



**OXNARD  
ADULT  
SCHOOL**

**1800 SOLAR DRIVE OXNARD, CA 93030  
805-385-2586 OR 805-385-5435 WWW.OXNARDADULTED.US  
FAX 805 485-1832**

**SPRING 2023**

**HIGH SCHOOL DIPLOMA  
HIGH SCHOOL EQUIVALENCY  
MEDICAL CAREER TRAINING  
ENGLISH AS A SECOND LANGUAGE  
COMPUTER CLASSES  
CITIZENSHIP  
GARMENT CONSTRUCTION  
UPHOLSTERY**



## PRINCIPAL'S MESSAGE

Welcome to Oxnard Adult School. The administration, faculty and staff are ready to help you achieve your academic and career goals. We have a selection of classes that were developed to assist those seeking a high school diploma, employment certification, advanced skills, and for those desiring to increase English language skills.

For 85 years Oxnard Adult School has provided residents with many educational opportunities. Our programs offer support services to prepare you for college, entry level work or advanced training. Whether in academic or career training, we assist adult students in making an optimal transition to the workplace or higher education.

This brochure highlights a variety of classes, programs and opportunities available to those who enroll at our school. We are hopeful this document contains information that will encourage you to explore your options and then enroll in one of our school programs.

Sincerely,

Leticia Carabajal

*Principal*



Oxnard Adult School is accredited by the  
Western Association of Schools and Colleges  
Accrediting Commission for Schools (WASC)

## MENSAJE DE LA DIRECTORA

Bienvenidos a la Escuela de Adultos de Oxnard. La administración, la facultad y el personal estamos listos para ayudarle a lograr sus metas académicas y profesionales. Tenemos una selección de clases que fueron desarrolladas para ayudar a aquellas personas que buscan un diploma de preparatoria, certificación de empleo, habilidades avanzadas y para quienes desean incrementar sus habilidades en el inglés.

Durante 85 años, Oxnard Adult School ha brindado a los residentes muchas oportunidades educativas. Nuestros programas ofrecen servicios de apoyo para prepararle para la universidad, el trabajo a nivel inicial o capacitación avanzada. Ya sea en la formación académica o profesional, ayudamos a los estudiantes adultos a realizar una transición óptima al lugar de trabajo o la educación superior.

Este folleto destaca una variedad de clases, programas y oportunidades disponibles para quienes se inscriben en nuestra escuela. Esperamos que este documento contenga información que le anime a explorar sus opciones y luego inscribirse en uno de nuestros programas escolares.

Sinceramente,

Leticia Carabajal

*Directora*



Oxnard Adult School está acreditada por la  
Comisión de Acreditación de Escuelas de la Asociación  
Occidental de Escuelas y Universidades (WASC)

## OUR MISSION STATEMENT

Oxnard Adult School prepares and empowers students to achieve educational, career and personal goals; promoting lifelong learning in a safe, supportive and multicultural environment.



### BOARD OF TRUSTEES

Karen M. Sher, M.Ed. – President  
Genevieve Flores-Haro – Vice President  
Linda Baker Torres – Clerk  
Elizabeth M. Botello – Board Member  
Dr. Steve Hall – Board Member

### SUPERINTENDENT

Dr. Thomas McCoy

### DISTRICT ADMINISTRATION

Dr. Deborah Salgado, Assistant Superintendent, Human Resources  
Roger Adams, M.Ed. Assistant Superintendent, Education Services  
Ted P. Lawrence M.Ed. Assistant Superintendent, Business Services

### ADULT SCHOOL ADMINISTRATION

Leticia Carabajal, Principal  
Ramona Villavicencio, Assistant Principal

### ADULT SCHOOL COUNSELING

Alexa Sanchez, School Counselor  
Valeria Balderrama, School Counselor  
Jesus Lopez-Varela, Guidance Technician  
William Martin, College and Career Technician  
Jacob Perez, Oxnard College Academic Counselor

## OUR VISION STATEMENT

Oxnard Adult School empowers and equips all students to be lifelong learners and powerful participants in today's global community.

### SPRING 2023

### IMPORTANT DAYS

First Day of Spring Semester	January 9, 2023
Martin Luther King Jr. Day	January 16, 2023
President's Day Holidays	February 20 & 24, 2023
February Break Week	February 20 - 24, 2023
Spring Break	April 3 - 14, 2023
Memorial Day Holiday	May 29, 2023
Last day of instruction	June 8, 2023
Graduation Day	June 13, 2023

### CONTENTS

High School Diploma, High School Equivalency, ABE	3
High School Equivalency in Spanish, HiSET Test Dates	4
English as a Second Language, Citizenship	5
Computers, Garment Construction, Upholstery	6
Health and Medical Programs	7- 8
Employment, Job Search Assistance	9
Migrant Program, Parent Project, Directory, Refund Policy	10
Oxnard Adult School Calendar	11

### SCHOOL OFFICE HOURS

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 2:00 pm
Closed on weekends and holidays	

After publishing of the class schedule, we may change times, class locations, or cancel a class. We regret any inconvenience this may cause. Call 805-385-2586 if you cannot find a class, or if you need more information.

12-20-22





# High School Diploma, High School Equivalency, ABE

## COVID-19 Prevention Precautions / Precauciones de prevención de COVID-19

Your safety is our top priority. We will be following County Health Department and CDC guidelines to ensure as safe an environment as we can during this difficult time.

- If you feel ill or are in close contact with anyone who has coronavirus, **PLEASE STAY HOME**
- In the event of a mandated quarantine/lockdown during the COVID-19 / COVID Variant pandemic, all classes will be provided exclusively online.

Su seguridad es nuestra máxima prioridad. Seguiremos los lineamientos del Departamento de Salud del Condado así como los de los Centros para el Control y Prevención de Enfermedades (CDC) para garantizar un entorno lo más seguro posible durante este momento difícil.

