



LEARNING THE SKILLS TO SUCCEED



SACRAMENTO AREA ADULT EDUCATION





Susan Gilmore
Photo by Anne Stokes

Helping Adults Succeed

Adult education programs

by Kendall Fields

For 157 years, the adult education system has played an integral role in providing adult learners an opportunity to gain skills they need to be successful in California's workforce. But due to recent funding cuts, California Council of Adult Education President Christian Nelson says over 30 adult schools have closed and the adult education system is on the verge of collapse.

Over 1 million students per year attending over 300 adult schools throughout California, according to Nelson, learn the skills necessary to earn a high school diploma or GED, improve their English or train in the Career Technical Education professions that offer good wage jobs and opportunities for employment.

For over 20 years, Susan Gilmore has worked in the adult education system in California. Gilmore, who is the CCAE secretary and principal at A. Warren McClaskey Adult Center in downtown Sacramento, knows firsthand the impact the adult schools have on attendees.

“By empowering adult students with the job skills demanded for success, California’s economy will grow stronger, more revenue is generated for the state and public assistance is reduced. We must stop cutting adult education and begin reinvesting in adult education to help jump start California’s economy.”

*Christian Nelson
President, California Council of Adult Education*

Gilmore sits in her office surrounded by photos of students and teachers with “thank you” notes and signs. She is a true example of the dedication of the administrators in the adult education program. Gilmore points out that recent cuts to the budgets of California school districts, coupled with the state’s focus on the K-12 system, has left adult schools to fend for themselves. “We have all of these people that need our service and we can’t offer it,” Gilmore says. Adult schools in the area now charge small fees for classes that were once free.

The hardest part, Gilmore says, is seeing schools close and knowing that although some students are being placed at other adult schools, thousands of adults interested in continued learning no longer have schools to attend. In 2011, Sacramento City Unified School District had to close Fremont School for Adults, she recalls. Fremont was the only SCUSD adult school accredited to help credit-deficient high school students earn the credits needed to graduate in its after-school program. “They served just short of 1,000 high school students in the after-school program last year and 26 students got their high school diplomas because of it. Now, these students who need help can’t even try for it.”

Gilmore says the career training opportunities, GED, high school diploma and certification programs offered at adult schools are crucial in times where large companies, such as Campbell’s Soup and Hostess are closing their doors, leaving scores of adults jobless. Adult schools aim to teach these students new skills to find a better career and lead them on their path to success.

But even in the face of budget cuts, area adult schools remain resilient, working harder than ever to help adults who are looking to learn and find programs for them. “We know that what we are doing is important because we are preparing these students for work,” Gilmore says.

Most of these students become workers and employers of California’s workforce, Nelson notes. Gilmore agrees, explaining if adults are more educated, not only will it improve the economy, but also the lives and education of their children. “Parents who are educated are more capable of helping their children through school — and parents who are working hard in school set a great example for their children.”

“By empowering adult students with the job skills demanded for success, California’s economy will grow stronger, more revenue is generated for the state and public assistance is reduced,” Nelson says. “We must stop cutting adult education and begin reinvesting in adult education to help jump start California’s economy.”

A Family's Fresh Start

Single parent finds hope and direction from adult education

by Mike Blount

Lyberal “Libby” Johnson, 25, was faced with a difficult situation six years ago. She started taking care of two children in addition to her own. Johnson stepped up and received legal guardianship of the children, becoming their foster parent a few months later. Things were very hard for her family at first, she recalls.

Johnson was receiving county assistance to make ends meet, but everything fell apart when she was laid off from her job at Home Depot — her only source of income. With no money coming in to help her support her four children, she knew she had to do something fast.

“Between unemployment and county assistance, it just wasn’t enough,” Johnson says. “And being a single parent of four kids, I realized that I needed some kind of education. But, because I’m a single parent of four kids, I don’t have four years — I don’t even have two years.”

Johnson says her family history weighed heavily on her decision to go back to school. She felt like she needed to be a better role model for her children and reinforce the importance of education and hard work.

“I wanted to show [my children] that if you get up and you go to work and work hard, that hard work pays off and when you work hard, you get what you want,” Johnson says. “That was another factor to me — breaking the generational curse. There are other people in my family on government assistance and I just decided it’s not for me.”

She began researching careers she wanted to pursue, eventually settling on a job in the health care industry because it was one of the only areas growing during the economic recession.

Finding a school was easier. Johnson says she prayed every night for strength. Each day, she visited campuses and figured out costs, but ultimately, it was a flier mailed from Elk Grove Adult and Community Education that made up her mind. To Johnson, that was God answering her prayers.

“Being a single parent of four kids, I realized that I needed some kind of education. But, because I’m a single parent of four kids, I don’t have four years — I don’t even have two years.”

Lyberal Johnson

Being a product of Elk Grove School District, Johnson says she already favored EGACE, but it also turned out to be the most affordable and convenient for her. She entered the medical office assistant training program and graduated six months later. Today, Johnson is working in her field and happily providing for her four children.

“Education is key,” Johnson says. “I tell that to my children. Education is for the betterment of you and your future. It’s your key to success.”



