parr-Garcia	Online
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## Medical Insurance Billing for the Physician Office

**Blended Class** Registration Fee: \$150 **(Book included in class fee).**

Medical Insurance Billing for the Physician Office introduces the student to current health insurance and reimbursement practices. In this course the students will become familiar with common medical billing practices, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and the follow up process. This course is recommended for anyone who is preparing for a medical career in the billing department at a physician's office, clinic, or similar positions.

## Medical Assistant, Clinical-Part A

Registration Fee: \$175 **(Book included in class fee).**

In this class students are introduced to the field of medical assisting and the history of medicine. Students learn medical terminology, pharmacology, medical law and ethics. This course discusses how to assist the physician with minor treatment or diagnostic testing, patient preparation, and use of various supplies and equipment such as electrocardiograph and audiometer. The proper handling of specimens, vital signs, and administering injections, and laboratory procedures will be discussed. The onsite lab will start the 3<sup>rd</sup> week of class.

040901	M/W	8 am - 12 pm	12/11-3/9	Parr-Garcia	Room 105
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## Medical Terminology-Part A

Registration Fee: \$70 **(Book included in class fee).**

This class focuses on learning the basic design of medical terminology and the meanings of 350 prefixes, roots and suffixes that combine to form knowledge of over 11,000 complex medical terms.

041298	Online		12/11-3/9	Parr-Garcia	Online
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Honestly, this has been a great class. Classes are very clearly laid out and registration is easy. The Medical Assistant Program gives you plenty of time to maintain a healthy work-life balance. I can't say enough about my teacher, Nurse Parr. She is a fantastic, thorough instructor. She explains things in a way that is easy to understand and always gives one on one attention to each student to make certain they understand.

All in all, it's been a fun, easy, excellent experience.

Elizabeth E., Medical Assistant



## Pharmacy Technicians are in high demand in San Diego County!

Vista Adult School's Pharmacy Technician program provides students with the education and training to work as a skilled licensed Pharmacy Technician in just 12 weeks.

After completing our 240-hour, California State Board of Pharmacy approved program, students can apply for their state license and work in this exciting and in demand field. The program also helps students prepare for the Pharmacy Technician Certification Board exam or PTCB. This exam distinguishes Pharmacy Technicians as certified professionals who have demonstrated they have the knowledge and skills employers prefer and may require.

## Pharmacy Technician I - Retail Pharmacy

Registration Fee: \$300 **(Book included in class fee).**

Pharmacy Technician I program was developed to train the student to work in Retail Pharmacy. This 12 week course of 240 hours is required in order to successfully complete this program. Therefore, this exciting, fast paced program covers a variety of topics. Some of those subjects include the History of Pharmacy, Foundations of Pharmaceutical Care, Medical Terminology, Pharmaceutical Abbreviations, Dosage Forms and Administration, Pharmacy Law, Drug Action and Interaction, Medication Errors, Hospital Pharmacy, Advanced Pharmacy, Community Pharmacy, Microbiology, Hands-on Extemporaneous Compounding, Hands-on Sterile I.V. Compounding, Inventory Control, Pharmacy Financial Management, Pharmacy Computer Programming, Insurance Billing, Health Insurance, Anatomy and Physiology of the various body systems, and Pharmaceutical Math. Prepares Technicians to Register with the State of California. **Prepares Technicians to Register with the State of California.**

041300	M-Th	5 - 9 pm	11/27-3/8	Alqazzaz	Room 103
	F	Online			



This course has been a highly enjoyable experience. The instructor has made the challenge of learning new subjects into a fun and easy process.

Christian, Pharmacy Technician Student

I attend for the teacher, really!! Ms. Malak is a great instructor, and I cannot wait to see what Pharmacy Tech II has in store. One thing I do recommend is taking Medical Terminology as well.

Marisol M., Pharmacy Technician Student

Vista Adult School has very friendly staff, and students! My teacher is fun, engaging, and informative. Everyone is excited to see you succeed and accomplish your certification.

Dina T., Pharmacy Technician Student



Malak Alqazzaz is happy to join Vista Adult School's teaching team. With a Masters in Laser Engineering, 3 years teaching Pharmacy Technician courses at a local private college and 6 years' experience as a retail Pharmacy Technician, she is excited to share her passion, knowledge and expertise with our students.



