Conejo Valley Adult Education
Spring 2014
Explore a New Path

Enrichment Classes
Seniors
Medical Careers
Computer Training
Parenting
Adult Basic Education/ESL
GED/SAT/CBEST/CSET

REGISTER NOW!
(805) 497-2761
www.ConejoAdultSchool.org
Conejo Valley Adult Education is dedicated to providing adults with opportunities to improve and enrich their lives, including skills to transition successfully into the work force, college or vocational programs, and to attain personal goals.

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Spring Calendar 2014

Conejo Valley Adult School will be closed:

- Martin Luther King Day .....................................Monday, January 20
- President’s Weekend ..... Friday, February 14-Monday, February 17
- Spring Break ..............................................Monday, April 14-Friday, April 18
- Memorial Day .................................................Monday, May 26

To Register

1. Phone: Register anytime. Call the Adult School at 805-497-2761. You may use your VISA or MASTERCARD to register by phone. Please have your credit or debit VISA or MASTERCARD and course information ready.

2. Online: Register anytime online for most programs and classes at www.ConejoAdultSchool.org. You may use your credit or debit VISA or MASTERCARD.

3. In Person: You can register on campus at the main office. You may use your credit or debit VISA or MASTERCARD, personal check or cash.

Registration Fees

A registration fee is required for all classes and must be paid at time of enrollment.

Refund Policy

(Unless otherwise noted in class description)

No refunds will be made to a student who withdraws voluntarily from a class in which he/she has enrolled.

Refunds will be made only for classes canceled by the Adult School.

Book Refunds: There are NO refunds on books.

Counseling Services

Counselors are available by appointment. Call CVAE at 805-497-2761.
Bookkeeping Certificate Program

Bookkeeping I
If you enjoy working with numbers and seeing figures add up properly, take the first step in becoming a qualified accountant by earning a Bookkeeper Certification! In this class, you’ll apply accounting principles, theory, and practice to recording, summarizing and managing the finances of a simulated business. To prepare for life on the job, you’ll learn essential terminology, functions and procedures involved in the accounting cycle, including:
- Debit/credit principles and double entry accounting
- Assets, liabilities, equities and the balance sheet
- Revenues, expenses and the income statement
- Opening, closing and adjusting entries

Daytime Program
5 Tuesdays, 9:00am – 1:00pm
February 11 – March 11
Cost: $250 #4001-4

Evening Program
5 Tuesdays & Thursdays, 6:00 – 8:00pm
February 11 – March 13
Cost: $250 #4001-3

Bookkeeping II
Take your accounting knowledge to the next level – learn how to operate as a bookkeeper within merchandising companies. Sharpen up on procedures specific to the recording of sales and purchases, payroll and reporting, and accounting for cash. Understand the ins and outs of merchandising businesses, as you focus on the following topics:
- Sales and Purchases journals
- Sales and Purchase discounts, returns, allowances
- Wages and salaries, payroll taxes, journal transactions and reporting
- Internal Controls for cash and bank reconciliations
- A/R and A/P subsidiary ledgers
- Cost of merchandise sold
- Cash journals

Daytime Program
5 Tuesdays, 9:00am – 1:00pm
March 18 – April 22
(no class April 15)
Cost: $250 #4003-4

Evening Program
5 Tuesdays & Thursdays, 6:00 – 8:00pm
March 18 – April 24
(no class April 15 and 17)
Cost: $250 #4003-3

Bookkeeping III
Completion of this third course will prepare you for your Bookkeeping Career! Become an integral part of making a business run smoothly by putting your skills to the test. You will create a company’s books including a general ledger, accounts receivable ledger, accounts payable ledger and management reports. You will be making all entries and postings to those accounts for one entire accounting cycle. Course work and in-class exercises will focus on:
- Depreciation methods
- Methods for calculation of uncollectible accounts
- LIFO, FIFO and weighted average inventory methods
- Understanding year end accruals
- Completion of final project

Daytime Program
5 Tuesdays, 9:00am – 1:00pm
April 29 – May 27
Cost: $250 #4005-4

Evening Program
5 Tuesdays & Thursdays, 6:00 – 8:00pm
April 29 – May 29
Cost: $250 #4005-3

Enroll for all three levels by February 10 for $650!

Certificate Program: All three courses must be completed in order to receive a Bookkeeping Program Certificate.
Students will be exposed to QuickBooks and Excel at the end of the program.
All classes meet in Room 7 at Conejo Valley Adult School.
The textbook ($135) is available for purchase in the CVAE Main Office.

Daytime Instructor: Ruth Ann Bennington holds an MBA with a concentration in accounting and an MA in Economics. She is currently teaching undergraduate and graduate accounting and economics classes at the University of Redlands, Burbank campus in addition to being a self-employed accountant.
Evening Instructor: Diane Folsom holds a BS degree in Accounting. She is a QuickBooks instructor and owner of a small business providing Bookkeeping and QuickBooks Consulting.
NOTARY IN ONE DAY
Friday, March 21
Conejo Valley Adult School, Auditorium

Seminar plus official Notary Exam
Start your own business, become a more valuable employee, provide customer service and earn additional income. This intensive one-day seminar is designed to equip you with everything you need to become an effective Notary and includes new 2013 legislation.

RENEWING NOTARIES – 3 Hour State Required Seminar
Seminar plus official Notary exam
Reviews all laws and regulations you are required to know to continue as a Notary. You must take the exam and be fingerprinted again. Your commission must be current to be eligible for the 3 hour course.

New and Renewing Notaries bring the following:
1) A $40 check made payable to “Secretary of State” for the test fee.
2) Proper ID – current driver’s license with photo or state issued ID card (CA only).
3) Two #2 pencils.
4) 2 X 2 passport color photo.
Live Scan Fingerprints required after you pass the exam.
Serious conviction may disqualify applicant.

PLEASE NOTE: Arrive early. Due to State regulations, no one will be admitted to the classroom after 8:30am or 1:00pm. You must be on time when returning to the classroom from a break.

Wills & Living Trusts
Protect yourself and your family from the horrors of probate and from paying sky-high estate taxes. This seminar will explain the use and interaction of essential estate planning documents, such as a personal will and revocable living trust and a durable power of attorney. Other topics to be covered include community property laws, taking title to real estate and conservatorship.

Instructor: R.M. Frost is an area attorney specializing in estate planning.
Program Fee: $99
Material fee: $60 payable to instructor
Presented by Notary Public Seminars, Inc., a leading public course provider in California for 15 years.
#4640-2

Ten Surefire Sales & Marketing Ideas
To Grow Your Business
Is your business stuck in neutral? Join business coach Deborah Gallant for this powerful workshop where she’ll share her proven techniques and tips for business growth. No matter what your business is, you will get inspired with actionable ideas you can put into practice immediately to get new clients and increase your profitability.

Instructor: Deborah Gallant is the Fearless Leader of Bold Business Works (www.boldbusinessworks.com) which provides tools and training to entrepreneurs, small business owners, and service professionals.

College Planning Strategies
Have a high school student who is thinking about college? Learn about ways to make smarter college selection decisions, help save money by using admission and academic strategies, and discover new college funding sources that can save your family thousands!

Instructor: Elizabeth Scott is a Certified College Planning Specialist who has worked in the financial services industry for over 9 years.

Real Estate Secrets
This is a three-hour fact filled class where you can learn real estate secrets about foreclosures, flips, short sales, financing, second homes, investment homes, self directed IRA purchases, as well as the ins-and-outs of how to buy a home in today’s market.

Instructor: Michael Anderson CFP, MBA, is on faculty at Ventura College, and Zak Lovenson is a home lending specialist.

Savvy Medicare Planning
This important workshop for baby boomers will focus on the way health care works in retirement. Everything changes once your employer coverage ends or you turn 65. Decisions you make will have a lasting impact on your health care costs and coverage. Find out how to make smart choices so you’ll be prepared and protected. Workshop is purely educational; no insurance products will be discussed.

Instructor: Hoby Pearce is a Certified Financial Planner with over a decade of experience, and Betty works at Senior Concerns.

Cost: $40 plus $5 material fee to instructor.
#4184-2

Cost: $45 plus $2 material fee to instructor.
#4644-2

Loan Signing Agent
Friday, April 4
9:00am – 4:00pm
Conejo Valley Adult School, Auditorium

Prerequisite: No need to be a commissioned Notary or have received the results of your exam. You must have taken a Notary Workshop.

Now that you are a Notary, how do you build and maintain your signing business? You will learn the skills and obtain the necessary tools to become a Certified Loan Signing Agent. This workshop features how to properly notarize loan packages. We will discuss how to negotiate your fee, how to get called back and how to brand yourself as a professional in your market.

Program Fee: $99
Material fee: $60 payable to instructor
Presented by Notary Public Seminars, Inc., a leading public course provider in California for 15 years.

Cost: $40 plus $5 material fee to instructor.
#4093-3

Cost: $35
#4012-1

Cost: $65
Conejo Valley Adult School, Room 5B
Tuesday, February 11, 6:30 – 8:30pm

FOR MORE INFORMATION:
Facebook.com/ConejoValleyAdultSchool
Become a Fan on Facebook
**Savvy Social Security Planning**

Ever hear that social security is “going broke”? Decisions made now can have a tremendous impact on the total amount of benefits received over a lifetime. Learn the nuts and bolts of social security and strategies to maximize your benefits.

Instructor: Hoby Pearce (for bio, see previous listing).

Wednesday, March 5, 6:30 – 9:00pm
Alliance Advisory Conference Room
3390 Auto Mall Drive
Westlake Village 91362
Cost: $40 plus $5 material fee to instructor.
#4187-2

**Stock Market Survival Guide**

Are your investments driving you crazy? Don’t let the daily swings in the markets affect your long term strategy! You can learn ways to protect your portfolio and retirement savings.

Discussion topics include:
- Individual stocks vs funds and ETFs
- Can I have it all - Growth and Income?
- What to do if your 401(k) looks like a 201(k)!

Instructor: Bradley Newman is Vice President with Duncan-Newman Associates at Merrill Lynch.

3 Wednesdays, 6:00 - 8:00pm
March 12, 19 and 26
2815 Townsgate Road, #300
(next to Westlake Hyatt)
Westlake Village 91361
Cost: $40 plus $5 material fee to instructor.

**Secrets of Internet Marketing**

Promote your business on the Web with search, social and mobile marketing. Learn about Google AdWords, search engine optimization (SEO), landing page, social networking tools like Facebook, Twitter and blogging, email newsletters, feedback sites and free local listings. Learn how to use tricks and techniques to generate new business.

Instructor: Bob Cohen, owner of bobology, is a recognized expert in the field of technology.

Monday, March 3, 6:00 – 9:00pm
Conejo Valley Adult School, Room 3
Cost: $45 plus $30 material fee for workbook with CD containing over 200 eBooks and 150 ringtones.
#4662-2

**Beginning Knitting**

This 8-week class will teach the basics of knitting: knit, purl, cast on and bind off. The instructor will suggest appropriate assignments and will teach you how to read patterns along with the latest trends in this artful craft. Students should bring a pair of knitting needles and a skein of yarn.

Instructor: Abbe Sargent is a credentialed teacher and an avid practitioner of the needle arts, teaching at various levels here in Ventura County since 2005.

8 Thursdays, 9:30 -11:30 am
February 6 – March 27
Conejo Valley Adult School, Room 7
Cost: $95 #4244-1 Seniors $55 #834-1
Plus $5 material fee to instructor.

**Beginning Calligraphy**

Come explore the broad edged pen and learn to create beautiful Italic letterforms. This course will introduce the beginner to this classic style of calligraphy with step by step instruction. You’ll use Italic for a variety of creative projects and learn to decorate the letters with gold, watercolors and other medias used in the craft. Please contact the instructor at Sjlaporte@verizon.net in advance of class for supply list.