- Si se siente enfermo o está en contacto cercano con alguien que tenga coronavirus, **POR FAVOR QUÉDESE EN CASA**
- En el evento de una cuarentena obligatoria / cierre durante la pandemia COVID-19 / COVID Variante las clases se impartirán exclusivamente en línea.

## High School Diploma (HSD)

The High School Diploma Program is a **FREE** independent study program. Prospective students, with all previous high school transcripts, first schedule a meeting with a counselor at [www.oxnardadulted.us](http://www.oxnardadulted.us). Students can also scan any of the QR Codes below to arrange an appointment. After the meeting with the counselor, students will meet with their assigned teacher for course assignments. Students can work online, in the classroom or a combination of both. Instructors monitor students closely with lessons and exams, as well as tutoring in problem subject areas. Students usually work on one class at a time and work at their own pace. Textbooks can be purchased or borrowed with a deposit at the school office for home use. This course offers continuous enrollment throughout the school year.

New and returning students must take the CASAS pre/post test to determine course placement, academic goals and record progress.

**Location:** 1800 Solar Dr Rooms 137/138 and Online

Classroom tutoring available

**Dates:** January 10, 2023 - June 8, 2023

**Instructor and Section**

Determined at time of enrollment

**Days Hours**

M-Th 8:30am - 8:00pm



## High School Equivalency (HSE)

This **FREE** program helps prepare students for the HiSET exam offered at Oxnard Adult School. Each participant studies under the supervision of a teacher who supports the students in identified problem areas to gain the skills needed to pass the test. This is an open-entry program and students may register at any time during the regular school semester. The class has flexible hours which allows students to contact the instructor previously assigned when it is most convenient for them. Students may qualify for test vouchers after 20 hours of class time towards the HiSET exam. Prospective students must schedule a meeting with a counselor at [www.oxnardadulted.us](http://www.oxnardadulted.us) before enrolling in the class. Students can also scan any of the QR Codes placed below to set the appointment. New and returning students must take the CASAS pre/post test to determine course placement, academic goals and record progress. Instructor and Section are determined at time of enrollment.

**Locations:** 1800 Solar Dr 137/138 / Online and Hueneme High School 500 Bard Rd / Hybrid

Classroom tutoring available

**Dates:** January 10, 2023 - June 8, 2023

**Days and hours at Solar Drive Room N-137/138:** M-Th 8:30am - 8:00pm

**Days and hours at HHS Room TBD:** Online: M,T,W,Th 9am - 12pm and M,W 4:30pm - 8pm



Classroom tutoring available on:

Tue 6pm - 8:30pm and Thur 6pm - 8:30pm



## Adult Basic Education (ABE)

Adult Basic Education is a **FREE** non-credit basic reading, writing and math instruction program. Instructors teach students at their individual skill level. This program helps students develop the basic educational foundation needed to enter the High School Diploma or High School Equivalency programs or meet another specific goal. This is an open-entry program, and students may register at any time during the regular school semester. This class also provides remediation courses in English, Math or both to retake the CNA entrance exam. Prospective students must schedule a meeting with a counselor at [www.oxnardadulted.us](http://www.oxnardadulted.us) before enrolling in the class. Students can also scan the QR Code placed above to set the appointment.

New and returning students must take the CASAS pre/post test to determine course placement, academic goals and record progress.

**Location:** 1800 Solar Dr 137/138 / Online

**Dates:** January 10, 2023 - June 8, 2023

**Instructor and Section**

**Days Hours**

Determined at time of enrollment

M-Th 8:30am - 8:00pm

**Adult Basic Education**  
Reading | Writing | Math



Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information

Fechas y costos están sujetos a cambios. Llame a la Escuela de Adultos de Oxnard al 805-385-2586 para más información



## Certificado de equivalencia de preparatoria, HiSET Test



### Spanish Pre-HSE/ABE. Educación básica para adultos en español

Este curso **GRATIS** es para personas que quieran aprender a leer, escribir y hacer operaciones aritméticas en español. Las clases son presenciales con cupo limitado. Al término de este curso podrán ingresar en el programa Pre HSE Sp (Básico); después en el programa regular HSE Español, y cuando estén preparados podrán tomar el examen HiSET. Pre-HSE/ABE es un programa inicial que puede beneficiar a personas que no hayan tenido oportunidad de estudiar en sus países de origen y que estén tramitando su residencia a través del programa DACA.

Para inscribirse, los futuros estudiantes deben programar una cita con la consejera en [www.oxnardadulthood.us](http://www.oxnardadulthood.us) o también pueden escanear el código QR que se encuentra abajo. **Alumnos nuevos y de reingreso deben tomar el examen CASAS pre y post requerido por el Estado.**

Instructor	Location	Days	Hours	Dates
Castro	HHS 500 Bard Rd Rm TBD	T,Th	6pm - 8:30pm	1-10-2023 to 6-8-2023



### HSE Prep Spanish - Equivalencia de preparatoria en español

Este curso **GRATIS** de preparación para el examen de equivalencia de preparatoria está basado en un repaso general de matemáticas, lectura y redacción, estudios sociales y ciencias. Hay tres grupos con dos niveles y horarios (ver abajo). Dependiendo del grado de educación de cada estudiante, éste podría necesitar más de un semestre para prepararse para tomar los exámenes. El estudiante debe poseer un nivel de escolaridad mínimo de 6° grado para inscribirse en el curso básico Pre HSE Sp y en el multinivel de la mañana HSE Prep Sp, y de 8° para el curso intermedio por la tarde HSE Prep Sp. Adicionalmente se ofrece un taller opcional de matemáticas en los sábados abajo mencionados de 9 am a 12 pm: Después de asistir a 20 horas de clase, los estudiantes podrían obtener vales para exámenes HiSET. Para inscribirse, los futuros estudiantes deben programar una cita con la consejera en [www.oxnardadulthood.us](http://www.oxnardadulthood.us) o también pueden escanear el código QR que se encuentra a continuación. **Alumnos nuevos y de reingreso deben tomar el examen CASAS pre y post requerido por el Estado.**