# INFORMATION TECHNOLOGY

ADVANCE YOUR CAREER AS AN IT PROFESSIONAL  
WITH COMPTIA CERTIFICATION!

Vista Adult School is a CompTIA Approved Training Site.

## Technology Pathways - Certification Requirements:

### CompTIA Information Technology Technician

- A+ Information Technology Preparation Course (Part 1 & Part 2)
- N+ Certification Preparation Course
- S+ Certification Preparation Course

### CompTIA Cyber Security (CSA+)

- Server +
- CSA+ Level I
- CSA+ Level II

Interested in being trained in one of San Diego's sought after technology skills for employment? Contact our office regarding future class information!

#### CompTIA Test Prep

##### Blended Online Class

Registration Fee: \$75

The CompTIA prep class is a class that will focus on helping you pass your A+ or N+ exam. In this class we will work with different hardware, software and computer labs. This will help you understand what you might have to face on the exam or in a real-world situation. This class is for someone that has already taken the A+ or N+ class and just needs some more hands on experience or questions answered before they attempt to take the exam.

062203 M - In class 5:30 pm - 8:30 pm  
11/27-3/9 Lowe  
Room 404



*This is a great class, very informative, and a good way to increase your knowledge.*

*Derek R., Security+*

*I like being in this class. It is a great opportunity to continue learning with the best teacher. Thank you.*

*Maricela R. H., Security+*



**Troy Lowe** is a confident, dedicated IT manager with excellent supervisory and technical expertise with demonstrated ability to formulate and implement complex technology and business solutions to meet and exceed a diversity of needs. He currently has his Masters in Information Technology.

# CULINARY PROGRAM

## Culinary Program

Vista Adult School has a state of the art, culinary training lab. The new culinary lab facility allow us to train budding chefs for exciting careers in the culinary industry. San Diego County, and specifically North San Diego County, is a diverse, culinary hub. From high-end resorts, to breweries and distilleries, to a variety of cutting edge cuisine; this region is a culinary hotspot and ideal travel destination. We will offer a wide range of culinary training experiences from one day classes to a comprehensive 12-week culinary training program. Our training program is ideal for those in the restaurant industry wanting to gain skills to grow their career or for those looking to begin a new career path in this exciting industry sector. Follow us on social media to stay updated on our culinary training classes: X@VistaAdultEd, Facebook@vistaadultschool

Contact us to request your name to be placed on our Culinary classes interest list!  
(760) 758-7122



## LOOKING FOR A FEW GOOD COMMUNITY ED TEACHERS

Do you have a special talent, skill, or advanced knowledge in a particular subject and would like to share it with others? Do you have the knack for teaching? We are growing our community education program and need people like you!

We are currently looking for interesting, entertaining, and enriching classes to share with our community! Almost any topic can be developed into a class proposal/course.

Here are some examples:

- Handcrafted Jewelry
- Conversational Spanish
- Yoga
- Drawing
- Exercise

If you are interested in learning more, please email  
kathyfigueroa@vistausd.org

Vista Adult School

## Mission Statement

Vista Adult School prepares all students with the knowledge and skills necessary to achieve their career, academic and personal goals in a high quality and accessible learning environment.

## Student Learning Outcomes (SLO's):



Our students will:

- V** Develop a **VISION** for their future
  - Identify and achieve short & long term goals
  - Demonstrate perseverance in their pursuit of education
  - Pursue lifelong learning experiences
- A** **ACHIEVE** academic and personal growth
  - Show a measurable increase in knowledge and skills
  - Increase 21<sup>st</sup> century skills (critical thinking, communication, collaboration, innovation & technology)
  - Gain self-confidence and awareness of their abilities
- S** Experience **SUCCESS** in all post-secondary transitions
  - Career obtainment and growth
  - College admission and completion
  - Enhancement of their personal life and involvement in the community



# ENGLISH AS A SECOND LANGUAGE



## ENGLISH AS A SECOND LANGUAGE

### VISTA ADULT SCHOOL SUNSET CAMPUS

510 Sunset Drive, Vista, CA 92081

The ESL program provides English learners with listening, speaking, reading, writing, and critical thinking skills. The program offers ESL levels, ranging from basic literacy to advanced English language development. **All levels are available during the day and evening hours. (Monday-Thursday 9 am - 12 pm; 6 - 9 pm).**