Instructor: Shirley LaPorte is a member of the Society for Calligraphy and owns her own calligraphy and invitation business. She has appeared on the DIY network craft show and has had art projects and articles published in national and international magazines.

8 Thursdays, 9:00 – 11:00am
March 6 – May 1
(no class April 17)
Conejo Valley Adult School, Room 3
Cost: $95 plus $10 material fee to instructor.
#4398-1

**General Woodworking**

A hands-on class for all ability levels using a variety of hand and power tools. Beginning and Advanced students will have the opportunity for one-on-one instruction. The class can include fine furniture making and finishing. An in-class safety test and competency project will be required before students begin to work on their own projects.

Instructor: Stephen Kozlowski teaches in the Conejo Valley Unified School District and has over 30 years experience working with wood.

8 Tuesdays, 9:00 – 11:00am
February 4 – March 25
Conejo Valley Adult School, Room 3
Cost: $145 plus $50 material fee to instructor.
#4246-2

**Beginning Sewing**

Have you been waiting for a reason to dust off that sewing machine? In this class you will learn basic sewing principles while completing projects like a knife edge pillow and a kimono robe. Instruction will include understanding the pattern envelope and cutting prior to sewing. Bring your sewing machine to class and contact susan.godfrey@att.net for supply list.

Instructor: Susan Godfrey is a certified Trained Sewing Instructor (TSI) and has been teaching all levels of sewing for the past seven years as well as continuing her training in high level sewing projects and techniques.

4 Thursdays, 10:30am – 1:30pm
February 13 – March 6
Horizon Hills, Room 1
33 Greta St., Thousand Oaks 91360
Cost: $90 #4200-1 Seniors $50 #882-1
Plus $25 material fee to instructor.
Zentangle Made Easy
The many benefits of Zentangle range from stress reduction to problem solving!!! Come and learn this exciting art form! Zentangle is easy to learn and comprised of repetitive structured patterns that create beautiful images. This class will work with pencil, ink, watercolor, glitter and more to make designs for greeting cards and for framing. Basic materials provided.

Instructor: Joan Hawks earned a BA in Art from UCLA. With the Society for Calligraphy, she has specialized in both commercial and fine art. She teaches workshops and has had articles published in national and international magazines.
6 Wednesdays, 9:30 – 11:30am
February 19 – March 26
Conejo Valley Adult School, Room 3
Cost: $85 plus $10 material fee to instructor.
#4395-4

Funky & Unique Letters
Join this fun class and learn to change and enhance a variety of alphabet letters. We will texturize, double stroke, decorate, flourish and gold leaf them. A small book will be made to showcase our work.

Instructor: Joan Hawks (for bio, see previous listing).
6 Wednesdays, 12:30 – 2:30pm
February 19 – March 26
Conejo Valley Adult School, Room 3
Cost: $85 plus $5 material fee to instructor.
#4394-1

Art of Mosaic
This course is tailored for the beginning mosaic artist and consists of step-by-step instruction in creating your own decorative mosaic art piece. At the conclusion of this class, you’ll be able to create your own mosaics with the skills and techniques you’ve learned, and you’ll have a beautiful mosaic creation to enjoy for years. All materials will be provided.

Instructor: Jackie Mays is a freelance artist. Her work includes murals, oil and watercolor painting, and mosaic art.
2 Saturdays, 9:00am – 12:00pm
March 8 and 15
Conejo Valley Adult School, Room 3
Cost: $65 plus $35 material fee to instructor.
#4239-1

Contemporary Jewelry Knotting
Create a necklace using the latest knotting technique. No tools are used as you knot two strands of silk to “frame” your beads, pearls, or crystals. You’ll leave class proudly wearing your new creation. All supplies are provided.

Instructor: Jean Gutierrez has an eclectic background in insurance sales, utilities, and management consulting, but her true passion is creating handmade jewelry as the owner of Oak Summit Creations.
Saturday, March 22, 9:00am – 1:00pm
Conejo Valley Adult School, Room 3
Cost: $55 plus $35 material fee to instructor.
#4242-2

Create a One-of-a-Kind Necklace
Need a necklace to go with that new outfit or to add some bling to your wardrobe? Design and create a beaded necklace – use crystals, pearls, natural stones, shells, or even a clever mix. Leave class wearing your new treasure! All supplies are provided.

Instructor: Jean Gutierrez (for bio, see previous listing).
Saturday, April 5, 9:00am – 1:00pm
Conejo Valley Adult School, Room 3
Cost: $65 plus $40 material fee to instructor.
#4209-1

Mending Garments
Mending bag full? Let’s work on them together! This class is for anyone that wants to save money on replacement or repair of garments and fabric accessories. The instructor will share tips and techniques, and help guide you in your repair work. Sewing machines and some materials will be available, including commercial machines if required.

Instructor: Debbie Lee Bavaro is a parent of 5, costumer, sewer, designer, and has been an instructor for the Conejo Valley Adult School and the Parenting Program for over 15 years.
4 Wednesdays, 6:00 – 7:30pm
February 5 – 26
Horizon Hills, Room 12
33 Greta St., Thousand Oaks 91360
Cost: $65
#4203-1

Beginning Guitar
Here is a course designed to get brand new students and students with limited experience playing simple melodies and chords right from the start. Students will be able to play and accompany themselves on basic songs by course end. Bring your guitar to class.

Instructor: James Swing is a performer with 40 years of experience. He is a graduate of UCLA’s ethnomusicology program.
8 Mondays, 10:00 – 11:30am
March 3 – April 28
(no class April 14)
Conejo Valley Adult School, Room C
Cost: $95
#4928-2

Latin Dance Workshop
Come learn the basics and some cool variations in this beginning Latin dance workshop featuring Salsa, Cha-cha and Merengue. Start with the foundation steps, learn leading and following theory, and move on to implementing fun patterns, building your repertoire each week. No partner or previous dance experience required.

Instructor: Floria Ayivi has performed in and directed numerous salsa, samba, burlesque and theatrical shows. She is passionate about teaching dance to all ages and levels.
6 Tuesdays, 7:00 – 8:30pm
February 18 – March 25
Conejo Valley Adult School, Auditorium
Cost: $85
#4962-2

Ballroom Dance Workshop
Learn to dance Waltz, Foxtrot, Tango, Cha Cha, Rumba and Swing. This session will teach the basic and intermediate steps that are the most useful and popular so that you can move with confidence and look graceful at your next soiree! No partner is needed because we use the rotation system.

Instructor: Gabriel Tsai received ballroom training from a top teacher and a national competitor. Gabriel danced as a member of the Outdoor Promotional Dance Team for Dancing with the Stars, and appeared dancing in an episode of the prime time comedy The Big Bang Theory.
6 Thursdays, 7:30 – 9:00pm
February 20 – March 27
Conejo Valley Adult School, Auditorium
Cost: $85
#4969-1

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Beginning Ukulele
Learn to play the ukulele! This popular starter instrument is for the true beginner to music. It can also be an excellent way to get back into playing an instrument for those who have been away. By course end (or before), students will be playing easy songs and simple melodies. Bring a ukulele (preferably soprano, concert, or tenor) to class.

Instructor: Jarold Davis has been teaching music for more than 20 years. He also has extensive recording and touring experience, having performed such venues as the Gibson Ampitheater in LA to Madison Square Garden in NY.

8 Fridays, 10:30am – 12:00pm
February 7 – April 4
(no class February 14)
Conejo Valley Adult School, Room C
Cost: $95 plus $5 material fee to instructor.

#4939-2

Music Appreciation, American Style!
Starting in Mississippi near the turn of the 20th century, we’ll take a look at some of the music styles that are uniquely American. The road continues through New York, with stops along the way that include New Orleans, Detroit, and even…London. Bring your ears, we’ll also be listening to lots of music!

Instructor: Jarold Davis (for bio, see previous listing).
5 Mondays, 7:00 - 8:30pm
February 24 – March 24
Conejo Valley Adult School, Room 15
Cost: $75 #4247-1 Seniors $40 #849-1
Plus $5 material fee to instructor.

#4940-2

Belly Dancing
This unique style of dancing is also a type of fitness utilizing the body’s core muscles and arms. It’s easy on the knees but still can cause one to break a sweat! This is a novel way for young and old to exercise and brings out the fun in all of us.

Instructor: Zhanna Waterman is a versatile fitness instructor who possesses numerous certifications from Europe and the US.
10 Thursdays, 7:30 – 8:25pm
February 20 – May 1
(no class April 17)
Boys and Girls Club
1980 E. Avenida de las Flores
Thousand Oaks 91360
Cost: $95 #4936-5

#4941-2

Aerobic Dancing
This exciting Jacki Sorensen dance program features dance routines, stretching, abdominal work and strength training – all choreographed to music. Please bring a mat and hand weights.

Instructor: Deborah Maron is a certified Jacki Sorensen Aerobic Dancing Instructor.
Morning Class
Tuesdays/Thursdays, 9:00 – 10:00am
March 18 – May 29
(no class April 15 and 17)
Cost: $150 #4164-5

Evening Class
Mondays/Wednesdays, 5:30 – 6:30pm
March 17 – May 28
(no class April 14 & 16 and May 26)
Cost: $145 #4164-6

Boys and Girls Club
1980 E. Avenida de las Flores
Thousand Oaks 91360

#4942-2

Pastel for Beginners
Pastels are a colorful medium that was favored by many Impressionist artists, such as Monet and Degas. This class is designed to explore techniques of charcoal and pastel, sometimes in combination together. Come use this imaginative resource cultivated through the experience of drawing as painting! All materials are provided.

Instructor: Samantha Fried (for bio, see previous listing).
10 Fridays, 12:30 – 2:30pm
February 21 – May 2
(no class April 18)
Conejo Valley Adult School, Room 3
Cost: $135 plus $30 material fee to instructor.

#4348-2

End
Art Appreciation
A new course examining art history from the artist's viewpoint will probe intriguing topics not found in Art History books, like the mystery behind Rembrandt's Night Watch, the Sistine secrets of Michelangelo and hidden imagery in the arts. Other topics such as: artistic license, the confusion of modern art, an overview of styles and methodology from early times to today, and the California Impressionists will also be explored.

Instructor: Peter Kraus is an established graphic designer, author, educator and artist with over 35 years experience.
8 Tuesdays, 4:00 – 5:30pm
February 18 – April 8
Conejo Valley Adult School, Room C
Cost: $95 plus optional $15 book fee to instructor.
#4234-2

Anyone Can Draw
Drawing is a skill which can be learned, just like reading and writing. Once you learn the basics, you can draw anything. No art knowledge is necessary and students at all levels are encouraged to enroll. Please bring 8 ½ x 11 unlined paper, pencil and eraser to the first meeting. Additional materials required will be discussed at that time.

Instructor: Peter Kraus (for bio, see previous listing).
8 Tuesdays, 6:00 – 8:00pm
February 18 – April 8
Conejo Valley Adult School, Room C
Cost: $125
#4154-5

Oil/Acrylic Workshop
Join master artist Barbara Shannon for an opportunity to paint in her workshop setting. Instruction is provided for new students and returning students get the benefit of consultation with the instructor for their works in progress.

Instructor: Barbara Shannon is a long-time art educator, an award winning artist and author of the multimedia textbook, Exploring Art Media.
10 Tuesdays, 6:30 – 8:30pm
February 16 – April 29
(no class April 15)
Conejo Valley Adult School, Room 3
Cost: $95 #4860-9 Seniors $75 #860-9 Plus $10 material fee to instructor.

Plein Air Painting
Spring is in the air and what a wonderful time to get out and get creative! This course focuses on the landscape genre of art. Come learn to paint landscapes and urbanscapes on location. Classes will be held at 2 different locations as you study your natural surroundings and learn how to apply what you observe using the paint medium.