Class	Instructor	Location	Days	Hours	Dates
Pre HSE Sp	Castro	HHS 500 Bard Rd Rm TBD	M,W	6pm - 8:30pm	1-11-2023 to 6-7-2023
HSE Prep Sp	Gutiespi	CIHS 1400 Raiders Way Rm TBD	T,Th	6pm - 8:30pm	1-10-2023 to 6-8-2023
HSE Prep Sp	Varela	1800 Solar N-139 / HyFlex	T,W,Th	8:30am - 11:00am	1-10-2023 to 6-8-2023
HSE Prep Sp	Varela	1800 Solar N-139 / HyFlex	S	9am - 12pm	Jan 28, Feb 11; March 4, 18; April 22; May 13, 27



### High School Equivalency Test - HiSET®

The High School Equivalency Test (HiSET®) allows students to earn a California state issued High School Equivalency Certificate. The HiSET® High School Equivalency Certificate is considered the equivalent of a High School Diploma and is recognized throughout the United States, Canada, and Puerto Rico. Most employers, community colleges and vocational schools accept it in place of a high school diploma. The fee for the HiSET is \$150 which includes all 5 subject area tests: Reading, Writing, Math, Science and Social Studies. The fee to retake a failed subject area test is \$20. Tests can be retaken twice in a calendar year. There is a rescheduling fee of \$10 for each HiSET test. Rescheduling can only be done in the front office at least five working days before each test rescheduled. Please bring your original paperwork and an ID when requesting to reschedule a test. All testing fees must be paid at the Oxnard Adult School main campus in cash or credit/debit card (Visa, Master Card) only.

**Registration:** Examinees must be 18 years or older or within 60 days of their 18th birthday if any of the parents or a guardian gives consent. Examinees must not be US high school graduates; must have a valid email address and a valid ID (CA Driver's license or ID, military ID, passport or international government ID with current picture). **There are no refunds on test fees.**

- ♦ To schedule an exam, you must go online to create your profile. [hiset.org](http://hiset.org) > LogIn / Create myHiSET Account > Select your State > My HiSET Sign In > Create Account After you create your profile, **print out the page** with your HiSET ID number.
- ♦ Name on ID **must** be identical to the name on registration (excluding accents). If it doesn't, you may not be allowed to test, or your scores may be canceled after you take the test.
- ♦ Bring printed HiSET page and a valid ID, which can be California ID, DL, military ID, passport or any ID issued by a government to Oxnard Adult School Office and register for the HiSET Exam. No phone photos. Originals only. No drinks or snacks allowed in the testing room.

### Spring 2023 HiSET® Test Dates

Times	January	February	March	April	May	June
9:00 am - 12:30 pm	No AM Tests	Jan 31, 1, 2	7, 8, 9	No AM Tests	9, 10, 11	No AM Tests
4:30 pm - 8:00 pm	17, 18, 19	14, 15, 16	21, 22, 23	25, 26, 27	23, 24, 25	No PM Tests

Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information

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## English as a Second Language, Citizenship



### English as a Second Language (ESL) / Inglés como Segundo Idioma **CLASES GRATIS**

The English as a Second Language (ESL) program is a sequential series of classes focusing on English conversation, pronunciation, listening, reading, writing, grammar, common idioms, American culture and basic civics. Each student is given a placement exam before being assigned to one of the six levels OAS offers. Call for information about assessment schedule and available campuses at (805) 385-2586 or (805) 385-5435. **New and returning students must take the CASAS pre/post test to determine course placement and academic goals.**

*El programa de inglés como segundo idioma (ESL) es una serie de clases que se enfoca en conversación, pronunciación, comprensión auditiva, lectura, escritura, gramática, modismos comunes, cultura estadounidense y educación cívica básica. Cada estudiante recibe una prueba de ubicación antes de ser asignado a uno de los seis niveles que ofrece OAS. Llame al (805) 385-2586 o 385-5435 para calendario de pruebas. **Alumnos nuevos y de re ingreso deben tomar el examen CASAS pre y post para determinar su nivel y metas académicas.***

Site/Localidad	Levels/Niveles	Days/Días	Hours/Horarios	Class Dates/Fechas
1800 Solar Drive	1 - 6	M - F	9:00 am - 11:30 am	Jan 10 - June 8, 2023
1800 Solar Drive	1 - 6	M - Th	6:00 pm - 8:30 pm	Jan 10 - June 7, 2023
Channel Islands HS	Multilevel 1, 2	M - Th	6:00 pm - 8:30 pm	Jan 10 - June 7, 2023
Hueneme HS	1, 2	M - Th	6:00 pm - 8:30 pm	Jan 10 - June 7, 2023
Pacifica HS	1	M - Th	6:00 pm - 8:30 pm	Jan 10 - June 7, 2023
Rio Plaza Elementary School	Multilevel 1, 2	M - Th	6:00 pm - 8:00 pm	Jan 10 - June 7, 2023
OAS Online	3	M - F	9:00 am - 11:30 am	Jan 10 - June 8, 2023
OAS Online	3	M - Th	6:00 pm - 8:30 pm	Jan 10 - June 7, 2023
City of Camarillo	Multilevel 4,5,6	M - Th	8:30 am - 11:30 pm	Jan 10 - June 7, 2023
Public Library Online				
City of Oxnard Housing Authority	Level 1	M - Th	TBD	TBD

### Oxnard College ESL R802B

**Coming FALL 2023**

#### ESL R802B Reading and Writing (Noncredit)

This course provides instruction in reading and writing skills for non-native speakers of English who are at the entry-level of English language acquisition. Course content includes reading comprehension, vocabulary development, basic grammar and sentence writing. Field trips may be required.