#### REGISTRATION PROCESS:

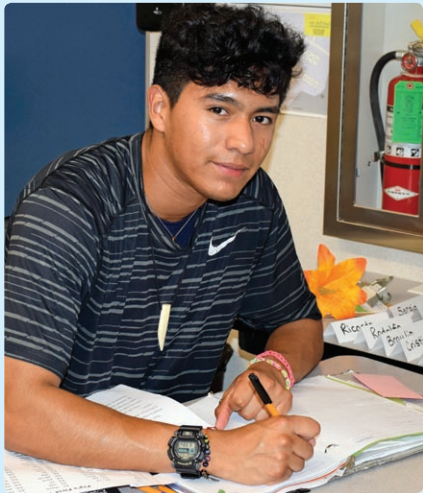
- Attend an orientation.
- Arrive early as seating is limited.

#### ESL ORIENTATIONS

Day Orientations: 9 am	Night Orientations: 6 pm
November 14 or 15 January 23 or 24 March 12 or 13	November 13 or 16 January 22 or 25 March 11 or 14

*I am a student in Ms. Vasquez's ESL, level 4 class. I graduated as cosmetologist a year ago and really like everything that has to do with beauty. I still have many goals and would like to be a dentist someday. In ESL, level 4 class, I have been able review a lot that I already know, as well as learn many new things. Ms. Vasquez is an excellent teacher. She knows how to explain things well, and she is very patient with all her students and always willing to help us.*

Amy Catherine M., ESL, Level 4



*My teacher Aida Vazques is a professional and teaches with patience and kindness. Her class is very interactive, and it is a pleasure to hear about her work and academic experiences. I feel confident asking for help signing up for classes, and the school office staff always helps me. For me, being here learning such a necessary language makes me feel complete. I try to give my best in class. I consider it important to continue with my ESL classes because it is the first step that will lead to developing academic and work skills that I can use in the United States, or anywhere else.*

Maria Elidet S., ESL, Level 4

## CITIZENSHIP

Vista Adult School offers a **Citizenship** class. The course prepares students to pass all USCIS approved examinations and USCIS oral interview, while helping improve reading and speaking skills. Class attendance begins the week following orientation. **Pre-Requisite: Must be at a High Beginning ESL level or higher.**

\*Attend one of the Day or Night Orientations.

**REGISTRATION PROCESS:** Attend an ESL orientation

## INGLÉS COMO SEGUNDO IDIOMA:



El programa de ESL provee la oportunidad de aprender las destrezas de escuchar, hablar, leer, escribir y habilidades de pensamiento crítico en inglés. El programa ofrece niveles de ESL, cubre amplitud del nivel alfabetización básica al avanzado en el desarrollo de la lengua. **Todos los niveles están disponibles por la mañana y tarde. (lunes a jueves de 9 am - 12 pm y de 6 - 9 pm).**

#### PROCESO DE MATRICULACIÓN:

- Asistir a una orientación.
- Llegue temprano el espacio es limitado.

#### ORIENTACIONES DE ESL

Orientaciones por la mañana: 9 am	Orientaciones por la noche: 6 pm
14 y 15 de noviembre 23 y 24 de enero 12 y 13 de marzo	13 y 16 de noviembre 22 y 25 de enero 11 y 14 de marzo

## CLASES DE CIUDADANIA

La escuela de Adultos de Vista también ofrece clases de Ciudadanía. Enfoque de preparación en los exámenes aprobados por USCIS, preparación para la entrevista oral de USCIS, y al mismo tiempo refuerza las habilidades orales de lectura en Inglés. **Pre-Requisito: Debe estar mínimo a nivel Comienzo Alto de ESL y asistir a una orientación de ESL.**



## CURSO DE PREPARACIÓN EN ESPAÑOL EDUCACIÓN GENERAL A NIVEL PREPARATORIA/GED/HISET:

El programa de Educación General a nivel preparatoria provee las destrezas necesarias en preparación de las diferentes materias generales equivalentes a nivel bachillerato/preparatoria y pasar la prueba de equivalencia. Además de su tiempo en clase, usted necesitara estudiar fuera de clase con el fin de maximizar su tiempo de preparación. **REQUISITOS:** Ser mayores de edad (18 años o más), haber terminado la secundaria, asistir a una orientación de evaluación en lectura y comprensión para asesorar su candidatura de entrada al programa.