Instructor: Nela V. Steric is a long-time art teacher, Master of Fine Arts from Europe, MAE, and a credentialed art teacher. Her works in acrylics and oils are in many private collections.
6 Saturdays, 9:00am – 11:30pm
February 22 – March 29
Conejo Valley Adult School
First class will meet in Room G
Cost: $115 plus $35 material fee to instructor.
#4278-1

Pet Portraits
Do you think you aren’t talented enough to render a beautiful watercolor portrait of your pet or favorite animal? Well, think again and let instructor Yoka guide you through the steps. She will offer individual instruction as well as class demonstrations. By the end of 3 weeks, you’ll have a beautiful finished pet portrait.

Instructor: Yoka Yohanna is a world renowned portrait artist “of all living things”. She has had many exhibits and paints private commissions. View her work at www.yokasgallery.com.
3 Tuesdays, 12:30 – 3:30pm
February 25 – March 11
Conejo Valley Adult School, Room 3
Cost: $80 plus $15 material fee to instructor.
#4861-1

Spring Watercolor
Spring themes of landscapes, flowers, plants and birds will be demonstrated in each class with individual attention provided for the benefit of students at all levels. Have fun as you learn and complete your own work of art.

Instructor: Yoka Yohanna (for bio, see previous listing).
4 Tuesdays, 12:30 – 3:30pm
March 18 – April 8
Conejo Valley Adult School, Room 3
Cost: $95 plus $15 material fee to instructor.
#4560-1

Pet Portraits
Do you think you aren't talented enough to render a beautiful watercolor portrait of your pet or favorite animal? Well, think again and let instructor Yoka guide you through the steps. She will offer individual instruction as well as class demonstrations. By the end of 3 weeks, you’ll have a beautiful finished pet portrait.

Instructor: Yoka Yohanna is a world renowned portrait artist “of all living things”. She has had many exhibits and paints private commissions. View her work at www.yokasgallery.com.
3 Tuesdays, 12:30 – 3:30pm
February 25 – March 11
Conejo Valley Adult School, Room 3
Cost: $80 plus $15 material fee to instructor.
#4861-1

Chi Gong
Chi Gong, or “energy work,” is an ancient Chinese internal martial art used for cultivating health, longevity and self-awareness. Chi has been called the unseen life force. Through a combination of movement, breathing, focused intention and meditation, this class focuses on Chi Gong fundamentals and helping the student develop their own practice. Chi Gong is appropriate for all ages and fitness levels – no previous experience, mats or props required.

Instructor: John Slicker is an experienced Body worker and Somatic Therapist. John brings a clear and balanced approach to an ancient, esoteric and holistic system of self-healing and meditation.
10 Tuesdays, 2:00 – 3:00pm
February 18 – April 29
(no class April 15)
Horizon Hills Multi Purpose Room
33 Greta St., Thousand Oaks 91360
Exception: March 25 class at CVAE Auditorium
Cost: $95 #4401-1 Seniors $50 #8440-1

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Community Enrichment

**Hiking for Fitness**
Offering two levels of hiking class in our local foothills. Meet at Conejo Valley Adult School's parking lot for the first class, then the classes will meet at designated trailheads with the hikes increasing in challenge each week. Wear sturdy trail-rated shoes and comfortable clothing in several light layers. A hat, water, snack and sunscreen are recommended.

**Instructor:** Doug Nickles is a licensed forester, fire prevention officer and former Conejo open space and trail planner.

**Session 1 – Beginning (no previous hiking experience necessary but capable of hiking 2 miles on trails with gentle slopes.)**
4 Thursdays, 5:15 – 6:30pm
April 10 – May 1
Cost: $55
#4400-2

**Session 2 – Intermediate (capable of hiking 3-4 miles on trails of moderate level difficulty)**
6 Saturdays, 7:30 – 9:30am
April 5 – May 10
Cost: $95
#4400-3

**Alexander Technique**
Not an exercise in the traditional sense, the Alexander Technique applies body alignment principles to reduce stress, fatigue and muscle tension and to counteract chronic pain due to poor posture, neck and shoulder tension and lower back injuries. This introductory class will benefit daily life by increasing the ability to move with ease and freedom. Wear comfortable clothing.

**Instructor:** Barbara Wegher-Thompson, MA (UCLA), has taught Alexander Technique and Dance for 22 years at California Lutheran University. Certified in 1991 at the Alexander Foundation in Philadelphia, she is a teaching member of Alexander Technique International.

2 Saturdays, 9:30 – 11:30am
March 1 and 8
Conejo Valley Adult School, Room 7
Cost: $55 plus $5 material fee to instructor.
#4388-1

**Classical Mat Pilates**
Want to have a strong body, want to improve your golf or tennis game or want to eliminate aches and pains? This mat class will introduce beginning and intermediate students to the movements and skills of the Pilates method of body conditioning. Bring your own mat and get ready to move and sweat!

**Instructor:** Angelica Zhang was a student of Pilates who was so inspired by the method and results that she became a Pilates instructor. She is a Romana Pilates certified instructor.

**Morning Class**
10 Tuesdays, 8:30 – 9:25am
February 18 – April 29
(no class April 15)
Conejo Valley Adult School, Auditorium
Cost: $95
#4970-11

**Evening Class**
10 Mondays, 6:00 – 6:55pm
March 3 – May 12
(no class April 14)
Conejo Valley Adult School, Auditorium
Cost: $95
#4970-12

**Zumba in the Circuit**
You are guaranteed to enjoy this class! It will alternate between the classic Zumba fitness workout and dumbbell/resistance tube exercises choreographed to music. It is an hour of exhilarating, calorie-burning fun. Bring a pair of light (2-5lb) dumbbells to class.

**Instructor:** Dale Schrichten has been one of the top Zumba instructors in Ventura County for 7 years. He is a formally trained ballroom dancer and a professional fitness trainer.

**Morning Class**
10 Tuesdays, 9:30 – 10:25am
February 18 – April 29
(no class April 15)
Conejo Valley Adult School, Auditorium
Cost: $95
#4942-5

**Evening Class**
10 Thursdays, 6:30 – 7:25pm
February 20 – May 1
(no class April 17)
Conejo Valley Adult School, Auditorium
Cost: $95
#4942-6

**Zumba**
Zumba is a fusion of Latin/International dance themes combined with fitness moves which provide an exhilarating and effective exercise class. Zumba means to “move fast and have fun” so you don’t need to be a dancer or do it “right”. There is zero intimidation and you can burn up to 1000 calories in an hour!

**Instructor:** Dale Schrichten (for bio, see previous listing).
10 Tuesdays, 6:30 – 7:25pm
February 18 – April 29
(no class April 15)
Boys and Girls Club
1980 E. Avenida de las Flores
Thousand Oaks 91360
Cost: $95
#4934-7

**Shape Up – Slim Down**
Get ready for summer with this fitness class developed for women of all ages! A system of safe exercises will trim, tone, and define the body by focusing on main muscle groups and burning fat. Please bring a mat and 3 lb weights.

**Instructor:** Zhanna Waterman is a versatile fitness instructor who possesses numerous certifications from Europe and the U.S.
10 Tuesdays, 7:30 – 8:25pm
February 18 – April 29
(no class April 15)
Boys and Girls Club
1980 E. Avenida de las Flores
Thousand Oaks 91360
Cost: $95
#4937-5

**Fitness Express**
There’s no stopping improvement with 30 minutes of cardio for your heart and 30 minutes of stretch for definition, tone and strength. It’s a fast way to achieve a complete body workout! Bring a mat and 3 lb weights.

**Instructor:** Zhanna Waterman (for bio, see previous listing).
10 Thursdays, 6:30 – 7:25pm
February 20 – May 1
(no class April 17)
Boys and Girls Club
1980 E. Avenida de las Flores
Thousand Oaks 91360
Cost: $95
#4932-1

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**NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School**
**Booty Camp**

Booty Camp is a mostly mat based total body workout for all levels of fitness. It incorporates Pilates and resistance with a bit of Yoga. The benefits of this workout are strengthening, toning and shaping, burning fat, boosting energy, releasing stress and alleviating hip and lower back pain. Bring a mat, towel and free weights up to 5lbs.

**Instructor:** Chrissy Lomax has been in the health and fitness industry for over 15 years and is certified in both personal fitness training and Pilates. She is a marathon coach and weight loss coach and has been a leader and Ambassador for Weight Watchers.

10 Wednesdays, 6:30 – 7:25pm
February 19 – April 30
(no class April 16)
Conejo Valley Adult School, Auditorium
Cost: $95
#4922-5

**Beginning Yoga**

This class introduces yoga in a comfortable and supportive environment. The many benefits of yoga including stress relief, strength, flexibility and improved general health will quickly become evident. Please bring a towel or blanket and a yoga mat to class.

**Instructor:** Janet Winkler is a certified yoga instructor and therapist who studied at Loyola Marymount University. She is also certified with the Arthritis Foundation.

10 Wednesdays, 5:30 – 6:25pm
February 19 – April 30
(no class April 16)
Conejo Valley Adult School, Auditorium
Cost: $95
#4919-6

**Restorative Yoga**

Restore balance to body and mind with slow moving, calming and nurturing poses that can induce physiological changes which allow the body to recover from life’s daily stresses. Props are used to aid complete relaxation and conscious breathing helps to move into deeper levels of relaxation. Please bring a yoga mat, 2 beach towels or yoga blankets and a yoga block.

**Instructor:** Ruth Piper is a registered instructor with Yoga Alliance and has been teaching for the past 9 years.

10 Thursdays, 5:30 – 6:25pm
February 20 – May 1
(no class April 17)
Conejo Valley Adult School, Auditorium
Cost: $95
#4826-5

**Therapeutic Yoga**

Katlen Ebert combines her experience as a PT with her advanced training in therapeutic yoga to teach a calming yet rejuvenating yoga class. Katlen is particularly adept at tailoring poses for students who may have back injuries, knee issues or other physical limitations. Bring a yoga mat and an extra towel or blanket.

**Instructor:** Katlen Ebert is a Physical Therapist from Germany as well as a graduate of the LMU Yoga Therapy program.

10 Fridays, 9:30 – 10:45am
February 21 – May 2
(no class April 18)
Horizon Hills, Multi Purpose Room
33 Greta Street
Thousand Oaks 91360
Exception: March 28 at CVAE Auditorium
Cost: $105
#4082-5

**Tai Chi Level 1**

Tai Chi is an ancient Chinese discipline of meditative movements practiced as a system of exercises. The form of Tai Chi known as 24 form is a natural movement like that of water and wind. It enhances relaxation, grace, balance and strength. The instructor also incorporates Qigong, an ancient Chinese energy practice that cultivates the body’s natural energy. Please wear comfortable clothing and footwear.

**Instructor:** Kimiko Kuwamoto has been teaching Tai Chi for 12 years and is certified with a San Francisco master instructor.

10 Mondays, 7:00 – 7:55pm
March 3 – May 12
(no class April 14)
Conejo Valley Adult School, Auditorium
Cost: $95
#4405-5

**Tai Chi Level 2**

Explore a new level of Tai Chi – 42 form. Prerequisite is knowledge of 24 form.

**Instructor:** Kimiko Kuwamoto (for bio, see previous listing).

10 Mondays, 8:00 – 8:55pm
March 3 – May 12
(no class April 14)
Conejo Valley Adult School, Auditorium
Cost: $95
#4407-6

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**Spring 2014 Menu**

**Food Classes are held in Room 15 at the Conejo Valley Adult School from 6:00 – 8:30pm**

| Cost: $50 each | $15 (cash only) food fee payable to the instructor, $25 for Sushi. Recipes are not designed for special dietary needs. |

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**NOT REFUNDS Unless Class Cancelled by Conejo Valley Adult School**

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**Food & Nutrition**
**Cooking with Trader Joe’s**

You’ve found all the unique items at your favorite store. Now, what can you do with them? Our Chefs will answer your questions about Trader Joe’s new products and help you create interesting, healthful meals using them plus seasonal ingredients. The menu will be based on what is new and fresh at Trader Joe’s. Due to the popularity of this class, we will offer two sessions. The same recipes will be featured, sign up for only one of these sessions.