Lyberal Johnson
Photo by Mike Blount



Building A New Life

Adult education gives father a second chance

by Mike Blount

If it wasn't for one teacher, 46-year-old Fernando Barajas might be on a very different path today. On the surface he was leading a normal life. He was married with a family. He worked construction and was a union member for 27 years. But he was also hiding a dark secret — he was an intravenous drug user and had been shooting methamphetamine, or "meth," since he was 16. Going back to school turned his life around.

Barajas first got into construction after being kicked out of high school. A self-described "troubled kid," he says he never looked back and went straight to work with his father in the construction business. Almost 30 years later, he wasn't able to complete his duties at work as easily as he once had and his drug use was becoming more of a problem. Barajas knew he needed a fresh start.

"I am so thankful my teacher pushed me ... it can really make a difference between living with doubt to moving forward with life."

Fernando Barajas

In 2009, his son was involved in an accident that had a sobering effect on Barajas. He went clean that year and stayed clear of people that were bad influences. He also decided to go back to school. "After my son had an accident, I stayed by his side at the hospital until he recovered and it was a real wake-up call. I realized how much my family needed me and how much they depended on me."

Barajas contacted Charles A. Jones Career and Education Center and registered for GED classes. While he was enrolled, he shared his story with his teacher, Patricia Bradshaw, who became a source of hope and strength for

him and urged him to get tested for HIV/AIDS. He had always wondered if the years of drug use would ever catch up to him. He was consumed with doubt, but the results finally set him free.

"When I found out I was clean, it was a huge burden lifted," Barajas says. "After years of sharing needles, the fact that all I came away with was diabetes is just amazing."

With a renewed sense of purpose and dedication, he quickly moved through the program earning his GED just four months later. From there, he entered the medical assistant training program, learning valuable skills that made him more marketable to potential employers. Barajas graduated from that program a little over a year later.

Today, Barajas works as a patient services representative for the Sacramento Native American Health Center. Thinking back to where he was just two years ago, Barajas says he's thankful for everything that adult education has done for him and his family. He encourages others in similar positions to believe in themselves.

"Just set realistic goals and push yourself," Barajas says. "And especially if you've messed around with drugs, I think it's really important to get tested. I am so thankful my teacher pushed me to do that, and it can really mean the difference between living with doubt to moving forward with life."

Fernando Barajas

Photo by Mike Blount

Adult Secondary Education (GED & HS Diploma)

It's never too late to pursue a better education and better job opportunities. These adult schools offer a comprehensive review of all the skills you will need to pass the testing requirements to receive your GED or high school diploma.

- Charles A. Jones Career and Education Center
- Davis Adult School
- Elk Grove Adult and Community Education
- Folsom Cordova Adult Education Center
- Galt Adult Education Center
- Placer School for Adults
- Roseville Adult School
- Sunrise Tech Center
- Twin Rivers Adult School
- Woodland Adult School



Terri Rond
Photo by Mike Blount

Back To School Again

Woman loses job, but finds an education and career

by Mike Blount

When Terri Rond was laid off from her job in the print industry last year, she never thought she would have to worry about going back to school. But when the 55-year-old Rond started hunting for a new job, she discovered she needed to retest for her GED because she hadn't actually finished all the requirements when she took the test several years ago.

Fiercely independent, Rond says she never liked school growing up. In fact, she hated it so much, she went to an independent learning center to finish her high school career. Once she graduated, she hit the ground running going directly into the workforce, moving into her own apartment and buying her own car several months later.

Rond believed she had everything she needed. But, in the uncertain economy and struggling job market in 2010, Rond discovered it was harder to find a job than she thought it would be. She recognized she wasn't nearly as computer literate as she thought and without a GED, she was at a severe disadvantage to other candidates.

"At first, I wasn't even concerned because I had never been out of work before," Rond says. "But after I did the Census, I realized that I was qualified to do nothing. I was very good at what I did and I made a lot of money, but ... I knew I had to get serious about finding work. It was very sobering."

Rond went to Elk Grove Adult and Community Education to complete her GED but found herself learning much more. A counselor placed Rond in a medical office assistant training program to teach her some valuable skills. The program got her excited about learning and getting back on track toward her GED, but most of all, she was excited about learning in an environment she was comfortable in.

"I was really, really lucky because everyone here was accustomed to people like me — adults. I was a little embarrassed coming here in that I stereotyped the kind of people who were unemployed and who needed adult education and the last person I envisioned needing it was someone like myself."

"You kind of set yourself up for failure when you apply to jobs you're not qualified to do and it demoralizes you. Furthering your education will help you compete for a job."

Terri Rond

Rond says the teachers not only helped her find confidence, they also helped her find a job. She now works for a large distribution center in Galt using the skills she learned at EGACE. Rond encourages anyone who is seeking work and needing to go back for an education to contact an adult school.

"Go to an adult education center and get your skills where they need to be," Rond says. "You kind of set yourself up for failure when you apply to jobs you're not qualified to do and it demoralizes you. Furthering your education will help you compete for a job."