**Dates:** TBD

**Instructor** TBD **Location** 1800 Solar Dr Rm TBD **Days** T,Th **Hours** 6:20pm - 8:20pm



### Citizenship Preparation **FREE CLASS**

This 8-week course introduces the prospective citizen to the history and government of the United States and prepares students with the knowledge needed to pass the citizenship exam and interview. Students must possess high intermediate English skills, demonstrated by passing the Oxnard Adult School ESL level 4 course or equivalent English skills.

**New and returning students must take the CASAS pre/post test to determine course placement.**

**Dates:** 1st Session: Jan 17, 2023 - Mar 16, 2023

2nd Session: Mar 21, 2023 - May 25, 2023

**Instructor** TBD **Location** 1800 Solar Dr Rm TBD **Days** T,Th **Hours** 6:00pm - 8:30pm



Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information

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# Career Technical Education, Garment Construction



## Computer Basics

## Free Class

This is a novice computer basics six-week course designed to teach students, with very little to no knowledge of computers, their elementary use. The course includes: Parts of a computer (hardware), turning a computer on, logging into a computer, knowledge of various digital devices, connectivity/internet, keyboard skills, knowledge of computer applications, use of email and etiquette, common software used in business, searches and computer safety and other digital literacy foundations. This course is taught in English; however, English language development (ELD) and Spanish primary language support is provided to English language learners as needed.

**Instructor** Location

**Days and Hours**

**Date**

Lara 1800 Solar Dr. Rm S-112 Tue 6:00pm - 8:00pm and Sat 10:00am - 12:00pm Coming in March



## Business Technology I

This is a five-week class that teaches the following subjects as an introduction to business technology using Windows 10: Keyboarding, Internet, Email, Hardware and Software Types, Google Meet, Google Docs, File Management, Printing, Antivirus tips and Computer Vocabulary. We will create a Google Docs business letter project including a table. This course is taught in English; however, English language development for English language learners and Spanish support is provided as needed.

**Instructor** Location

**Days and Hours**

**Fee**

TBD 1800 Solar Dr. Rm S-112 T,Th 6:00pm - 8:30pm \$125 per 5-Week Session

**Session Dates**

TBD Jan 31, 2023 - Mar 9, 2023 TBD Mar 14, 2023 - Apr 27, 2023 TBD May 2, 2023 - June 1, 2023



## Business Technology II

This is a five-week class in which each participant studies the program they need from the following: MS Word, MS Excel, and MS PowerPoint. When students have completed the assignments in each program, they can move on to the next. intermediate and up English level required (3 - 6)

**Instructor** Location

**Days**

**Hours**

**Fee**

TBD 1800 Solar Dr. Rm S-112 M,W 6:00pm - 8:30pm \$125 per 5-Week Session

**Session Dates**

6240 Jan 30, 2023 - Mar 8, 2023 6241 Mar 13, 2023 - Apr 26, 2023 6242 May 1, 2023 - June 5, 2023



## Garment Construction

Learn pattern layout, cutting and sewing techniques, proper selection of materials, and receive assistance with common problems in garment construction. Students learn about quilting, wearable art and related quilting projects in a relaxing atmosphere.

Sewing machines are available for your use, or you may bring your own and learn how to use it. A Janome Embroidery machine is available for students use. **English proficiency required. Occupancy limited to 12 students.**

**Instructor:** Peterson **Location:** 1800 Solar Dr. S-118 **Fee:** \$125 per section

**Sections (T,W) Dates (9 weeks)**

**Days Hours**

6313 / 16 Jan 10 / 11 - Mar 14 / 15, 2023 T/W 9am - 11:30am

6314 / 17 Jan 10 / 11 - Mar 14 / 15, 2023 T/W 12pm - 2:30pm

6315 / 18 Jan 10 / 11 - Mar 14 / 15, 2023 T/W 5:30pm - 8pm



**Sections (T,W) Dates (9 weeks)**

**Days Hours**

6319 / 22 Mar 21 / 22 - May 30 / 31, 2023 T/W 9am - 11:30am

6320 / 23 Mar 21 / 22 - May 30 / 31, 2023 T/W 12pm - 2:30pm

6321 / 24 Mar 21 / 22 - May 30 / 31, 2023 T/W 5:30pm - 8pm

## Upholstery - Beginning and Intermediate

This 12-meeting course will introduce students to the basics of the upholstery business or working on your own home projects. Students learn to use heavy-duty upholstery machines and upholstery hand tools. Get hands-on practice with techniques for layout, cutting, installation, and yardage calculations. Students must provide their own projects and materials. **No leather projects. No project over 4 feet is allowed.** Beginners to experienced welcomed! Spanish speaking teacher. Minimum enrollment of 12 students required. Classes are held at Frontier High School (FHS) Upholstery Room, 545 Airport Way, Camarillo CA 93010

**Instructor** **Sections** **Dates**

**Days** **Hours**

**Fee**

Rivera 6150 Jan 23, 2023 - Mar 7, 2023 M,T 6:00pm - 9:00pm \$250

6151 Mar 13, 2023 - May 2, 2023 M,T 6:00pm - 9:00pm \$250



Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information

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# Health and Medical Programs

## Registered Pharmacy Technician

This 240-hour PTCB\* recognized program consists of theory and clinical preparation for employment in a pharmaceutical setting. Topics include: medical terminology, anatomy and physiology, pharmaceutical settings, duties and responsibilities of a pharmacy technician, pharmaceutical terms, abbreviations and symbols; metric and apothecary systems, record-keeping, dispensing prescriptions, and the manufacturing and labeling of drug products. Successful course completion qualifies students to apply to the California Board of Pharmacy for a Registered Pharmacy Technician license.