*Instructor: Lisa Scott and TJ Tramonto. Lisa Scott is a personal chef who has a BS in Food, Nutrition, and Dietetics. She has been teaching cooking classes at the adult school for over 10 years. TJ Tramonto is a graduate of Westlake Culinary Institute and a professional caterer.*

**Wednesday, February 26**

#4265-4

**Or**

**Wednesday, March 19**

#4265-5

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**Breakfast and Brunch with Trader Joe’s**

By request, we are adding this special class for your cooking enjoyment. Whether it’s a weekend family ritual or celebrating our great weather with friends, breakfast and brunch are a great way to start the day. We will prepare aebleskiver, a delicious frittata and other “Top o’ the Mornin’” recipes with the great flavors and the ease of preparation you expect from the Trader Joe’s classes. P.J.’s optional!

*Instructor: Lisa Scott and TJ Tramonto (for bio, see previous listing).*

**Wednesday, April 2**

#4257-1

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**Simple and Sane in the Kitchen**

Join us for a 2 night interactive series in which you will learn how to streamline your time in the kitchen. Recipes and tips will be shared for quick and healthy meals, including breakfast, lunch, dinner and snacks. Sample the recipes and leave with a meal ready for the next day. Save time, save money, save your sanity!

*Instructor: Kate Camp is a working mother who is dedicated to making healthy and economical meals for her busy family.*

2 Tuesdays, March 18 and 25

6:00 - 8:00pm

#4293-2

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**Cooking Survival for Singles**

Easy simple shopping and preparation tips to make cooking for one fun, too! Turn leftovers into makeovers and freezer friendly meals while stretching your food budget and your free time! Tips on shopping wisely to save time and money in the kitchen. We will enjoy several chicken, turkey, rice and veggie dishes turned into soups, casseroles, entrees, stir fries and burgers.

*Instructor: Suzanne Landry is the author of The Passionate Vegetable and Fresh Food Matters. As a fresh food chef and wellness educator, author and lively guest lecturer for over 25 years, she has inspired many people on their road to health and vitality.*

**Thursday, April 24**

#4305-1

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**Kitchen Shortcuts and Knife Skills**

Cut like a pro – fast and easy! Everything you always needed to know about knives and many great shortcuts that professionals use to save time in preparation. We will practice good cutting techniques and prepare some simple vegetable recipes and snacks. We will discuss purchasing and sharpening knives, and additional essential tools and cutting boards for a well-equipped kitchen that is ready for your culinary inspirations.

*Instructor: Suzanne Landry (for bio, see previous listing).*

**Thursday, February 13**

#4306-1

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**Smart Carb Cooking**

Is gluten-free right for you or is it all starch carbs that is the problem? You don’t have to give up all complex carbohydrates to lose weight and be healthy. Learn which carbs are best and which turn into fat easily and how to use the glycemic index. Find out which carbohydrates are energizing and filling and packed with good nutrition. If you are limiting yourself or feasting on gluten-free products only to find your waistband expanding, then you are in for a delicious treat. California Fiesta Quinoa Salad; Passionate Breakfast Cookie; Chinese Fried Rice; Winter Roasted Root Vegetables will be featured.

*Instructor: Suzanne Landry (for bio, see previous listing).*

**Thursday, March 13**

#4358-1

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**Eat Right, Stay Tight**

Is your New Year’s resolution the same every year? Join “Eat Right Stay Tight”. This program will get you looking your best. In “Eat Right” you will receive a menu plan along with a live demonstration on how to prepare your new menu. With “Stay Tight”, you will be instructed by a life coach on your exercise routine. Class will start in the auditorium and then continue in Room 15 (cooking classroom).

*Instructor: AG (Arsho Goncuoglu) started her “Eat Right-Stay Tight” program four years ago when she was a personal chef for bodybuilders. It is now designed for weight loss and bodybuilding to create a lean body with continual maintenance!*

**Saturday, March 15**

9:00 - 11:30 am

#4357-2

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**Southern Easter**

Looking for new Easter Dinner favorites? Come and sample traditional Easter menu items from the South. We will explore the southern region of our beautiful country and put together a terrific menu showcasing their delicious holiday treats.

*Instructor: Melissa Hunt graduated from Le Cordon Bleu, Pasadena. While working as a food stylist for TV and print ads, she was personally recruited by Emeril Lagasse, and relocated to New Orleans to work as a line cook at his flagship restaurant.*

**Thursday, April 3**

#4307-1

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**Garden Tea Party**

Come have tea with me! In this class, we will learn how to brew tea properly and make delicious and beautiful tea sandwiches and scones. There is always something so special about a tea party, so come and learn how to host your own Tea Party.

*Instructor: Melissa Hunt (for bio, see previous listing).*

**Tuesday, April 29**

#4308-1

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**Middle Eastern Menu**

Learn to cook simple, exotic and vibrant cuisine of the Middle East. The cuisine represents the influences of multiple cultures with dishes that range from spicy to savory to sweet. In this class, we will make some of the most widely recognized dishes. We will focus on mezze, or appetizers, as well as make a main dish and a traditional dessert.

*Instructor: Michelle Fishman has a BS in Dietetics and is a Registered Dietician. She has a passion for cooking and enjoys teaching others how to be creative in the kitchen.*

**Thursday, February 20**

#4138-1
Food & Nutrition/Home & Garden

Garden to Table
Do you love the idea of eating fresh vegetables but aren’t sure how to make them taste great? Whether you have your own garden or buy them fresh, I have some delicious recipes to please your family and wow a crowd. Most recipes are simple and can be prepared for weeknights.

**Instructor:** Michelle Fishman (for bio, see previous listing).

**Thursday, April 10**
**#4309-1**

A Very Al Fresco Picnic
A fresh and delicious picnic that can be taken to any concert in the park, Hollywood Bowl, or for an evening at the beach.

**Instructor:** Deena Bartley has been a chef/caterer in the Conejo Valley since 1997. Her catering business is Simply Gourmet Catering. She works for Vom Fass in Westlake Village where she teaches cooking classes using their vinegar, oils and spirits.

**Tuesday, April 22**
**#4095-1**

Baked Goods - Sweet to Savory
From sweet to savory is all about creating easy recipes for you to enjoy or entertain with. Crepes that go from sweet to savory, my famous baked leek/cheese and mushroom tart or my banana nutella muffins, come learn the basics in how to recreate amazing desserts or appetizers.

**Instructor:** Patty Limatola-Tanenbaum is a graduate from the Westlake Culinary Institute. She worked in a corporate kitchen and was the head pastry chef. She currently is blogging at MmGood.com, where she posts easy recipes with video tutorials.

**Tuesday, April 8**
**#4111-1**

NOTE: Cooking class registration $50 each. $15 (cash only) food fee is payable to instructor, $25 for Sushi.

One Dish-Crockpot and Casserole Cooking
With the busy lives of most people, cooking becomes a priority that is moving farther and farther down the list. We all want to have fresh meals with quality ingredients, but lack the time to plan and cook for ourselves. In this class, I will show some recipes that are quick and easy, one dish wonders and, yes, occasionally, the dreaded “casserole”!! But with my spectacular choice in recipes, you will forget what class you are in and just enjoy a sampling of gourmet tasting entrees, sides and desserts. Come and find a few new favorites to add to your treasured recipe file.

**Instructor:** Jill Fisher has a BS in Food Science and Nutrition and worked for 8 years as a trainer for a nutritional analysis software company. She is a licensed personal chef and author of My Best Friend’s Kitchen.

**Tuesday, March 11**
**#4110-1**

What I Learned from the Barefoot Contessa
I have cooked for many, many years and tried recipes from every cookbook author out there. Recently, I started trying some of Ina Garten’s recipes from the Barefoot Contessa, a posh catering establishment in the Hamptons that she purchased many years ago. I am finding myself using her recipes over and over again! Her simplicity and bold flavors make her one of my new favorites! I will demonstrate a sampling of her best, including an appetizer, some wonderful sides and salads, a few entrees and a dessert or two. As always with my classes, come hungry, leave happy!

**Instructor:** Jill Fisher (for bio, see previous listing).

**Tuesday, April 8**
**#4111-1**

Community Enrichment

New Efficient Home Organization!
This course will cover organizing concepts and take them a step further. We will talk about ways to make your home more efficient and utilize your time well. Topics will include setting up your home spaces, time management, scheduling, managing paperwork and kids organization.

**Instructor:** Karen Gauthier is a professional organizer providing workshops and coaching services in corporate, classroom, and home settings. She has an MBA with an emphasis in Management and Organizational Behavior. She enjoys using her gift of organization to help people reach their full potential.

**Saturday, April 5, 9:00am - 12:00pm**
Concejo Valley Adult School, Room 5B
Cost: $45
**#4626-2**

Introduction to Organic Gardening
Growing your own food can be empowering and extremely gratifying, as well as nutritious. If you would like to take your gardening skills to the next level and learn how to turn your backyard or patio space into a self-sustaining organic food production area with a year-round harvest potential, then join us to discover the potential your yard holds!

**Instructor:** Jared Logan has a BS in Environmental Science and more than 12 years of active organic food production experience.

**6 Mondays, 7:00 – 9:00pm**
March 10 - April 21
(no class April 14)
Concejo Valley Adult School, Room 3
Cost: $95
**#4623-2**

One Dish-Crockpot and Casserole Cooking
With the busy lives of most people, cooking becomes a priority that is moving farther and farther down the list. We all want to have fresh meals with quality ingredients, but lack the time to plan and cook for ourselves. In this class, I will show some recipes that are quick and easy, one dish wonders and, yes, occasionally, the dreaded “casserole”!! But with my spectacular choice in recipes, you will forget what class you are in and just enjoy a sampling of gourmet tasting entrees, sides and desserts. Come and find a few new favorites to add to your treasured recipe file.

**Instructor:** Eileen Gould is the founder and owner of Eileen Gould Design and Construction Inc., and has been practicing both commercial and residential design for the past 25 years and is a licensed General Contractor. She is credentialed to teach Interior Design, Fashion and Construction.

**Saturday, March 29, 9:00am – 12:00pm**
Concejo Valley Adult School, Room 5B
Cost: $45
**#4189-3**

Kitchen Design Workshop
This intensive class will introduce a new way to look at your kitchen whether you are remodeling or just doing a facelift. Come and learn all about new kitchen products, design layout, the latest colors and how to hire the best contractor for you. We will discuss how to stage your kitchen for resale as well.

**Instructor:** Eileen Gould is the founder and owner of Eileen Gould Design and Construction Inc., and has been practicing both commercial and residential design for the past 25 years and is a licensed General Contractor. She is credentialed to teach Interior Design, Fashion and Construction.

**Saturday, March 29, 9:00am – 12:00pm**
Concejo Valley Adult School, Room 5B
Cost: $45
**#4189-3**

Room Design Boot Camp
How would you like to fully design a room in your own home without being overwhelmed by all the command decisions and choices? If so, then enlist in this four-part interior design workshop. Create your own floor plan and a wants and needs list. We’ll cover color coordination, flooring, paint, window treatments, trim and accessories.

**Instructor:** Susan Pritchard is the owner of Susan Pritchard Interior Design. She has been designing for Ventura County clients since 1996. She was voted a Ventura County Favorite in 2009 and 2010 and has been featured on two Famous Homes and Hideaways episodes.

**4 Saturdays, 9:00am - 12:00pm**
February 22 – March 15
Concejo Valley Adult School, Room 5B
Cost: $95
**#4613-2**
**Vermicomposting: Build Your Own Worm Bin**

This is small space composting for anyone, anywhere. Set up a worm bin on your patio or in your garden and let worms eat your food scraps. Learn how easy it is to feed and care for your worms. Your reward will be incredible, fabulous compost. Worms, bins and bedding will be provided.