GED Testing

Several Sacramento area adult schools are official GED testing centers. They offer GED tests anywhere from once a week to once a month. The GED exam is a battery of five tests on the following subject areas: reading, writing, social studies, science and math. Some centers also offer the test in Spanish.

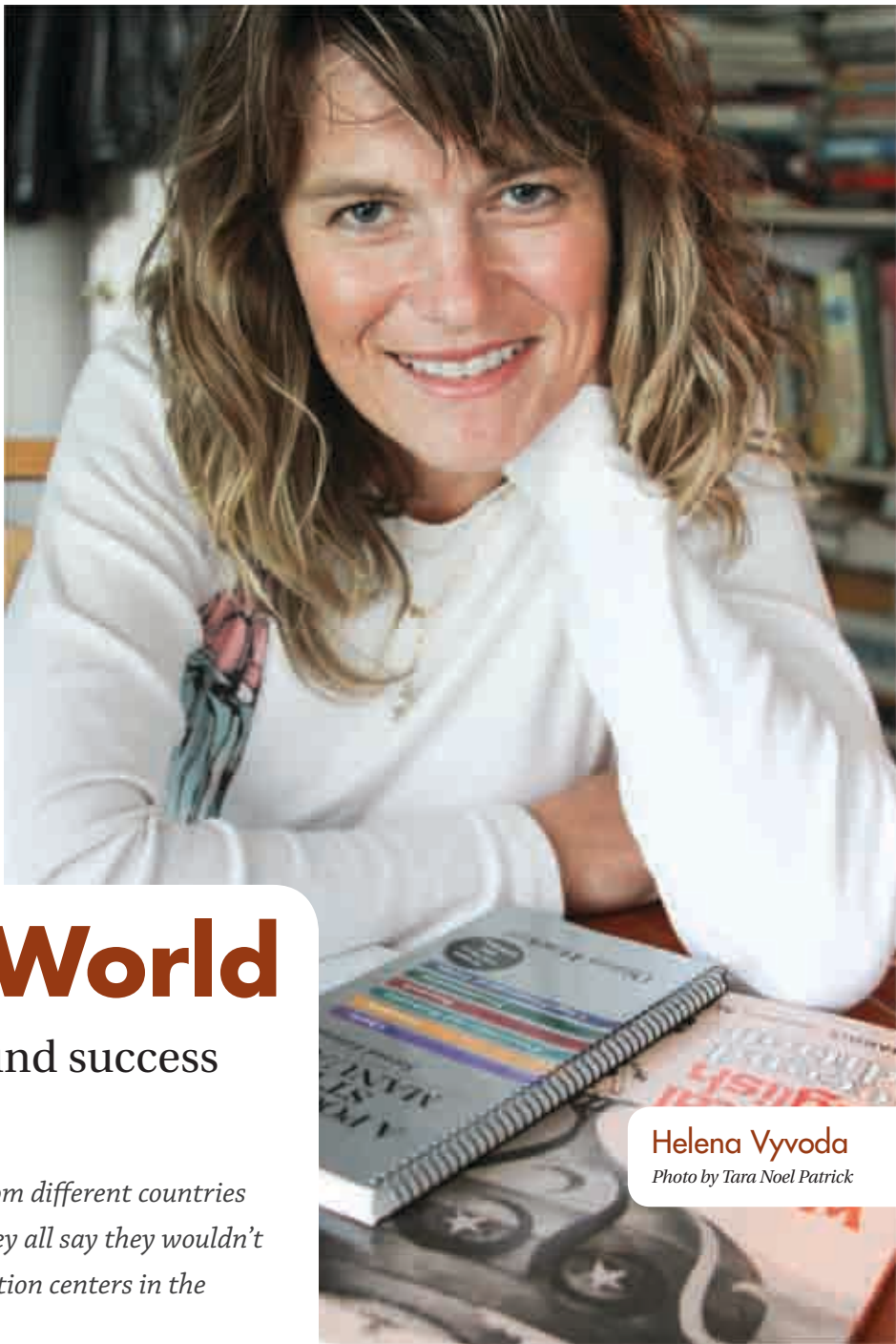
You do not have to be enrolled in an adult school to take the exam — it is open to the public. If members of the public think they will benefit from a GED preparation program, they can enroll in one at the adult school of their choice.

Testing fees vary by site. For more information on the test, fees or testing dates, contact your local adult school.

- Charles A. Jones Career and Education Center
- Davis Adult School
- Elk Grove Adult and Community Education
- Folsom Cordova Adult School
- Placer School for Adults
- Roseville School for Adults
- Sunrise Tech Center
- Twin Rivers Adult School
- Woodland Adult School



Edivane Vital Da Silva
Photo by Tara Noel Patrick



Helena Vyvoda
Photo by Tara Noel Patrick

Thriving In A New World

ESL program helps three Sacramento women find success

by Corrie Pelc

Helena Vyvoda, Edivane Vital Da Silva and Norma Ramirez may all be from different countries and different walks of life, but they all share one thing in common — they all say they wouldn’t be where they are today without the ESL Programs they attended at adult education centers in the Sacramento area.