To enroll, a student must be 18 years of age or older and must have a US high school diploma or HSE certificate (GED or HiSET) to qualify for Registered Pharmacy Technician license. Candidates must be able to speak, read, and write English fluently.

**Externships follow completion of course. Live scan required. No felony convictions. Students may be drug tested at externship site.**

**National exam prerequisites: High School Diploma or equivalency; no felony convictions. Additional fee of \$129 (as of June 2022)**

**Dates:** January 18, 2023 - June 8, 2023

**Fee:** \$1460 includes externship (120 hours) as a bonus to eligible students.

Instructor	Days	Hours	Location	Books
Karchai	M,W	5:30pm - 8:30pm	Solar Dr S-129	\$90
	T,Th	5:30pm - 8:30pm	Online	

Plus the following Saturdays from 9:00am to 1:00pm

Jan 28, Feb 11; March 4, 18; April 22; May 13, 27

\* PTCB: "Pharmacy Technician Certification Board." National organization which provides certification to qualified pharmacy technicians.

## Certified Nursing Assistant (CNA)

Nursing assistants help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. This course is a combined lecture/lab that teaches students the theory and clinical skills using state required curriculum. Students will learn the basic nursing skills and procedures for providing quality patient care at the bedside of acutely or chronically ill persons in a hospital, skilled nursing facility or home setting. Classroom instruction and clinical training include resident care skills, vital signs, nutrition, emergency procedures, and rehabilitation. Upon completion of this course, students must take the state exam for certification. This course is approved by the California Department of Public Health (CDPH) and meets Title 22 regulations. For additional certification information, please refer to the licensing board at [www.CDPH.ca.gov](http://www.CDPH.ca.gov).

Clinical Requirements: Must be 18 years or older and speak, read, and write English. A passing score on the CNA entrance exam is required. A Social Security or tax ID number, background check, medical exam, vaccinations (including Covid-19), drug screening, government-issued picture ID, CPR, and TB test are mandatory for clinical externships at partner facilities. Students must be able to lift 50 pounds with good body mechanics. Drug screening may be required during the program. Other clinical requirements may exist.

**Dates:** Class schedule is pending approval.  
**Please scan this QR code to contact the counselor Valeria Balderrama for more information.**



**Location:** 1800 Solar Dr S-127/128 & 104

Instructor	Days	Hours
TBD	TBD	TBD

**Fee:** TBD **Books:** TBD **Malpractice Insurance:** TBD  
**Total:** TBD

## Medical Terminology

This course will improve your knowledge for your current job, or develop the vocabulary you need to communicate with doctors or other medical professionals. This class is strongly recommended for students preparing to take the optional CCBMA Medical Certification exam. Textbooks can be purchased or borrowed with a \$20 deposit for home use.

**Dates:** Jan 30, 2023 - May 30, 2023

**Fee:** \$300 **Book:** Optional purchase \$128 **Loan Fee** \$20

Instructor	Location	Days	Hours
Brammer	Hybrid / Rm 127	M,W	9:00am - 11:30am
Brammer	Hybrid / Rm 127	M,W	6:00pm - 8:30pm

**Please contact counselor Valeria Balderrama for updates**

## Caregiver / ESL Integrated Education and Training

In this 8-week class you will learn how to care for the bedbound, measure vital signs, communicate effectively, manage medications, pain management, aid with wheelchairs, walkers, crutches and canes. We offer hands-on training, certificate of completion for program graduates, First Aid and CPR training. ESL supported class for English language learners, levels 4,5,6. No high school diploma required. TB Test required. Students must be able to lift 50 lbs with good body mechanics.

**Fee:** \$125 Includes Heartsaver® CPR AED e-card and workbook

**Location:** Solar Dr. Rooms S-129 (weekdays) S-128 (Saturdays)

Instructor	Class	Dates	Days	Hours
TBD	Public Health	TBD	M,W	1 - 3:30pm
TBD	Caregiver	TBD	S	8am - 1pm

**Please contact counselor Valeria Balderrama for updates**

 **The Gateway-In Project®**

 **LeadingAge®**  
California

## FREE CNA Training

California has the largest number of older adults in the country, and it is projected an additional 275,000 direct care workers will be needed by 2026 to meet the growing population. Certified Nurse Assistants (CNAs) and Home Health Aides (HHAs) are a critical part of this workforce. In California, over 50% of CNAs work in nursing care facilities or community care facilities serving older adults. CNAs and HHAs play an essential role in these facilities and in home and community-based settings, often serving as the principal caregivers and having the most personal contact with residents than any other staff member or family member.

LeadingAge California® was awarded over \$25 million by the California Department of Health Access and Information (HCAI) to implement The Gateway-In Project® which will add 2,700 Certified Nurse Assistants and Home Health Aides to the workforce pipeline through training and job placement.

By providing training, wrap-around supports and incentives for career development for those entering or already in the field, the program will make significant headway in turning the tides on the ongoing workforce shortage crisis pervading the health care workforce that supports older adults across the state.

Questions about the Gateway-In Project®? Interested in becoming a student? Click or copy the following link:

<https://www.leadingageca.org/Resources/Workforce/The-Gateway-In-Project>

**Please contact counselor Valeria Balderrama for information**

Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information

Fechas y costos están sujetos a cambios. Llame a la Escuela de Adultos de Oxnard al 805-385-2586 para más información



# Health and Medical Programs

## Medical Assistant Front Office / Administrative

This course provides students with the knowledge, skills, attitudes, and behaviors necessary for successful entry into the front office position in a medical clinic, health care agency, or physician's office as a medical assistant. Administrative duties include welcoming patients, maintaining medical records, scheduling appointments, and bookkeeping. Students may qualify to sit for the California Certified Medical Assistant exam.

**Prerequisites:** Employment level English competency in written and verbal communication as well as Math as proved by passing the entrance exam; typing certificate showing 25 WPM or more (Free typing test available at OAS, ask counselor), and intermediate computer literacy skills.