Instructor: Diana Kama has been composting with worms for over ten years. She has built and maintained a variety of worm bins for several educational institutions. She enthusiastically shows people how to love their garden and their planet simultaneously through composting.

**Saturday, March 1, 9:30 - 11:30am**
**Conejo Valley Adult School, Room 3**
**Cost: $40 plus $30 material fee to instructor. #4602-2**

**Succulent Wreath Workshop**

Learn the technique for creating an amazing living wreath featuring beautiful succulents in an array of colors and textures that will provide year-round interest. These unique wreaths are low maintenance and drought tolerant. Each student will create an 11” diameter wreath to take home. Class includes design lesson and demonstration. You may bring cuttings of succulents to share, however the material fee covers all supplies.

Instructor: Tony Alvarez, AIFD, CCF, EMC is an event planner and floral designer. He served as Director of the CA State Floral Association.

**Saturday, February 22, 9:00am - 12:00pm**
**Conejo Valley Adult School, Room 3**
**Cost: $45 plus $30 material fee to instructor. #4603-2**

**Flower Arranging Made Easy**

In this introductory class, learn modern techniques for designing beautiful, fresh flower arrangements and take home two special projects. Hands-on instruction with European style bouquets and creative centerpiece ideas will have you designing like a pro in no time. Tips for making your flowering budget go farther than you ever imagined will also be discussed.

Instructor: Tony Alvarez (for bio, see previous listing)

**Saturday, March 29, 9:00am – 12:00pm**
**Conejo Valley Adult School, Room 3**
**Cost: $45 plus $30 material fee to instructor. #4606-1**

**Chinese**

**Chinese Beginning 1**

An introductory class for those with no or very limited knowledge of spoken or written Chinese. This class will focus on conversational skills and prepare students for future study. Simplified characters will be introduced as part of Chinese culture.

Instructor: Shuqin Zhao is a native Mandarin speaker whose BA is in English. She has taught at local Chinese schools for many years.

**10 Wednesdays, 7:30 - 9:00pm**
**February 26 – May 7**
**Conejo Valley Adult School, Room 7**
**Cost: $95 plus $10 material fee to instructor. #4534-2**

**French**

**French for Travelers**

Planning a trip to a French speaking country? This class will give beginning students the confidence and skills needed to interact with native speakers while traveling. Focus will be on key phrases and vocabulary as well as French culture and customs. Bon voyage!

Instructor: Liane Laville Morse has a degree in French from Canada and a Masters in Linguistics. She is an experienced language teacher, having taught both here and in Switzerland.

**8 Saturdays, 10:30am – 12:30pm**
**February 22 – April 12**
**Conejo Valley Adult School, Room C**
**Cost: $95 plus $10 material fee to instructor. #4085-2**

**Portuguese**

**Portuguese for Travelers**

Are you planning on attending World Cup 2014 or visiting the exciting country of Brazil soon? Learn the basics of Brazilian Portuguese, including communication skills needed in real life situations such as greeting others, asking directions, making a purchase and introducing yourself. In addition, class will focus on Brazilian culture, including music, food, arts, and customs.

Instructor: Patricia G. Viveiros, has a degree in English and Portuguese Language from the University of Sao Paulo, Brazil. She has been teaching since 1995.

**8 Saturdays, 9:30 – 11:30am**
**February 22 – April 12**
**Conejo Valley Adult School, Room E**
**Cost: $95 plus $30 material fee to instructor. #4535-2**

**Japanese**

**Survival Japanese**

Gokigen ikaga? Want to say more in Japanese? Each session focuses on a specific situation such as ordering at a restaurant or asking directions. It’s short, simple and situational learning!

Instructor: Hisako Malinzak is a native of Japan and has been teaching beginning to advanced Japanese for the past 10 years.

**10 Thursdays, 7:30 – 9:00pm**
**February 27 – May 8**
**Conejo Valley Adult School, Room C**
**Cost: $95 plus $15 material fee to instructor. #4511-2**

**American Sign Language**

Discover how to communicate using American Sign Language. Learn finger spelling, vocabulary and sentences as well as information about Deaf culture and devices.

Instructor: Barrie Silberberg has been involved in signing and aspects of deaf culture for over 30 years.

**10 Tuesdays, 6:30 – 8:30pm**
**February 18 – April 29**
**Conejo Valley Adult School, Room E**
**No class April 15**
**Boys and Girls Club 1980 E. Ave de las Flores Thousand Oaks 91360**
**Cost: $145 plus $15 material fee to instructor. #4512-2**

**Daytime Session**

Instructor: Claudine Schooley is a native French speaker who has a French diploma in Art and Communication.

**10 Tuesdays, 9:00 – 10:30am**
**February 25 – May 6**
**Conejo Valley Adult School, Room C**
**No class April 15**
**Cost: $95 plus $25 material fee to instructor. #4501-5**

**Sign Language**

**American Sign Language**

Discover how to communicate using American Sign Language. Learn finger spelling, vocabulary and sentences as well as information about Deaf culture and devices.

Instructor: Barrie Silberberg has been involved in signing and aspects of deaf culture for over 30 years.

**10 Tuesdays, 6:30 – 8:30pm**
**February 18 – April 29**
**Conejo Valley Adult School, Room E**
**No class April 15**
**Boys and Girls Club 1980 E. Ave de las Flores Thousand Oaks 91360**
**Cost: $145 plus $15 material fee to instructor. #4512-2**

**Sign Language**

**American Sign Language**

Discover how to communicate using American Sign Language. Learn finger spelling, vocabulary and sentences as well as information about Deaf culture and devices.

Instructor: Barrie Silberberg has been involved in signing and aspects of deaf culture for over 30 years.

**10 Tuesdays, 6:30 – 8:30pm**
**February 18 – April 29**
**Conejo Valley Adult School, Room E**
**No class April 15**
**Boys and Girls Club 1980 E. Ave de las Flores Thousand Oaks 91360**
**Cost: $145 plus $15 material fee to instructor. #4512-2**
Evening Session
Instructor: Giancarlo Mondragon majored in French literature, studied and lived in France, and loves to share his knowledge of French language and culture.
10 Mondays, 6:00 – 7:30pm
February 24 – May 5
(no class April 14)
Conejo Valley Adult School, Room C
Cost: $95 plus $25 material fee to instructor.
#4501-6

French Conversation
This is the ideal opportunity to practice speaking French in a comfortable, relaxed setting. The instructor will facilitate discussion about life in France and French cultural issues. This class is appropriate for intermediate and advanced students.
Instructor: Liane Laville Morse (for bio, see previous listing)
8 Saturdays, 9:00 – 10:30am
February 22 – April 12
Conejo Valley Adult School, Room C
Cost: $85 plus $10 material fee to instructor. #4086-3

Italian

Italian for Travelers
This is the class for those who want “just enough Italian” to enhance a trip to Italy. Students will learn key phrases, develop essential vocabulary and practice short conversations. Topics will also focus on Italian culture, customs and travel tips. Buon viaggio!
Instructor: Bonnie Taylor has an MA in French and a certificate from the Universita per Stanieri in Perugia, Italy.
8 Thursdays, 12:30 – 2:30pm
February 27 – April 24
(no class April 17)
Conejo Valley Adult School, Room 7
Cost: $95 plus $30 material fee to instructor.
#4521-2

Italian Beginning 1
Join us for a fun and exciting introduction to the Italian language and culture. This lively and informative class will have you speaking Italian before you know it! This class is for those with no previous exposure to Italian.
Instructor: Bonnie Taylor (for bio, see previous listing).
10 Wednesdays, 6:00 – 7:30pm
February 26 – May 7
(no class April 16)
Conejo Valley Adult School, Room C
Cost: $95 plus $30 material fee to instructor. #4503-3

Italian Beginning 2
For those who desire to continue their study of Italian language and culture, this class will build on basic speaking, listening and reading skills. Suitable for students with at least 15 hours of previous instruction.
Instructor: Elisa Degli Angeli-Henke, a native of Italy with a degree in Foreign Languages, has extensive experience teaching Italian.
10 Wednesdays, 7:30 – 9:00pm
February 26 – May 7
(no class April 16)
Conejo Valley Adult School, Room C
Cost: $95 plus $30 material fee to instructor. #4522-3

Italian Beginning 3
Are you ready to become more proficient in Italian? Bene! This level will introduce more complex grammar while building on your speaking skills and knowledge of Italian culture. Assumes at least 30 hours of previous instruction.
Instructor: Elisa Degli Angeli-Henke (for bio, see previous listing).
10 Mondays, 6:00 – 7:30pm
February 24 – May 5
(no class April 14)
Conejo Valley Adult School, Room 7
Cost: $95 plus $30 material fee to instructor. #4927-3

Italian Beginning 4
A continuation of our engaging Italian series, this class will take your knowledge of the language to the next level. You will build on your fluency and master more grammar while getting an in-depth look at everyday life in Italy. Suitable for students with at least 45 hours of previous instruction.
Instructor: Elisa Degli Angeli-Henke (for bio, see previous listing).
10 Mondays, 7:30 – 9:00pm
February 24 – May 5
(no class April 14)
Conejo Valley Adult School, Room 7
Cost: $95 plus $30 material fee to instructor. #4523-3

New

Italian Conversation
This is the ideal opportunity to practice speaking Italian in a comfortable, relaxed setting. The instructor will facilitate discussion on Italian lifestyle, culture and customs. This class is appropriate for intermediate and advanced students.
Instructor: Rosina Paluzzi hails from Rome and attended school in both Italy and the US. She has taught Italian to military families in Italy.
8 Saturdays, 9:00 – 10:30am
February 22 – April 12
Conejo Valley Adult School, Room 5A
Cost: $85 plus $10 material fee to instructor. #4525-1
Community Enrichment

Spanish

Spanish Beginning 1
Learn the basics of Spanish which are useful for travel, work or personal enrichment. Topics include: greetings, pleasantries, and basic communication. This class is designed for those with no previous study.

Daytime Session
Instructor: Valentin Castillo, a native of Costa Rica with a master’s in Spanish literature, has taught Spanish for 16 years.
10 Wednesdays, 12:30 – 2:00pm
February 26 – May 7
(no class April 16)
Conejo Valley Adult School, Room C
Cost: $95 plus $25 book fee (Spanish is Fun 1) available in office.
#4506-5

Evening Session
Instructor: Valentin Castillo (for bio, see previous listing).
10 Thursdays, 6:00 – 7:30pm
February 27 – May 8
(no class April 17)
Conejo Valley Adult School, Room 3
Cost: $95 plus $25 book fee (Spanish is Fun 1) available in office.
#4506-6

Spanish Beginning 2
This class is suitable for those with 15 hours of previous instruction or those who have had exposure to Spanish through travel. The class will build on reading, speaking and listening skills.

Daytime Session
Instructor: Judy Gold is a very motivating teacher with much experience. She acquired Spanish living in Mexico and Central America.
10 Tuesdays, 12:30 – 2:30pm
February 25 – May 6
(no class April 15)
Conejo Valley Adult School, Room C
Cost: $95 plus $25 book fee (Spanish is Fun 1) available in office.
#4507-5

Evening Session
Instructor: Valentin Castillo (for bio, see previous listing).
10 Wednesdays, 6:00 – 7:30pm
February 26 – May 7
(no class April 16)
Conejo Valley Adult School, Room 7
Cost: $95 plus $25 book fee (Spanish is Fun 2) available in office.
#4507-6

Spanish Level 4
This class continues to advance the material covered in previous sessions. Students in this level have generally had 1-2 years of study.

Instructor: Judy Gold (for bio, see previous listing).
10 Thursdays, 12:30 – 2:00pm
February 27 – May 8
(no class April 17)
Conejo Valley Adult School, Room C
Cost: $95 plus $25 book fee (Spanish is Fun 2) available in office.
#4508-4

Spanish Level 5
This class is for students with 2 plus years of Spanish study and will focus on complex verb tenses and grammar.