“Without adult [education] I wouldn’t be where I am at today,” Vyvoda explains. “I’m just really happy I attended classes there because they gave me all the basic knowledge I needed for everyday survival.”

When Vyvoda moved from Czechoslovakia to the U.S. with her husband in 1994, she did not speak any English. With encouragement from her husband, she decided to attend the ESL Program at Winterstein Adult Center in Sacramento.

After a year in the ESL Program, Vyvoda graduated and moved on to graduate from American River College and then California State University Sacramento. Today, she works for the San Juan Unified School District as a prevention assistant, working with students to stop bullying, tobacco and drug use.

Ramirez came to the U.S. from Mexico in 1993, not knowing any English. After spending a few years trying to learn English on her own, she found her way to the ESL Program at Elk Grove Adult and Community Education. After graduating, Ramirez went on to take classes to get her American citizenship and also took an exam to

become a paraeducator. Today, she is a paraeducator for the Elk Grove Unified School District. “Now, I’m able to say that I’m a whole new person and successful, thanks to Elk Grove Adult and Community Education and all their help and support,” she adds.

“All the people who come to this country need these opportunities to go to school [and] learn English so they can be successful, find a job and provide for their families.”

Helena Vyvoda

Ramirez also says her experience learning English has helped her be a model to her son, as they would both do their homework together. “My son found if my mom is doing this, I need to do it, too,” she adds.

And Vital Da Silva is now working on her own success story. She decided to take classes at the ESL Program at Folsom Cordova Adult School after moving to the U.S. from Brazil almost four years ago. Now close to graduation, Vital Da Silva says her ESL classes have allowed her to hold down a job and has given her more confidence when communicating with people around her. “I’m [now] able to do those things and I’m so happy right now,” she says.

Vital Da Silva also says the ESL Program is making her dreams of attending college a reality. “I didn’t go to college in Brazil ... and here I think I have the opportunity to learn more and I’m going for it,” she adds.

All three women believe adult education centers play an important role in the Sacramento community. “All the people who come to this country need these opportunities to go to school [and] learn English, so they can be successful, find a job and provide for their families,” Vyvoda says. “[Adult education centers] allow people to make changes in their lives.”



ESL students at Galt Adult Education Center

Photo courtesy of Fernando Alvarez



Fernando Alvarez

Photo by Karin Liu

From Student To Teacher

Former student inspires others to achieve their potential

by Mike Blount

When Fernando Alvarez and his family emigrated from Angamacutiro, Mexico, to the United States when he was 17, he experienced extreme culture shock. He was excited for his new life and opportunities, but he struggled to communicate effectively. There was a disconnect between what he thought he knew and how things actually were — things were not like they were on TV. Alvarez says adult education helped him make sense of his new home and put him on the right track. Now, he's helping students going through that same culture shock as an ESL teacher at Galt Adult Education Center — the school where he received an education several years before.

Alvarez knows how intimidating moving to a new country and adjusting to its culture can be. He often tells new students the story of the first time he ordered Chinese food after first moving to the U.S. At the time, he was still learning words and memorizing sounds

"I see these young people, 18 and 19, and they can sometimes barely speak a word of English and I tell them, 'Don't worry. I come from the same background. You can overcome it.'"

*Fernando Alvarez
ESL teacher at Galt Adult Education Center*

when he decided to dine at the restaurant. He pointed at the board and threw in a couple of words he knew, but when he was asked if his meal was "for here or to go," he didn't know how to respond. He replied "to go," even though he wanted to eat there. After he was handed his food, he sat down at the table and began eating. He had just learned something new.

"Immersing yourself in the culture and learning by experience is the best way to learn," Alvarez says. "As a teacher, I try to help students by doing exercises in the classroom and teaching them the correct wording. I encourage them to use vocabulary they learn in the book and apply those words in the real world."

He sees a lot of himself in the students who enter his classroom. They have the same questions and fears he had. But Alvarez does his best to reassure students and build their confidence so they can achieve their full potential and become whatever they want.

"I see these young people, 18 and 19, and they can sometimes barely speak a word of English and I tell them, 'Don't worry. I come from the same background. You can overcome it.'"

Alvarez says his full circle journey back to Galt Adult Education Center has been very rewarding. He enjoys being able to help students, who are just like him. Adult education, to him, continues to be one of the most important resources for the community.

"Adult education has been put on the back burner, but I think it is a great way to keep people from falling through the cracks."

ESL and Citizenship Programs

Adult schools offer ESL and citizenship classes to help ease your transition into the United States and give you the skills you need to succeed. The following schools offer ESL and citizenship classes:

- Charles A. Jones Career and Education Center
- Davis Adult School
- Elk Grove Adult and Community Education
- Folsom Cordova Adult School
- Galt Adult Education center
- Placer School for Adults
- Roseville Adult School
- Sunrise Tech Center
- Twin Rivers Adult School
- Woodland Adult School



A Second Chance At Success

Adult school offers man a fresh start

by Kendall Fields

From the time he was a child, Jerry Setters was in and out of prison. But, when he met the woman who would become his wife and she stuck with him while he served time in jail, he took a hard look at himself and decided to change.