#### HORARIO DE CLASES:

- lunes y miércoles 6 pm - 9 pm Plantel de Sunset, Salón 302

#### ORIENTACIONES:

- lunes, 13 de noviembre 6 pm Plantel de Sunset
- lunes, 11 de marzo 6 pm Plantel de Sunset

## GRATUITOS, APOYO AL ÉXITO ESTUDIANTIL:

Quiere usted ayudar a su hijo a tener éxito en la escuela? Asista a uno de los talleres GRATUITOS, Apoyo al Éxito Estudiantil ofrecido en la Escuela de Adultos de Vista. Estos talleres se presentarán en español y estan diseñados para ayudarlo a usted como padre aprender más sobre cómo ayudar a su hijo a tener éxito en la escuela. Los temas cubiertos incluirán la comprensión de las boletas de calificaciones y los informes de progreso, cómo comunicarse con la escuela y los maestros, cómo ayudar a su hijo con la tarea y mucho más. Esta es una gran oportunidad para aprender habilidades de crianza que los ayudarán a apoyar a su hijo para tener éxito en la escuela. Estos talleres estan abiertos para los estudiantes de la Escuela de Adultos de Vista y al público en general.

**Fecha y Horario por determinar.**

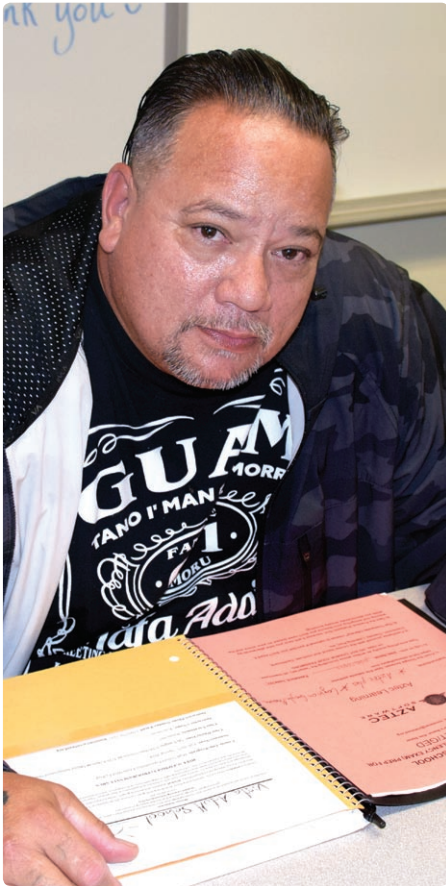
## CLASE DE INFORMÁTICA BÁSICA EN ESPAÑOL

Aprenda conceptos básicos del ordenador en el entorno de Windows utilizando aplicaciones de Windows y Microsoft para principiantes. En este curso los sábados, presentado en español, aprenderá vocabulario y cómo navegar por el ordenador, y practicará las habilidades. Algunos temas tratados incluyen Word, Excel, PowerPoint, Paint, Nota, fecha, hora, calculadora, correo electrónico, sitios web en el internet, y más. A través de ejercicios guiados por la maestra, creará proyectos y los guardará en archivos, y los organizará en carpetas. Hablaremos sobre las funciones de la impresora que ahorran dinero y productos informáticos recomendados. La clase es divertida y le enseñará habilidades similares a las que puede usar para el trabajo y el uso personal.

060344 jueves 6 - 9 pm 11/30-3/7 Schulthess Room 202



# HIGH SCHOOL PROGRAM



## HIGH SCHOOL PROGRAM:

Are you interested in obtaining your high school diploma, or passing a High School Equivalency Exam (ex. GED or HiSET)? Are you looking to improve your basic academic skills in order to advance in your career, find new employment or achieve personal growth? If so, Vista Adult School's High School Program will help you accomplish your goals. Classes are offered in the morning and evening; as well as through an online independent study option.

To enroll in the High School Program, students must be at least 18 years of age and attend a mandatory orientation. It is important to bring a copy of your most recent transcripts with you to orientation.



**Day Orientations: 9 am**  
November 13 or 16  
January 22 or 25  
March 11 or 14

**Night Orientations: 6 pm**  
November 14 or 15  
January 23 or 24  
March 12 or 13

## HIGH SCHOOL EQUIVALENCY EXAM:

Vista Adult School is a testing center for the California approved High School Equivalency (HSE) Exam - the GED.