Instructor: Judy Gold (for bio, see previous listing).
10 Thursdays, 2:00 – 3:30pm
February 27 – May 8
(no class April 17)
Conejo Valley Adult School, Room C
Cost: $95 plus $25 book fee (Spanish is Fun 2) available in office.
#4510-3

Advanced Spanish
This class is for students with 3 plus years of Spanish study and will focus on complex verb tenses and grammar.

Instructor: Judy Gold (for bio, see previous listing).
10 Mondays, 3:00 – 4:30pm
February 24 – May 5
(no class April 14)
Conejo Valley Adult School, Room C
Cost: $95 plus $25 book fee (Spanish is Fun 2) available in office.
#4890-3

Spanish Conversation
This class is the ideal opportunity to practice Spanish in a comfortable and relaxed setting by participating in instructor facilitated discussions. Current events, culture and history of Spanish speaking countries will be topics. Intermediate students are also welcome!

Instructor: Valentin Castillo (for bio, see previous listing).
8 Saturdays, 10:30am – 12:00pm
February 22 – April 12
Conejo Valley Adult School, Room 5A
Cost: $85 plus $10 material fee to instructor.
#4509-4

Photography

Digital Photography Intro
This workshop will give you the essential skills needed to get started with digital photography. Students will learn about camera controls, shooting modes, file formats, resolution, memory cards, electronic flash, white balance and downloading images to your computer. Additionally, course covers composition, simple enhancement, preparation for email or website, printers and selecting digital image-editing software. Bring your digital camera and the instruction manual to class.

Instructor: Tom Ferguson is both a commercial and fine art photographer. He has appeared in over 100 exhibitions nationwide.
4 Wednesdays, 6:00 – 9:00pm
February 5 - 26
#4119-4
OR
April 2 - 30
(no class April 16)
#4119-5

Conejo Valley Adult School, Room 4A
Cost: $95 per session plus $5 material fee to instructor.

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Intermediate Digital Photography
This class is for those who have attended Digital Photography Introduction or for those familiar with the camera. This class will place more emphasis on the creative process. Topics will cover visualizing, composing, and designing better photographs. Students will learn to control and see light, both existing and flash. Students should bring their digital camera to class.

Instructor: Tom Ferguson (for bio, see previous listing).
4 Wednesdays, 6:00 - 9:00pm
March 5 - 26
Conejo Valley Adult School, Room 4A
Cost: $95 per session plus $5 material fee to instructor.
#4120-1

New Travel Photography
Frustrated by the challenges of getting great shots while you’re traveling? This course will help you master the art of photographing the variety of people, landscapes, architecture, food and other subjects you encounter while constrained by schedules, group dynamics and unique cultures. We will cover research & planning, travel gear, health & security, photographic equipment, gear preparation, camera set-up, shooting tips, great photo locations and more.

Instructor: Dr. Mike Shaw has been photographing nature for decades producing scientific images which have been published in dozens of world-renowned journals. He is currently a professor at Cal Lutheran.
4 Mondays, 6:00 – 9:00pm
February 10 – March 10
(no class February 17)
Conejo Valley Adult School, Room 4A
Cost: $95 plus $5 material fee to instructor.
#4121-1

New Advanced Photography
Ready to move beyond the basics? This course will address more advanced photographic skills to allow you to obtain truly unique photographs that reflect your personal vision. We will explore composition, lighting, exposure and specialized equipment that will enable you to refine your abilities. A basic familiarity with camera operation on “manual” mode is required. A tripod is strongly recommended.

Instructor: Dr. Mike Shaw (for bio, see previous listing).
3 Mondays, 6:00 – 9:00pm
March 24 - April 7
Conejo Valley Adult School, Room 4A
Cost: $80 plus $5 material fee to instructor.
#4113-1

Digital Camera Basics
Designed for new digital camera owners, this course will cover the basics of the camera itself focusing on all features from zoom lens to memory cards. This class will also increase knowledge of the art of picture-taking. Easy techniques to photograph flowers, landscape and outdoor portraits will be presented. Please bring your camera each week.

Instructor: Don Meyer has been a professional photographer for more than 20 years. He has specialized in museum, corporate, and event photography.
4 Mondays, 1:00 – 4:00pm
March 10 – March 31
Conejo Valley Adult School, Room 7
Cost: $95 #4142-3 Seniors $55 #842-3

Create the WOW Factor
This class raises your photo skills to the next level! We will discuss the roles of camera/lens choices, the connections between the aspects of light quality, white balance, and the interplay of shadows and texture. This course will be a combination of lecture, image creation and weekly reviews. Please bring your camera to all the meetings.

Instructor: Don Meyer (for bio, see previous listing).
4 Mondays, 9:00am – 12:00pm
March 10 – March 31
Conejo Valley Adult School, Room 7
Cost: $95 #4137-2

Great Photos: Beyond the Basics
Enhance your photography skills and learn how to take beautiful environmental portraits, capture those creative and fun shots, how to handle sun and lighting challenges, and how to pull it all together with your camera. Bring your camera to class to practice your new skills.

Saturday, March 1, 9:00am – 12:00pm
Conejo Valley Adult School, Room G
Cost: $45 #4100-1

Beginner Chess – the Basics & Beyond
If you have ever wanted to play chess, this is the time. Learn how the pieces move, chess notation, strategy & more. All supplies provided and instruction available in ASL.

Instructor: Kathy Belleville is a chess enthusiast & nationally rated chess player for 30 years. She has taught chess to students of all ages & abilities.
8 Thursdays, 1:30 – 3:00pm
February 20 – April 10
Conejo Valley Adult School, Room 3
Cost: $85 #4844-2 Seniors $50 #844-2

Beginning Bridge
This class for new players is a “hands-on” approach that focuses on active student participation. Participants will have fun playing bridge from their first to final lesson in a relaxed, warm and friendly setting. The class will cover the fundamentals of bidding and playing this fascinating game!

Instructor: Jean Jolin has a Master’s degree in Education and is an American Contract Bridge League certified life master, director and teacher.
8 Mondays, 7:00 – 9:00pm
March 3 – April 28
(no class April 21)
Bridge Academy
77 Rolling Oaks Drive
Thousand Oaks 91361
Cost: $115 #4185-1

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Social Media Startup
Have you been wanting to feel connected through Facebook or Twitter? Are you receiving invitations to join Facebook but are reluctant to sign up and make a misstep? In this hands-on class the instructor will help you create an account, upload custom profile photos, set up privacy settings and create your own Facebook page.

Instructor: RosaLinda Diaz manages social media platforms for local businesses and personalities, and has been plugging people into the social web for years. For more info see her website: www.thesocialnetworkingdiva.com.

Tuesday, Wednesday, 3:30 – 5:30pm
February 25 and 26
Conejo Valley Adult School, Room 4A
Cost: $55 #4815-2 Seniors $30 #815-2
Plus $5 material fee to instructor.

Life on a Good Note
This interactive class is designed to introduce students to literature, meditation and journaling that will lead to discovering passions, setting goals, overcoming fears and developing a richer life. It’s ideal for all ages and those in various life transitions.

Instructor: Sepideh Yeoh, is a certified Life and Career Coach and the co-author of A Handbook for Simple Living. She is a former college administrator and faculty member.

6 Wednesdays, 9:30 – 11:30am
February 19 – March 26
Conejo Valley Adult School, Room C
Cost: $95 #4813-2 Seniors $55 #813-2
Plus $10 material fee to instructor.

Women’s Self Defense
This course is designed to give women the confidence to respond effectively in a threatening situation and avoid becoming a victim. Course will teach the skeletal frame, nerve and pressure points and specific strike points that are guaranteed to immobilize an attacker. Our self-defense classes will provide knowledge in the form of hand-to-hand experience, and show how well it really works.

Instructor: Joseph Kaufmann is a 4th degree black belt in Kung Fu San Soo who has studied and taught the art for over 10 years.
3 Saturdays, 9:30 – 11:00am
February 22 – March 8
Conejo Valley Adult School, Auditorium
Cost: $55 #4702-1

Maximizing Tour or Cruise Enjoyment
The most satisfied passengers were the ones whose expectations matched the itinerary. Learn to decode and understand most tour or cruise brochures. This will minimize misconceptions and frustrations and maximize enjoyment!

Instructor: Jeanne Howard has been a travel agent, tour director and sales representative for cruise lines, airlines, hotels and resorts.
Saturday, February 8, 9:30am – 12:30pm
Conejo Valley Adult School, Room 5B
Cost: $45 #4812-1 Seniors $25 #812-1
Plus $3 material fee to instructor.

iPhones and iPads Beyond the Basics
Expand your knowledge of how to use your iPhone and iPad for Web browsing, explore camera options, learn the basics of iCloud and syncing with Mac or Windows PC. Hands-on time is spent discovering the many options available to take full advantage of apps and make your iPhone and/or iPad a more productive and useful tool. Bring your device to class.

Instructor: Bob Cohen, owner of bobology, is a recognized expert in the field of technology.
Monday, March 3
2:00 – 5:00pm
Conejo Valley Adult School, Room 3
Cost: $45 #4811-1 Seniors $25 #811-1
Plus $30 material fee for workbook with CD containing over 200 eBooks and 150 ringtones.

Writer’s Program

Screenwriting 101
Got a story idea that you think belongs on the big screen instead of in a book or on stage? Learn the basics: loglines, formatting, story elements, screenplay structure, beat sheets up to a final script with guidance from a survivor of film school and 30 years in the entertainment business.

Instructor: Robert Bielak has an MFA in Film Production from UCLA and has spent 30 years as a writer and producer in the film and television business.
10 Wednesdays, 2:30 – 4:30pm
February 12 – April 23
(no class April 16)
Conejo Valley Adult School, Room C
Cost: $135 plus $5 material fee to instructor.

Screenwriting – The Sequel
Come to class with that script you’ve started or that completed outline and turn it into a finished screen play! A seasoned pro with over 30 years experience in the film and TV business will offer guidance and professional feedback.

Instructor: Robert Bielak (for bio, see previous listing).
5 Wednesdays, 2:30 – 4:30pm
March 19 – April 23
(no class April 16)
Conejo Valley Adult School, Room C
Cost: $85 plus $5 material fee to instructor.

Write a TV Pilot in 10 Weeks
Go from inception through logline, outline, beat sheets and finally a properly formatted script in just 10 weeks. This workshop will teach you to write a one-hour dramatic television pilot. Instructor will guide you through the process.

Instructor: Robert Bielak (for bio, see previous listing).
10 Wednesdays, 5:30 – 7:30pm
February 26 – May 7
(no class April 16)
Conejo Valley Adult School, Room 3
Cost: $135 plus $10 material fee to instructor.

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Writer's Program

Starting and Completing that Book
Whether you’re writing for family and friends or to produce the next top seller, your book deserves to be written. This course will lead you step by step from your basic idea through the planning, to the Table of Contents and a chapter by chapter outline. It includes writing tips that will keep you dedicated to producing a completed manuscript.

Instructor: Gene Perret is an award winning TV writer and essayist who has published over 40 books.
10 Thursdays, 6:30 – 8:30pm
February 20 – May 1
(no class April 17)
Boys and Girls Club
1980 E. Avenida de las Flores
Thousand Oaks, 91360
Cost: $145 plus optional $16 book fee to instructor.
(www.smallretreats.com/)
#4035-1

Creative Writing Workshop
This class offers exercises in creative expression, improvisation, visualization, and spontaneous writing. Story structure, character and grammar will be covered also. Journal writing, class assignments, and at-home writing projects launch you on a journey of discovery. No previous experience required.

Instructor: Kathleen Galloway Rogan is a writer, stand-up comedienne, and creator of one-person shows.
10 Wednesdays, 7:30 – 9:30pm
February 26 – May 7
(no class April 16)
Conejo Valley Adult School, Room 3
Cost: $135 plus $15 material fee to instructor.
#4150-3

The SPICE of Writing Picture Books
Discover the essential ingredients in successful picture books for children. Learn how to identify them and apply them to your own work in progress. There will be opportunity to share your writing.