Upon his release, Setters had a renewed sense of purpose and took advantage of programs to find a legitimate job. He became a certified crane operator, but had trouble finding a job — no one wanted to hire an ex-con.

To make matters worse, Setters found out he needed a different license to drive the crane and that he didn't have money to pay for a truck driving class. He heard about the transportation program at Twin Rivers Adult School and contacted the program instructor, Ward Allen. Allen told Setters about the program and how he could apply for a Pell grant to pay for a trucking class.

“It’s just like a brand new start in life. I can’t say strong enough that if you are serious about doing things right and turning your life around, [then] there are people out there that really care about helping others.”

Jerry Setters

“Mr. Allen has gone out of his way and bent over backward to help me succeed in turning my life around,” Setters says. “I have the highest respect for him and the other people who were involved in getting my life on the right track.”

The real highlight of the program for Setters was when he drove a big rig on the road for the first time. He was in awe — not only at operating a huge piece of machinery on the freedom of the open road, but also at how much he accomplished.

Setters says he enjoyed going back to school as an adult because he was able to learn things that he was interested in and he wanted to be in school.

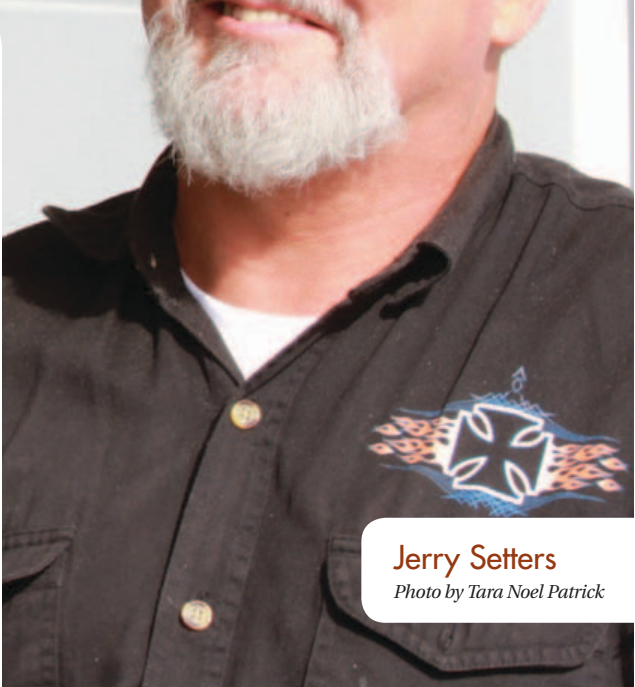
After Setters finished the course, he came in everyday to help other students learn and to motivate them to succeed like he did. To Setters, one of the most valuable things he learned in the transportation program is to be professional and take pride in his work.

Today, Setters says his life is better than it has ever been. He is working as an apprentice crane operator for a well-known company building bridges, relishing earning his money legally and being able to come home to his wife every night. Twin Rivers transportation program, he notes, gave him the tools he needed — education and confidence — to support himself without doing crime.

“It’s just like a brand new start in life,” he says. “I can’t say strong enough that if you are serious about doing things right and turning your life around, [then] there are people out there that really care about helping others, like Mr. Ward Allen.”

Setters encourages anyone interested in learning new skills to look into programs at Twin Rivers. In fact, he is even trying to get his nephew to enroll in the transportation program.

Above all, Setters is thankful for his fresh start and credits Allen and his compassion for his students for his success. “I’m so truly thankful to [Allen] and to Twin Rivers School in all that [they have] done for my life and my future,” Setters says. “I couldn’t have succeeded without [Allen] and the others out there who are truly trying to make a difference.”



Jerry Setters

Photo by Tara Noel Patrick

Job Training Programs

Not only can adult schools train you for a new job, they can help you find one. These adult schools offer courses and programs in a variety of job skills designed to get you on your way to a brighter future.

- Charles A. Jones Career and Education Center
- Elk Grove Adult and Community Education
- Galt Adult Education Center
- Placer School for Adults
- Roseville Adult School
- Sunrise Tech Center
- Twin Rivers Adult School

Prepare For A Medical Career

Adult school programs help students on the path to jobs in medicine

The health care industry is predicted to grow faster than any other industry in the coming years. Here is a list of medical programs offered by adult schools in the Sacramento region.

Medical Assisting

Employment of medical assistants is expected to grow 39 percent from 2008 to 2020* (one of the highest growth rates for all occupations) due to the ever-changing frontier of technology and related advancements in the medical field, which makes new medical procedures more readily available to the general public. Medical assisting students carry malpractice insurance, a 16-hour phlebotomy certificate and are CPR and first aid certified.