A HSE exam is for adults who do not have a high school diploma. Those who pass the exam will receive a California High School Equivalency Certificate. Anyone 18 years of age or older, or 17 under certain circumstances, is eligible to take a HSE exam. CA residency and acceptable ID is required to take the exam. Be sure the name you register for the exam with matches the name on your ID. In addition to being a testing center, Vista Adult School can help to prepare you to pass the GED and HiSET exams. To enroll, attend a High School Program orientation.

### GED

We are a Pearson Vue authorized testing center and offer the GED exam via computer. To sign up for the GED you must first register through [www.GED.com](http://www.GED.com); all registration, scheduling and payments is done through the GED website. The GED exam consists of four parts: Reasoning Through Language Arts, Mathematical Reasoning, Science and Social Studies. More information can be found at the [www.ged.com](http://www.ged.com) website.

## VISTA ADULT SCHOOL Sunset Campus

510 Sunset Drive, Vista CA 92081  
(760) 758-7122 • FAX (760) 631-6380

*If you have limitations with hearing or speaking, a specially-trained Communications Assistant (CA) can relay telephone conversations for all of your calls. Dial 711 to reach the California Relay Service (CRS).*

**Hours:** Monday - Thursday, 8 am - 7 pm  
Friday, 8 am - 4:30 pm

### Adult School Staff

Elizabeth O'Shea-West, Principal  
Tara Biancamano, Assistant Principal

### Student Support Team

Jennifer Dufresne      Kathy Figueroa  
Christa Dwyer          Lawrence Hunt

### Support Staff

Marina Acosta          Abel Isquerra  
Don Adams              Sulema Sanchez  
Diane Addington      Erika Trujillo  
Luz Gutierrez          Sandy Vasilakis  
Michelle Fracasse      Carla Whitlock

## Vista Unified School District - Board of Education

Cipriano Vargas          Rosemary Smithfield  
Rena Marrocco          Julie Kelly  
Martha Alvarado  
Dr. Matt Doyle, Superintendent

## REGISTRATION INFORMATION

**3 EASY WAYS TO REGISTER FOR CLASSES!**  
On Monday, November 13, 2023, 8 am most classes will be available for online registration at [www.vistaadultschool.org](http://www.vistaadultschool.org)

PHONE-IN	WALK-IN	ONLINE
Call: (760) 758-7122 Monday - Thursday, 8 am - 7 pm and Friday, 8 am - 4:30 pm to register using VISA or MasterCard. Please have your course number and credit card information ready.	Vista Adult School 510 Sunset Drive Vista CA 92081	<b><a href="http://www.vistaadultschool.org">www.vistaadultschool.org</a></b> Click "Register Online" on the homepage. Follow the process to enroll in your classes. Use VISA or MasterCard card on our secure encrypted site.

- ➔ Check out our website at [www.vistaadultschool.org](http://www.vistaadultschool.org) for detailed information!
- ➔ Community Education Classes are independently supported only by student fees.
- ➔ **All classes provided by Vista Adult School include a \$20 non-refundable registration fee. Minimum enrollment is required for all classes.** Please sign up early to avoid cancellation of the class you want! Register now for the best seats ever!
- ➔ **Vista Adult School Program is accredited by the Western Association of Schools and Colleges. All teachers are certified** in their teaching area by the California Commission for Teacher Credentialing.  
**The Vista Unified School District does not discriminate** on the basis of sex, race, color, religious creed, national origin, ancestry, disability, medical condition or age. A uniform complaint procedure is in place. If you have suggestions or concerns regarding VAS, please call (760) 758-7122.

### DATES

Remember to mark your calendar with class dates, times, and locations. We do not send confirmations!

November 10, 2023 . . . . . Veteran's Day Holiday  
November 13, 2023 . . . . . General Registration  
November 20 - 24, 2023 . . . . . No classes, Thanksgiving Break  
November 27, 2023 . . . . . Winter Session Begins  
December 18 - 31, 2023 . . . . . No Classes, Winter Break  
January 1 - 7, 2024 . . . . . No Classes, Winter Break  
January 15, 2024 . . . . . M.L. King Birthday Holiday/No Classes/Office Closed  
February 16 - 20, 2024 . . . . . Holiday/No Classes/Office Closed  
March 18, 2024 . . . . . Spring Session Begins

**GO TO [WWW.VISTAADULTSCHOOL.ORG](http://WWW.VISTAADULTSCHOOL.ORG) ON THE INTERNET FOR CLASS INFORMATION, REGISTRATION, FORMS AND MORE!**