**Fee:** \$750 **Book:** \$95 **Sim Chart Book:** \$128  
**HEP B series shots and TB Test:** Approximately \$100  
**Scrubs / Office Attire:** Approximately \$60

**Dates:** Jan 30, 2023 - June 7, 2023

**Instructor Location**

Guerrero 1800 Solar Dr S-126-127

**Days Hours**

M,W 9:00am - 12:00pm

M,W 5:30pm - 8:30pm



## BLS - Basic Life Support CPR for the Professional Rescuer

This course trains participants to recognize several life-threatening emergencies, give chest compressions, deliver ventilations, and provide early use of an Automated External Defibrillator (AED). Students participate in simulated clinical scenarios with an American Heart Association - Basic Life Support (AHA-BLS) instructor to complete skills practice testing and a written exam.

Six students required to run the class.

**Fee:** \$75 Includes E-Card **Textbook:** \$16

**Dates:** Feb 4, Mar 25, May 6

**Instructor Location**

Balderrama 800 Solar Dr S-129

**Days Hours**

S 9:00am - 1:30pm



## Medical Insurance, Billing and Coding

This course will improve your knowledge for your current job, or develop the vocabulary you need to communicate with medical professionals. Lessons include how to build medical terms and how these terms relate to the different body systems. Learn basic anatomy and physiology as you develop your list of terms.

**Fee:** TBD **Book:** TBD

**Dates:** TBD

**Instructor Location**

Guerrero TBD

**Days Hours**

S 8:00am - 12:00pm



Please contact counselor Valeria Balderrama for updates

## Medical Assistant Back Office / Clinical

This **hybrid** course provides students with the knowledge, skills, attitudes, and behaviors necessary for a successful entry into the back office position in a medical clinic, health care agency, or physician's office as a medical assistant. Clinical duties include recording vital signs and medical histories, preparing patients for examination, assisting the physician during an exam and administering medications as directed. Students may qualify to sit for the California Certified Medical Assistant exam.

**Prerequisites:** Employment level English competency in written and verbal communication as well as Math as proved by passing the entrance exam; typing certificate showing 25 WPM or more (Free typing test available at OAS, ask counselor), and intermediate computer literacy skills.

**Fee:** \$750 **Book:** \$100 **Study Guide:** \$50 **Sim Chart Book:** \$128  
**HEP B series shots and TB Test:** Approximately \$100

**Blood Pressure Cuff & Stethoscope Kit:** \$25

**Scrubs / Office Attire:** Approximately \$60

**Dates:** Jan 19, 2023 - June 8, 2023

**Instructor Days Hours Location**

Brammer T 6:00pm - 8:30pm Online

Balderrama Th 6:00pm - 8:30pm 1800 Solar Dr S-126-127

Balderrama S 9:00am - 2:00pm 1800 Solar Dr S-126-127

## Medical Assistant – Externship

This valuable class will give you experience working as an extern in the medical field. The first 4 weeks and the last week of the course will be in the classroom and online; the rest will be assigned to the externship site.

**Prerequisites:** Completion of Medical Assistant Administrative, Medical Assistant Clinical and Medical Terminology (concurrent enrollment OK). Students must have a current BLS CPR card and TB, Hep B series, and Covid-19 immunizations to be eligible to start the clinic.

**Fee:** \$300

**Dates:** Jan 23, 2023 - Feb 13, 2023 and June 5, 2023

**First four weeks and last week:** Monday 5:30pm - 7:30pm

**Instructor:** Brammer

**Location:** 1800 Solar Dr Rm S-128 and clinical site

Minimum of 10 hours per week for 10 weeks. Placement and hours vary by clinical site. Teacher will contact prior to start date.

**For reasons of COVID-19 this calendar is subject to changes decreed by the State Government.**

## Preparation for the CCBMA Exam

This short course prepares medical assistant graduates to meet the qualifications established by the California Certifying Board for Medical Assistants (CCBMA). Entry-level medical assistants must pass a comprehensive, objective examination administered by CCBMA to become certified. Applicants must pass the basic examination and one specialty (either administrative or clinical). Taking a second specialty is optional.

**Fee:** TBD **Dates:** Open Enrollment

**Instructor Location**

Brammer Online

**Instructor will contact you for an appointment**



Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information

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# Employment, Job Search Assistance, Survey, OAS Email



## Essential Soft Skills Credential

This Essential Soft Skills Credential course will provide valuable knowledge, job specific skills and a nationally recognized work readiness credential. This class will set you apart from the other job seeking candidates providing you with **communication, interpersonal, decision-making, and lifelong learning skills.**

If you are an advanced ESL student, this class will give you the communication and critical thinking you need to fully integrate into the workforce. Additionally, **students may earn 5 elective credits towards high school diploma.** Oxnard Adult School provides this blended online, self-paced coursework to help learners and job seekers prepare for the Essential Job Skills Credential. For more information email [valeria.balderrama@oxnardunion.org](mailto:valeria.balderrama@oxnardunion.org) or [bill.martin@oxnardunion.org](mailto:bill.martin@oxnardunion.org)

**May be available in Fall 2023**

## Employment and Earnings Status Survey

The California Department of Education in collaboration with the Employment Development Department (EDD) requires Oxnard Adult School to conduct two surveys among the student body to track the results of adult education program participants, in the labor market, in accordance with all federal and local laws and mandates.

If you chose to confidentially share your social security number with Oxnard Adult School, then you will not be required to complete the survey; but, if you did not confidentially share your social security number, you will be asked to answer three very simple questions about your employment status and your earnings six months and one year after you exit our programs. This survey is **CRITICAL** to the ongoing funding and free services offered at Oxnard Adult School. Call (805) 385-2578 or email [leticia.carabajal@oxnardunion.org](mailto:leticia.carabajal@oxnardunion.org) for more information.