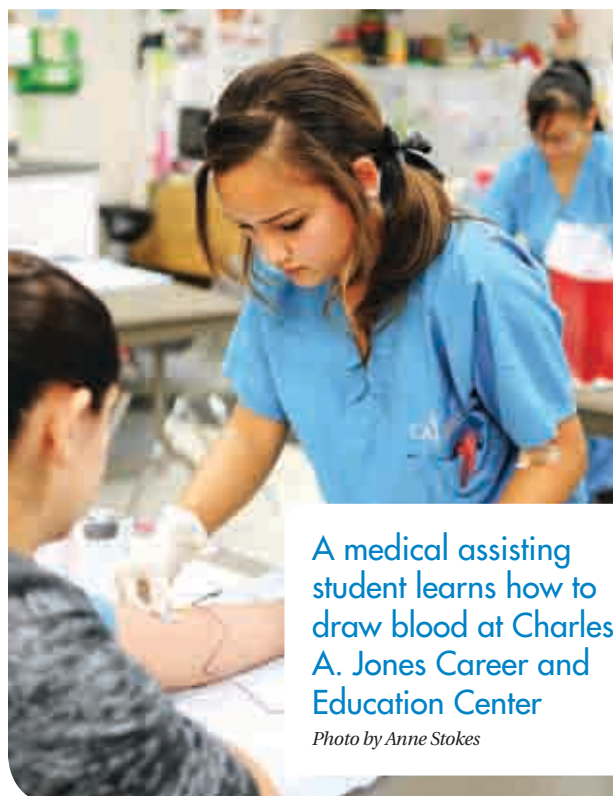
Students are prepared to take the state certification and national certification upon completion of the program.

Medical assistants work in a variety of health care settings, including physicians' offices, medical centers, clinics, hospitals, nursing homes, ambulatory care centers, acute care facilities and more!

**Source: California Bureau of Labor Statistics*

Phlebotomy Technician

The Phlebotomy Technician program offered by Boston Reed uses the Charles A. Jones Career & Education Center facility to conduct classes to prepare students for certification as a lab technician.



A medical assisting student learns how to draw blood at Charles A. Jones Career and Education Center

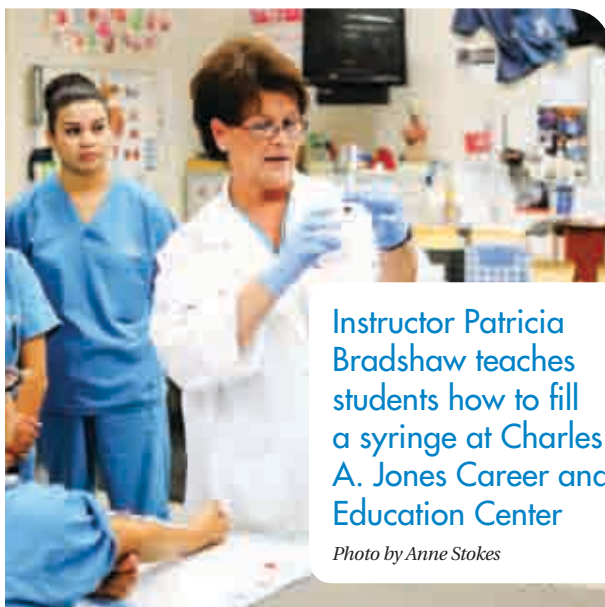
Photo by Anne Stokes

Vocational Nursing

The nursing profession is a calling. A successful nurse can make a profound difference in patient care, including the ability to provide bedside care, case management and triage, and working in a school, occupational or correctional setting. This is a rewarding career for those who deeply care for the health and well-being of those in need of their services.

With the population aging, the health care industry growing and many LVNs retiring, the employment outlook is excellent!

Schools also offer the prerequisite classes to enter the Vocational Nursing program in the evening.



Instructor Patricia Bradshaw teaches students how to fill a syringe at Charles A. Jones Career and Education Center

Photo by Anne Stokes

Nursing Assistant

This program is designed to give students a practical knowledge of a nursing assistant role, so they can secure employment in care homes, medical offices, hospitals and outpatient facilities by emphasizing theoretical and practical applications for nursing assistants. Students will spend time in the classroom and a clinical care facility to learn to address the needs of the whole patient, while promoting independence and self-care, emphasizing communication, infection control, safety, CPR and clinical nursing. Skills will be evaluated according to the standards set by the California Department of Health and Human Services and the objective set for the course.

Optician/Optometric Assistant

This program prepares the student for an entry-level position in an optical laboratory as an optometric assistant, a dispensing optician or an assistant in an ophthalmologist's office or clinic. The course covers the anatomy and physiology of the human eye, vision aids, common in-office surgeries, common conditions and diseases of the eye, optical law and ethics, and a core health class.

Additionally, the program covers methods for fitting hard and soft contact lenses, use of the keratometer, use of optical and ophthalmic equipment for making complete pairs of glasses, and optical math, including slab-off, powers in various meridians and vertex math.

Pharmacy Technician

The Pharmacy Technician program includes specific focus classes and an externship. This program is designed to prepare you for career opportunities in an outpatient, inpatient or retail setting. Lab classes are designed to enable you to compound extemporaneous preparations, both efficiently and accurately. You will also receive hands-on experience using computers for ambulatory services. The program is accredited by the American Society of Health-System Pharmacist (ASHP)

Medical Programs

These adult schools offer medical training programs aimed at getting you a job in this rapidly expanding and exciting career field.