Instructor: Jody Fickes Shapiro is the author of Up, Up, Up! It’s Apple Picking Time and Family Lullaby. She is a former bookseller of Up, Up, Up! It’s Apple Picking Time and Family Lullaby. She is a former bookseller and children’s librarian.
2 Mondays, 9:30am – 12:30pm
February 24 and March 3
Conejo Valley Adult School, Room 7
Cost: $65
#4678-1

Memoir Writing
You have a story to tell and a family waiting to read it. Open up your memories and those moments that define you in this four session class. Through research, writing and reading you’ll begin the journey to your memoir. Bring a notebook and pen.

Instructor: Kateri Alexander, PhD, has credits as a newspaper, magazine and cookbook editor and associate producer for a local NPR Morning Edition, and as a college writing instructor. She teaches writing and journaling workshops through her business Small Retreats. Her journaling blog is: http://smallretreats.com/
4 Fridays, 10:00am – 12:00pm
February 28 – March 21
Conejo Valley Adult School, Room 7
Cost: $75 #4037-1 Seniors: $45 #837-1
Plus $5 material fee to instructor.
#4677-1

New Writing the Short Story
What are the top 5 things your short story needs? How do you get a short story published? Bring a short story of less than 1500 words to work on in class.

Instructor: Nancy Ellen Dodd (for bio, see previous listing).
2 Saturdays, 1:00 – 4:00pm
March 15 and 22
Conejo Valley Adult School, Room 7
Cost: $65 plus $10 material fee to instructor.
#4682-1

Screenwriting Secrets
Ever wonder how to get that idea out of your head and onto the page or how TV writers manage to produce good stories so quickly? Rank beginner or seasoned writer, this course will help you understand visual storytelling in a whole new way and take your writing to a professional level.

Instructor: Paula Young-Libby, writer and producer, is an award winning screenwriter and e-book novelist. She attended the exclusive UCLA Graduate Producer’s program and was one of nine finalists (out of 4,000 entries) in the prestigious Nicholl Fellowships in Screenwriting.
8 Tuesdays, 7:00 – 9:00pm
February 11 – April 8
(no class March 18)
Conejo Valley Adult School, Room 5A
Cost: $110 plus $20 material fee to instructor.
#4657-2

New Memoir Writing
You have a story to tell and a family waiting to read it. Open up your memories and those moments that define you in this four session class. Through research, writing and reading you’ll begin the journey to your memoir. Bring a notebook and pen.

Instructor: Kateri Alexander, PhD, has credits as a newspaper, magazine and cookbook editor and associate producer for a local NPR Morning Edition, and as a college writing instructor. She teaches writing and journaling workshops through her business Small Retreats. Her journaling blog is: http://smallretreats.com/
4 Fridays, 10:00am – 12:00pm
February 28 – March 21
Conejo Valley Adult School, Room 7
Cost: $75 #4037-1 Seniors: $45 #837-1
Plus $5 material fee to instructor.
#4677-1

New Writing the Short Story
What are the top 5 things your short story needs? How do you get a short story published? Bring a short story of less than 1500 words to work on in class.

Instructor: Nancy Ellen Dodd (for bio, see previous listing).
2 Saturdays, 1:00 – 4:00pm
March 15 and 22
Conejo Valley Adult School, Room 7
Cost: $65 plus $10 material fee to instructor.
#4682-1

Screenwriting Secrets
Ever wonder how to get that idea out of your head and onto the page or how TV writers manage to produce good stories so quickly? Rank beginner or seasoned writer, this course will help you understand visual storytelling in a whole new way and take your writing to a professional level.

Instructor: Paula Young-Libby, writer and producer, is an award winning screenwriter and e-book novelist. She attended the exclusive UCLA Graduate Producer’s program and was one of nine finalists (out of 4,000 entries) in the prestigious Nicholl Fellowships in Screenwriting.
8 Tuesdays, 7:00 – 9:00pm
February 11 – April 8
(no class March 18)
Conejo Valley Adult School, Room 5A
Cost: $110 plus $20 material fee to instructor.
#4657-2

Writing and Publishing an E-Book
E-Books have become the hottest and most profitable trend in the publishing world. Best of all creating an e-book is now possible for everyone – professionals and novices alike. Learn basics such as obtaining an ISBN, designing a cover, making your book available for Nook and Kindle and marketing your new publication. There’s a reason established authors are now choosing to publish their own e-books: get in on the secret!

Instructor: Paula Young-Libby (for bio, see previous listing).
Saturday, February 8, 9:30am – 12:30pm
Conejo Valley Adult School, Room 5A
Cost: $45 plus $10 material fee to instructor.
#4039-2

New Writing the Short Story
What are the top 5 things your short story needs? How do you get a short story published? Bring a short story of less than 1500 words to work on in class.

Instructor: Nancy Ellen Dodd (for bio, see previous listing).
2 Saturdays, 1:00 – 4:00pm
March 15 and 22
Conejo Valley Adult School, Room 7
Cost: $65 plus $10 material fee to instructor.
#4682-1

Screenwriting Secrets
Ever wonder how to get that idea out of your head and onto the page or how TV writers manage to produce good stories so quickly? Rank beginner or seasoned writer, this course will help you understand visual storytelling in a whole new way and take your writing to a professional level.

Instructor: Paula Young-Libby, writer and producer, is an award winning screenwriter and e-book novelist. She attended the exclusive UCLA Graduate Producer’s program and was one of nine finalists (out of 4,000 entries) in the prestigious Nicholl Fellowships in Screenwriting.
8 Tuesdays, 7:00 – 9:00pm
February 11 – April 8
(no class March 18)
Conejo Valley Adult School, Room 5A
Cost: $110 plus $20 material fee to instructor.
#4657-2

Writing and Publishing an E-Book
E-Books have become the hottest and most profitable trend in the publishing world. Best of all creating an e-book is now possible for everyone – professionals and novices alike. Learn basics such as obtaining an ISBN, designing a cover, making your book available for Nook and Kindle and marketing your new publication. There’s a reason established authors are now choosing to publish their own e-books: get in on the secret!

Instructor: Paula Young-Libby (for bio, see previous listing).
Saturday, February 8, 9:30am – 12:30pm
Conejo Valley Adult School, Room 5A
Cost: $45 plus $10 material fee to instructor.
#4039-2
**Senior Adult Enrichment**

When registering please use the correct section number: Seniors (62 and older) or Non-Senior (up to age 61)

**Advanced Spanish**
Learn reading, speaking and listening skills which are useful for travel, work or personal enrichment. This class is suitable for those with previous instruction or those who have had exposure to Spanish through travel. Class meets 10 times for 2 hours.

Instructor: Bernie Calle is a native Spanish speaker from Colombia who has worked as a translator and is an ESL Specialist at the Adult School.
Cost: $60 for Seniors, $90 for Non-Seniors
Location: Goebel Center, Wild Lilac Room

10 Mondays, 11:30am - 1:30pm
February 24 – May 5
(no class April 14)
Seniors: #890-4 Non-Seniors: #4890-4

**Painting: Oil and Acrylic**
Develop and improve your painting skills. Individual attention is provided for students at all levels. Please bring your own materials. Class meets 10 times for 3 hours.

Instructor: Dr. Jerry Ferguson has a Master’s degree from Southern California Institute of Architecture and loves teaching art energy and expression.
Cost: $90 for Seniors, $135 for Non-Seniors
Location: Goebel Center, Lupine Room

10 Mondays, 9:00am – 12:00pm
February 24 – April 28
Seniors: #835-2 Non-Seniors: #4350-2

10 Mondays, 12:30 – 3:30pm
February 24 – April 28
Seniors: #835-3 Non-Seniors: #4350-3

10 Tuesdays, 9:00am – 12:00pm
February 25 – April 29
Seniors: #835-4 Non-Seniors: #4350-4

**Oil/Acrylic Workshop**
Instruction is provided for new students, and returning students get the benefit of artistic consultation with their works in progress. Class meets 10 times for 2 hours.

Instructor: Barbara Shannon is a master artist, long time art educator, and author of the multimedia textbook, Exploring Art Media.
Cost: $75 for Seniors, plus $10 material fee to instructor
$95 for Non-Seniors, plus $10 material fee to instructor
Location: Conejo Valley Adult School, Room 3

10 Tuesdays, 6:30 - 8:30pm
February 18 – April 29
Seniors: #860-10 Non-Seniors: #4860-10

**Machine/Hand Quilting**
Learn the basic principles of quilting and expand your knowledge with new techniques and designs. Lessons include piecing, borders, quilting, binding and other finishing techniques. The class welcomes quilters of all levels. Class meets 16 times, and each class is 6 hours long, not including a break for lunch.

Instructor: Lujean Seagal studied textile design and holds a BA in Fine Arts. She has completed over 350 quilt projects, and her work has appeared in numerous juried shows.
Cost: $180 for Seniors, $210 for Non-Seniors
Location: Horizon Hills, Room 1

16 Tuesdays, 9:00am – 3:30pm
February 11 – June 3
(no class April 15)
Seniors: #881-7 Non-Seniors: #4881-7

16 Wednesdays, 9:00am – 3:30pm
February 12 – June 4
(no class April 16)
Seniors: #881-8 Non-Seniors: #4881-8

**Machine Embroidery**
If your machine has an embroidery module, you can explore and learn a whole new world of creativity and design possibilities in this class. Bring lunch, show and tell, lots of questions and your sewing machine to the first class. You must know how to operate your machine; please contact the instructor (trudy4quilto@aol.com) if you have concerns about your experience level. Class meets 16 times, and each class is 6 hours long, not including a break for lunch.

Instructor: Trudy Smith has been quilting and teaching for over 25 years and is currently manager of the Quilter’s Studio.
Cost: $180 for Seniors, $210 for Non-Seniors
$90 for Seniors, $105 for Non-Seniors (3-hour class)
Location: Quilter’s Studio, 1090 Lawrence Dr, Newbury Park 91320

16 Tuesdays, 9:00am – 3:30pm
February 11 – June 3
(no class April 15)
Seniors: #881-4 Non-Seniors: #4881-4

16 Thursdays, 9:00am – 3:30pm
February 13 – June 5
(no class April 17)
Seniors: #881-5 Non-Seniors: #4881-5

16 Thursday Evenings, 5:30 – 8:30pm
February 12 – June 4
(no class April 16)
Seniors: #881-6 Non-Seniors: #4881-6

17 NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
**Senior Adult Enrichment**

When registering please use the correct section number: Seniors (62 and older) or Non-Senior (up to age 61)

**Chi Gong**
Chi Gong, or "energy work," is an ancient Chinese internal martial art used for cultivating health, longevity and self-awareness. Chi has been called the unseen life force. Through a combination of movement, breathing, focused intention and meditation, this class focuses on Chi Gong fundamentals and helping the student develop their own practice. Chi Gong is appropriate for all ages and fitness levels - no previous experience, mats or props required.

*Instructor: John Slicker is an experienced Body worker and Somatic Therapist. John brings a clear and balanced approach to an ancient, esoteric and holistic system of self-healing and meditation.*

**Cost:** $50 for Seniors, $95 for Non-Seniors

**Location:** Horizon Hills, Multi Purpose Rm

**Exception:** March 25 class at CVAE Auditorium

10 Tuesdays, 2:00 – 3:00pm
February 18 – April 29
(no class April 15)
Seniors: #8440-1  Non-Seniors: #4401-1

**Gentle Yoga**
Become stronger, more flexible, and improve your balance and sense of well-being. Bring a sticky mat, Mexican blanket or a thick towel, yoga block, and a strap. Class meets 20 times for 1 hour.