*El Departamento de Educación de California, en colaboración con el Departamento de Desarrollo del Empleo requiere que OAS realice dos encuestas entre la población estudiantil para rastrear los resultados de los participantes del programa de educación para adultos en el mercado laboral, de acuerdo con todas las leyes y mandatos federales y locales. Si elige compartir confidencialmente su número de seguro social con OAS, entonces no se le pedirá que complete la encuesta; pero si no compartió su número de seguro social, se le pedirá que responda tres preguntas muy simples sobre su situación laboral y sus ingresos, seis meses y un año después de salir de nuestros programas. Esta encuesta es **MUY IMPORTANTE** para la financiación de los servicios gratuitos que se ofrecen en OAS. Llame al (805) 385-2578 o envíe un correo electrónico para obtener más información a [leticia.carabajal@oxnardunion.org](mailto:leticia.carabajal@oxnardunion.org)*

## Oxnard Adult School Email for Students

All OAS students are required to use an OUHSD assigned email address. New students will receive their email address upon enrollment. Currently enrolled students have already been assigned an email. If you have further questions or need technical support, please call the OAS office at 805-385-2586 or scan the QR code placed to the right.

*Todos los estudiantes de OAS utilizarán una dirección de correo electrónico asignada por OUHSD. Los nuevos estudiantes recibirán su dirección de correo electrónico al inscribirse. A los estudiantes actualmente inscritos ya se les ha asignado un correo electrónico. Si tiene preguntas o necesita ayuda técnica, llame al 805-385-2586 o escanee este código QR.*



## College and Career

College: Oxnard Adult School has partnered with Oxnard College (O.C) to provide the best support for students interested in pursuing higher education. Students will receive academic counseling and support on Ventura County's Community College application process, FAFSA, and transfer information to universities (UC and CSU). If you have further questions, please email the counselor [jacob.perez@oxnardunion.org](mailto:jacob.perez@oxnardunion.org). Make an appointment with Jacob Perez via the below QR code.

*Universidad: La Escuela para Adultos de Oxnard se ha asociado con Oxnard College (O.C) para brindar el mejor apoyo a los estudiantes interesados en obtener una educación superior. Los estudiantes recibirán asesoramiento académico y apoyo en el proceso de solicitud del Colegio Comunitario del Condado de Ventura, FAFSA e información de transferencia a universidades (UC y CSU). Si tiene más preguntas, envíe un correo electrónico al consejero [jacob.perez@oxnardunion.org](mailto:jacob.perez@oxnardunion.org). Haga una cita con él a través del siguiente código QR.*

**Staff** **Dates**  
**Perez** **Jan 10 - June 7, 2023**

**Days** **Hours**  
**T,Th** **1:00pm - 8:00pm**

**Location:** 1800 Solar Dr. Front desk



## Job Search Workshops

OAS is offering two FREE job search seminars series where students work on the many stages of the job search process. Each seminar has four focus topics that will be covered on the following dates:



### Seminar Series One

- 1) **Write a resume and a cover letter**  
February 14, 2023
- 2) **Access job leads and job search**  
February 28, 2023
- 3) **Fill out applications**  
March 14, 2023
- 4) **Practice interviewing skills**  
March 28, 2023

### Seminar Series Two

- 1) **Write a resume and a cover letter**  
April 18, 2023
- 2) **Access job leads and job search**  
May 2, 2023
- 3) **Fill out applications**  
May 16, 2023
- 4) **Practice interviewing skills**  
May 30, 2023



To sign up please email [jacob.perez@oxnardunion.org](mailto:jacob.perez@oxnardunion.org). Make an appointment with him by scanning the above QR Code

**Days** **Hours** **Location**  
**T** **12:00pm - 1:00pm** **1800 Solar Dr. Room S-110**

**Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information**

**Fechas y costos están sujetos a cambios. Llame a la Escuela de Adultos de Oxnard al 805-385-2586 para más información**



# Migrant Program, Parent Project, OAS Directory, Refund Policy



exhaustion  
responsibility  
parenting  
advice  
joy  
love  
laughter  
decisions  
choices  
struggle  
patience  
discipline



## Migrant Education Program

English as a Second Language, High School Diploma and High School Equivalency students between 18 and 22 years of age, who work or whose family works in agriculture, the fishing industries or food packing industry may be eligible for educational assistance under the Migrant Program. The Migrant Program may assist students in paying for their educational materials. High school diploma students can take some classes in Spanish through Cyber High. Students need to complete an application and interview process to be evaluated for program eligibility. For additional information, email Letty Garcia, Guidance Technician at [leticia.garcia@oxnardunion.org](mailto:leticia.garcia@oxnardunion.org) Phone (805) 436-8508

*Los estudiantes de Inglés como Segundo Idioma, Diploma de Preparatoria y Equivalencia de Preparatoria entre 18 y 22 años de edad, que trabajan o cuya familia trabaja en la agricultura, las industrias pesqueras o la industria de empaque de alimentos pueden ser elegibles para recibir asistencia educativa a través del Programa Migrante. El Programa Migrante podría ayudar a los estudiantes a pagar sus materiales educativos. Los estudiantes de Diploma de Preparatoria pueden tomar algunas clases en español a través de Cyber High. Los estudiantes deben completar un proceso de solicitud y entrevista para ser evaluados para la elegibilidad del programa. Para información adicional, por favor escriba a Letty Garcia, Guidance Technician*

[leticia.garcia@oxnardunion.org](mailto:leticia.garcia@oxnardunion.org) Tel (805) 436-8508

**DATES:** January 10, 2023 - June 8, 2023

**Staff Days Hours**

**Garcia M-Th 8:30am - 1:00pm & 5:00pm - 8:00pm**

**Location:** 1800 Solar Dr. Room N-138

## The Parent Project

Parents learn basic parenting skills such as how to reconnect and establish a relationship with their son/daughter as well as discuss teen social issues and behavior. These programs are designed for parents with teenage children who are difficult, defiant, or for parents that might simply want to learn how to handle difficult situations. Please contact Hilda Gomez, OUHSD Parent Liaison.