- Charles A. Jones Career and Education Center
- Davis Adult School
- Elk Grove Adult and Community Education
- Folsom Cordova Adult Education Center
- Galt Adult School
- Placer School for Adults
- Sunrise Tech Center
- Twin Rivers Adult School
- Woodland Adult School

Other Opportunities To Gain Job Skills

Adult schools offer career certification programs to improve your future

Career training programs at adult schools offer students the chance to learn new skills that may help them improve their performance in a current profession or gain skills and certifications needed to start in a new field.

Auto Body Repair

This program introduces the student to the field of automotive body and fender repair. Students receive basic theory and discussion on shop practices and procedures. Students learn the proper use of tools, materials and paint products currently used in the auto body industry. The majority of time is spent in the shop working on projects either in small groups or individually. Emphasis is placed on safety and shop discipline. This course provides the necessary comprehension for the student to become a productive entry-level employee in the auto body repair industry.

Offered at: Charles A. Jones Career and Education Center, Twin Rivers Adult School

Heating, Ventilation and Air Conditioning

This program provides students with the knowledge and skills necessary to service, troubleshoot and repair residential and commercial heating, air-conditioning and refrigeration systems. Learn the basics of electrical and mechanical troubleshooting as utilized in the HVAC industry. Enjoy hands-on opportunities to recover, evacuate and charge HVAC equipment, and challenge your ability to build simple and complex electrical simulators to gain a clearer understanding of HVAC systems. The students will also take, and pass, international EPA 608, 609, and R410A Refrigerant Handling Tests and employment-ready certifications.

Offered at: Charles A. Jones Career and Education Center, Twin Rivers Adult School



Court Reporting

This program is a comprehensive competency-based program. Students learn a variety of skills adaptable to several occupational areas.

Real-time court reporters are needed for court, television, web broadcasts and services for the deaf or hard-of-hearing. The current shortage of reporters in California effectively guarantees employment for new graduates.

With increases in the number of court cases and new federal regulations, the number of court reporting jobs is predicted to increase 18 percent over the next several years.* Reporters employed by the court systems have a potential income of \$75,000+ per year.*

Offered at: Charles A. Jones Career and Education Center

**National Court Reporters Association*

Networking/Computer Repair A+

A+ is an industry standard and this certification is international. Once a student passes this course and passes the CompTIA A+ exam, they automatically become part of an international organization with a certification that is known all over the world and is good in any country. This certifies that the person holding the certification is well-versed in the knowledge of how a computer functions and how to troubleshoot any and all PC systems at a business or on a home computer. Also, this certifies the knowledge and technical competency of entry-level computer service technicians.

CISCO CCNA certification is also an international certification. This certification means that the holder of it is well-rounded in knowledge for small, as well as large networks, i.e., LANs, WANs, MAN and many other networking infrastructures.

This certification is a non-vendor, non-product-specific certification program. It provides an industry-recognized and valuable credential that may open doors with prospective employers or lead to job advancement opportunities. The program is supported by major computer hardware and software vendors, distributors, resellers and publications. A+ certification covers two main areas of competency: core hardware and operating system (OS).

Offered at: Charles A. Jones Career and Education Center, Elk Grove Adult and Community Education, Roseville Adult School

Administrative Assistant

As the reliance on technology continues to expand, the role of the Administrative Assistant has greatly evolved to perform fewer clerical tasks and take on the roles of information and communication managers. They perform a variety of duties necessary to run an organization efficiently: plan and schedule meetings and appointments; organize and maintain paper and electronic files; manage projects; handle travel; and disseminate information.

They also may use desktop publishing software and digital graphics to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.

Administrative Assistants may also negotiate with vendors, maintain leased equipment, purchase supplies, manage areas such as stockrooms or corporate libraries, and retrieve data from various sources.

Offered at: Charles A. Jones Career and Education Center, Elk Grove Adult and Community Education, Twin Rivers Adult School



Accounting Specialist

An Accounting Specialist is a professional who keeps financial accounts for all types of businesses. As an Accounting Specialist, it would be your job to keep accurate financial records. In larger companies, you may be the only person trained to handle financial matters like wages and invoices.

Typical entry positions include:

- Accounts Receivable Clerk
- Accounts Payable Clerk
- Accounting Assistant
- Accounting Technician

With experience, you can often take on management responsibilities and more complex tasks, such as drafting financial reports, planning and budget control and assisting with audits.

Offered at: Charles A. Jones Career and Education Center, Davis Adult School, Elk Grove Adult and Community Education, Sunrise Tech, Woodland Adult School.



Fitness students
at Davis Adult
School

Photo by Mike Blount

Enriching The Community Through Education

Davis residents further learning through adult school

by Amanda Caraway

A bit of luck and a life-changing event led Christina and Michael Plesha to discover a valuable resource in their community. Michael's pharmaceutical company, headquartered in a German-speaking region of Switzerland, relocated him to Europe for one year. About this same time, Christina received a mailer from the Davis Adult School and was thrilled to see the many language classes the school offered.

"I was excited to brush up on my French and begin taking German for the first time," says Christina. "The schedule at the adult school was more convenient than the schedule at the community college and the variety of the classes offered is really impressive."

Once back from Europe, Christina resumed taking French and German at the school — and she can't wait to try Spanish. This year, she added a bike repair class to the mix.

"The teachers at the school are top notch," says Christina. "I have no mechanical experience, but in the bike repair class everyone is allowed to work at their own pace. There are no grades and no pressure."

The Davis Adult School has been in place for more than 50 years and the school offers both state-approved courses and community-interest courses. Aside from community education programs, the school offers a full range of other programs — from ESL programs to high school and GED programs to career and technical education programs. Laurel Clumpner, who has been the principal at the school for approximately nine years, says the fees are modest compared to similar programs in the area. Clumpner works to have a fresh collection of options for students each year.

"I really try to keep my finger on the pulse of what the students want," says Clumpner. "I look at what is

trending in education and where interest lies in the community beyond the classroom."

The Pleshas appreciate her efforts — and the offerings at the school appeal to more than adventurous young couples. Many adults in their 60s and 70s also find the adult school to be a valuable resource, for example, Francis Resta, who has taken 12 different classes at the Davis school since 2005. His favorite class is Italian.

"It is a beautiful language and the teacher is really excellent," says Resta. "She immerses us in the language and we are able to do projects and exercises with partners. It's a lot of fun."

Like the Pleshas, Resta recommends people try the adult school for themselves. "The classes are small, the homework load is reasonable and you get out of it what you are willing and able to put in," said Resta. "You really can't go wrong."

Christina would love to see more people take advantage of the many classes offered at the school. With more students in attendance, the school could afford to offer even more classes in the future.

"The hardest part is finding time for all of the classes you want to take," she says. "I really encourage people to find a class that they have always wanted to try and then just take it. After all, the best way to keep your mind active is to continue learning."

Community Enrichment Programs

Growing is all about continuing to learn and improving yourself. These adult schools offer community-based programs in which you can learn new skills — from painting and sculpting to yoga and Pilates.

- Davis Adult School
- Folsom Cordova Adult Education Center
- Placer School for Adults
- Sunrise Tech Center
- Woodland Adult School

FAQs

How do I enroll in classes?

Adults who are interested in attending any of the courses offered at various adult schools must attend an orientation to become familiar with program offerings, school policies and an introduction to the various community partners, who provide a valuable support system for students. Students are given the opportunity to discuss the program with instructors, visit the classrooms and ask questions specific to the program area. After this orientation, the students are given an assessment test (basic reading, writing and math).

Please call your school's office for more details on how to enroll.

When are classes offered?

Most classes start every six weeks and some classes start every other six weeks. Please check the online program schedule or call the main office of the adult school nearest you for details.

Who can take classes at an adult school?

Classes are open to anyone 18 years of age. Those who are committed to making a positive change in their lives by training for an in-demand career are especially encouraged to apply for career training programs.

What is the cost for the programs?

Programs vary in cost. Some are free and many are low cost. Please check the individual program information in your school's program catalog for details. Financial aid is available for those who qualify. Please visit the financial aid office at your school for further information.

How do adult schools help prepare me for a better future?

Adult schools offer classes — accreditation and certification — through career training programs that provide job training for adults, who are then prepared to enter fields such as electronics, medical, nursing, business, automotive, food/culinary arts and court reporting. ESL/citizenship and GED programs also offer adults the opportunity to gain the skills they need to succeed as they assimilate to a new country.

Adult schools also offer enrichment programs for any adult interested in learning or honing a skill. These programs include exercise and art classes.

Students from a wide variety of cultural backgrounds attend adult schools to take advantage of a wide selection of career, technical and academic programs.

Grow Your Success!

Charles A. Jones Career and Education Center

5451 Lemon Hill Avenue
Sacramento, CA 95824
(916) 433-2600
info@caj.edu
<http://goo.gl/fCqjH>



Elk Grove Adult and Community Education

8401-B Gerber Road
Sacramento, CA 95828
(916) 686-7717
<http://goo.gl/Ud0EV>



Placer School for Adults

390 Finley Street
Auburn, CA 95603
(530) 885-8585
<http://goo.gl/gAlkz>



Davis Adult School

315 W. 14th Street
Davis, CA 95616
(530) 757-5380
das@djsd.net
<http://goo.gl/pHZEx>



Twin Rivers Adult School

3222 Winona Way
North Highlands, CA 95660
(916) 566-2785
<http://tras.edu>



Galt Adult Education Center

15 Camellia Way
Galt, CA 95632
(209) 745-5852
<http://goo.gl/DP4HF>



Sunrise Tech

7322 Sunrise Boulevard
Citrus Heights, CA 95610
(916) 971-7654
<http://goo.gl/DdZwY>



Folsom Cordova Adult School

10850 Gadsten Way
Rancho Cordova, CA 95670
(916) 638-2598
<http://goo.gl/4bAv6>



Roseville Adult School

200 Branstetter Street
Roseville, CA 95678
(916) 782-3952
<http://goo.gl/tzlpE>



Woodland Adult School

575 Hays Street
Woodland, CA 95695
(530) 662-0798
<http://goo.gl/BVFrp>