[hilda.gomez@oxnardunion.org](mailto:hilda.gomez@oxnardunion.org) Phone: (805) 486-1809

OAS DIRECTORY		
Leticia Carabajal	Principal	805-385-2616
Ramona Villavicencio	Assistant Principal	805-436-8538
Sylvia Trueba	Administrative Secretary	805-385-2590
Jill Wright	Assessment and Accountability	805-278-1174
Valeria Balderrama	Counselor	805-834-1507
Alexa Sanchez	Counselor	805-385-2808
Susana Rivera	Registrar / Attendance Tech	805-385-2595
Nancy Plymale	Account Clerk	805-385-2577
Jesus Lopez-Varela	Guidance Technician	805-385-5435
Connie Trujillo	Clerical Assistant II	805-385-5225
Baylon V. Rabe	I.T. Technician	805-385-2578
Leticia Garcia	Guidance Technician	805-436-8508
Gracie Zizumbo	Receptionist	805-385-2586
Noemi Rios-Hernandez	Clerical Assistant III Attd/Rec	805-385-5802
Bill Martin	College Career Technician	805-385-5986
Chris Houle	Campus Supervisor	805-385-2578
Jacob Perez	College Career Counselor	805-834-1507

## CLASS / TEXTBOOK REFUND POLICY

- ◆ NO refunds will be issued once a class begins.
- ◆ NO refunds will be granted on fees paid for tests.
- ◆ NO refunds will be issued for textbooks, unless Oxnard Adult School issues the wrong book.
- ◆ A receipt must accompany all refund requests. No exceptions.
- ◆ Oxnard Adult School will refund registration fees for cancelled classes. Refunds may take 4 to 6 weeks to process.
- ◆ There is a \$20 non-refundable registration fee for all fee-based classes. Fees are non-transferable.

## STUDENTS' RIGHTS NON-DISCRIMINATION POLICY

Rehabilitation Act of 1973, Section 504, Title VI and Title IX The Oxnard Union High School District does not discriminate on the basis of race, color, national origin, ethnic group, sex, religion, age, handicap, or lack of English skills in admission to, or employment in, its programs and activities. The Oxnard Union High School District has designated the Director of Special Education to serve as Section 504 coordinator and any questions should be directed to that Director. Students with physical or mental disabilities shall be identified, evaluated, and if determined to be disabled under the Federal Rehabilitation Act of 1973 Section 504, shall be afforded reasonable accommodations for their education. Should a student have a disagreement with the District's determination or accommodation, a complaint may be filed under the District's Uniform Complaint Policy.

### UNIFORM COMPLAINT PROCEDURES

Pursuant to Board Policy 1312.3, a complaint alleges a matter which, if true, would constitute a violation of state or federal law(s) or regulation(s) or complaints regarding district personnel or matters regarding instructional materials. If a person wishes to file such a complaint, a form is to be obtained in the Adult School Office, completed in its entirety, and returned to the Adult School Principal or to the District Complaint Officer (the Assistant Superintendent-Educational Services). Oxnard Adult School is an accredited high school and post-secondary institution approved by the Western Association of Schools and Colleges and is authorized to issue high school diplomas and proficiency certificates. All courses offered are approved by the Oxnard Union High School District Board of Trustees and the California State Department of Education. Nursing classes are accredited by the State of California. It is the policy of the Oxnard Union High School District to serve students irrespective of ethnic group, religion, age, color, sex, physical or mental disability, as per Title IX regulations.

**Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information**

**Fechas y costos están sujetos a cambios. Llame a la Escuela de Adultos de Oxnard al 805-385-2586 para más información**



# Oxnard Adult School Calendar



## 2022-2023 Oxnard Adult School Calendar

Board Adopted 03/23/22

### July 2022

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### July

4 Independence Day Holiday

### August 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### August

22 Professional Development Day  
23 First Day of School Fall Semester

### September 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### September

5 Labor Day Holiday

### October 2022

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### October

### November 2022

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### November

11 Veterans Day Holiday  
21-25 Thanksgiving Break  
24-25 Thanksgiving Holiday

### December 2022

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### December

23 Last Day of Fall Semester  
26-30 Winter Break  
26-30 Winter Holidays

### January 2023

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### January

2-6 Winter Break  
28-6 Winter Holidays  
9 First Day of Spring Semester  
16 Martin Luther King Jr. Day Holiday

### February 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

### February

20-24 February Break Week  
20-24 President's Day Holidays

### March 2023

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### March

### April 2023

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### April

3-7 Spring Break  
7 Spring Holiday  
10-14 Spring Break

### May 2023

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### May

29 Memorial Day Holiday

### June 2023

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

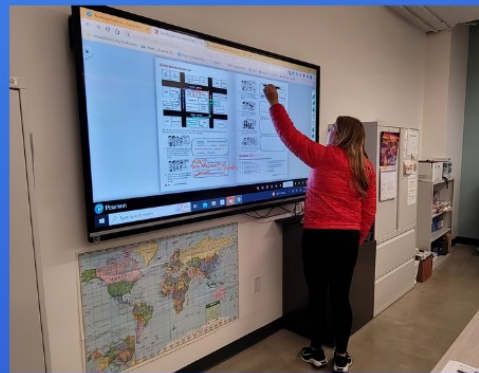
### June

8 Last Day of Instruction  
13 Graduation Day

Fall Semester Days 83

Spring Semester Days 92

# EXPLORE OUR COURSES



**XNARD  
ADULT  
SCHOOL**

## ENROLL NOW!