*Instructor: Jenny Klossner is a certified yoga instructor and yoga therapist.*

**Cost:** $60 for Seniors, $95 for Non-Seniors

**Location:** various, see below

20 Mondays/Wednesdays, 2:00 – 3:00pm
February 19 – May 5
(no class April 14 and 16)
Seniors: #825-7  Non-Seniors: #4825-7

**Horizon Hills, Multi Purpose Room**

**Exception:** March 24-26 classes at CVAE Auditorium

20 Tuesdays/Thursdays, 8:30 – 9:30am
February 13 – April 29
(no class April 15 and 17)
Seniors: #825-8  Non-Seniors: #4825-8

**Goebel Center, Multi Purpose Room**

20 Tuesdays/Thursdays, 10:00 – 11:00am
February 13 – April 29
(no class April 15 and 17)
Seniors: #825-9  Non-Seniors: #4825-9

**Teen Center, Gym**

**Tone and Balance**
Improve your strength, balance, and mobility. Some exercises are done while sitting and some standing. Bring a set of hand-held weights and a strap. Class meets 20 times for 1 hour.

*Instructor: Jenny Klossner is a certified yoga instructor and is also certified through the Arthritis Foundation.*

**Cost:** $60 for Seniors, $90 for Non-Seniors

**Location:** Horizon Hills, Multi Purpose Room

**Exception:** March 24-26 classes at CVAE Auditorium

20 Mondays/Wednesdays, 3:15 – 4:15pm
February 19 – May 5
(no class April 14 and 16)
Seniors: #841-3  Non-Seniors: #4841-3

**Zumba Gold**
Zumba Gold is a lighter version of the popular Zumba. Improve your cardiovascular health and balance in a fun dance party environment. Wear comfortable shoes and clothing, and bring water. Class meets 20 times for 1 hour.

*Instructor: Jenny Klossner is a certified Zumba Basic and Zumba Gold instructor.*

**Cost:** $60 for Seniors, $90 for Non-Seniors

**Location:** Horizon Hills, Multi Purpose Room

**Exception:** March 24-26 classes at CVAE Auditorium

20 Mondays/Wednesdays, 10:00 - 11:00am
February 19 – May 5
(no class April 14 and 16)
Seniors: #838-3  Non-Seniors: #4938-7

**Aerobic Dance**
This fun class incorporates limited aerobic exercises choreographed to music, to improve strength, flexibility and weight control. Class meets 20 times for 1 hour.

*Instructor: Sue Reisender is a certified Jacki Sorensen Aerobic Dancing Instructor who enjoys teaching older adults how to stay healthy.*

**Cost:** $55 for Seniors, $80 for non-Seniors

**Location:** Goebel Center, Multi Purpose Room

**Exception:** March 24-26 classes at CVAE Auditorium

20 Mondays/Thursdays, 10:45 – 11:45am
February 11 – April 24
(no class April 15 and 17)
Seniors: #825-8  Non-Seniors: #4825-9

**Check out these classes with special discounts for Seniors!!!**

- Stock Market Survival Guide ........................................ page 2
- Beginning Knitting ........................................................ page 3
- Beginning Sewing ......................................................... page 3
- Music Appreciation ....................................................... page 5
- Oil/Acrylic Workshop .................................................... page 6
- Digital Camera Basics ................................................. page 14
- Chess Basics & Beyond ............................................. page 14
- Life on a Good Note .................................................... page 15
- Tour & Cruise Enjoyment ............................................ page 15
- iphones & ipads ........................................................... page 15
- Memoir Writing ............................................................ page 16
Daytime Medical Assistant Programs
8:30am-1:00pm, Monday–Thursday
Includes a 4-week Externship

Requirements for all Medical Assisting classes: 18 years or older; proof of immunization titers and TB test (given within the last 3 months). Both tests can be administered at the Waverly Wellness Center on campus. Details given on first day of class.

Administrative & Clinical Medical Assistant  More skills = more job opportunities!  18 weeks

Take our comprehensive Administrative & Clinical MA program and become a Nationally Certificated Medical Assistant. A Medical Assistant is responsible for assisting the physician with patient care as well as being responsible for administrative and clerical tasks. Successful program completion provides students with a certificate of completion in Administrative & Clinical Medical Assisting, Electronic Health Records, Medisoft Computer Software, Phlebotomy for the Drs office, CPR & First Aid, and prepares students to sit for the National Certification exam ($90 test fee).

Program includes:
• Computer Training for the Medical Office
• Ethics & Medical Legalities
• Exam Room Set-up/ Basic Lab Procedures
• Computerized Appointment Scheduling
• Pharmacology Recognition
• Basic Phlebotomy & Injections
• Resume Writing & Interview Techniques
• CPR & First Aid Business Communications
• Basic Medical Terminology
• Vitals, EKGs, Triage, Point of Care tests

• Patient Prep & Assessment
• Electronic Medical Records
• Basic Medical & Lab Terminology
• Basic Instrument Recognition
• Phone Techniques & Triage
• Simulated Medical Office Clinic
• Sterilization Techniques & Procedure set-ups
• Anatomy & Physiology
• Beginning Insurance Billing & Coding

Room 2

4-week externship included!
$3,400 (includes all textbooks and set of scrubs)
#6006-4 February 24-July 3, 2014 (no class 4/14/14-4/18/14)
#6006-5 May 5-September 4, 2014 (no class 5/26/14)

Administrative Medical Assistant  9 weeks

Become a Nationally Certificated Administrative Medical Assistant. Learn all the updated skills needed to handle the busy and demanding medical office in our state-of-the-art Front Office Lab with fully functioning medical office and computers for every student. Enhance your Front Office skills, add a full medical Billing certificate (see page 23). Successful program completion provides students with a certificate of completion in Administrative Medical Assisting, Electronic Health records, Medisoft Computer software, CPR & First Aid, and prepares students to sit for the National Certification exam ($90 test fee).

Program includes:
• Computer Training for the Medical Office
• Beginning Insurance Billing & Coding
• Pharmacology Recognition
• Computerized Appointment Scheduling
• CPR & First Aid Business Communications
• Simulated Medical Office Clinic

• Ethics & Medical Legalities
• Electronic Medical Records
• Resume Writing & Interview Techniques
• Basic Medical & Lab Terminology
• Phone Techniques & Triage
• Basic Medical Terminology

Room 2

4-week externship included!
$1,905 (includes all textbooks and set of scrubs)
#6002-4 February 24-May 1, 2014 (no class 4/14/14-4/18/14)
#6002-5 May 5-July 3, 2014 (no class 5/26/14)

For more information about our Medical Certificate programs, schedule a classroom visit or register for a Medical Program, call Wendy Summerfield 805-497-2761 ext 1024 or email wendys@conejo.tec.ca.us

Easy payment plans available. Call Wendy (805) 497-2761 ext. 1024

Save money, add more skills! See page 20!

19
Medical Careers

Daytime Medical Assisting Program Packages

Make yourself even more valuable to any Dr.’s office by enhancing your Medical Assistant Certification with these specializations in either **Billing and Coding** or **Phlebotomy Technician**. These specialized programs provide Certificates of Completion in Medical Assisting, Billing & Coding and/or Phlebotomy, plus CPR/1st Aid and may prepare students to sit for the NCCT National exams in selected areas ($90 test fee). Payment plans available for all program packages. Call Wendy at 805-497-2761 ext. 1024.

**Requirements for all Medical Assisting classes:** 18 years or older; proof of immunization titers and TB test (given within the last 3 months). Both tests can be administered at the Waverly Wellness Center on campus. **Details given on first day of class.**

<table>
<thead>
<tr>
<th>Program Package</th>
<th>Duration</th>
<th>Description</th>
<th>Enrollment Dates</th>
<th>Room(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Medical Assistant/Billing and Coding Specialist</strong></td>
<td>9 weeks</td>
<td>Get your foot in the door! This package includes the full Administrative Medical Assistant day program (see p. 19) with a specialization in Billing and Coding (see p. 23). Hours: Monday-Thursday, 8:30-4:30pm. $3,375 (includes all textbooks &amp; coding books, plus a set of scrubs) with 4-week MA externship! (For eligible students). Successful completion provides eligibility to sit for the NCCT exam in Administrative Medical Assisting and Billing &amp; Coding. #6012-4 February 24-May 1, 2014 (no class 4/14-4/18/14) #6012-5 May 5-July 3, 2014 (no class 5/26/14)</td>
<td>Room 2</td>
<td></td>
</tr>
<tr>
<td><strong>Administrative &amp; Clinical Medical Assistant/Billing and Coding Specialist</strong></td>
<td>18 weeks</td>
<td>Be invaluable to a medical office! This package includes the full Administrative &amp; Clinical Medical Assistant day program (see p. 19) with a specialization in Billing and Coding (see p. 22). Hours: Administrative MA/Billing: Monday-Thursday, 8:30-4:30pm 9 wks. Clinical MA: Monday-Thursday, 8:30-1:00pm 9 wks. $4,650 (includes all textbooks &amp; coding books plus a set of scrubs) includes 4-week MA externship! (For eligible students). Successful completion provides eligibility to sit for the NCCT exam in Medical Assisting and Billing &amp; Coding. #6016-4 February 24-July 3, 2014 (no class 4/14-4/18/14) #6016-5 May 5-September 4, 2014 (no class 5/26/14)</td>
<td>Rooms 1 &amp; 2</td>
<td></td>
</tr>
<tr>
<td><strong>Administrative &amp; Clinical Medical Assistant/Phlebotomy Technician I</strong></td>
<td>20 weeks</td>
<td>Full proficiency in all aspects of the Medical practice!! This program has everything: our full daytime Administrative &amp; Clinical Medical Assisting program (see p. 19) plus our full Phlebotomy Certification (see p. 22) plus Spanish for the Healthcare Provider (see p. 25). Hours: Administrative &amp; Clinical MA, Monday-Thursday, 8:30-1:00pm. Advanced Phlebotomy: Additional hours TBD. $4,999 (includes all textbooks and set of scrubs) includes 4-wk MA externship and 1-2 week Phlebotomy externship. For eligible students. Successful completion provides eligibility to sit for the NCCT exam in Medical Assisting &amp; Phlebotomy. #6014-4 February 24-July 17, 2014 (no class 4/14-4/18/14) #6014-5 May 5-September 18, 2014 (no class 5/26/14)</td>
<td>Rooms 1 &amp; 2</td>
<td></td>
</tr>
</tbody>
</table>

Many of our programs are approved by WIA, DOR and CTB! Call Wendy (805) 497-2761 ext. 1024.

**WORK ON YOUR NEW CAREER AT NIGHT! SEE PAGE 21 FOR SPECIAL EVENING PROGRAMS AND PROGRAM PACKAGES.**

Payment Plans available for all programs. Call Wendy (805) 497-2761 ext. 1024
Evening Medical Assistant Programs

Keep your day job and train at night!

Requirements for all Medical Assisting classes: 18 years or older; proof of immunization titers and TB test (given within the last 3 months). Both tests can be administered at the Waverly Wellness Center on campus. Details given on first day of class.

Administrative Medical Assistant 16 weeks

Especially designed for those with a daytime job. You can work during the day and get your certificate at night! Coursework includes:
- Medical Office Management
- Computerized Appointment Scheduling
- Beginning Insurance Billing and Coding
- Business Communications
- Health Information Management
- Safety, Security & Emergencies in the Medical Office
- Finances and Human Resources Management
- Computer training for the Medical Office

Hours: Tuesdays & Thursdays, 6:30-9:30pm
Dates: 2/25/14-6/19/14
(no class 4/14/14-4/18/14 & 5/26/14)
Prepares students to sit for the NCCT exam for Administrative Medical Assistant ($90 fee)

$1,100 (includes textbooks and set of scrubs)
Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS
#6001-5 Room 2

Administrative Medical Assistant/Billing and Coding Specialist 16 weeks

Extra skills get you a better job! This program combines the full Administrative Medical Assisting program (see above) with Billing and Coding Specialist (see page 23). Save $$$!

Hours: Mon/Wed: Billing & Coding, 6:30-9:30pm
Tues/Thurs: Administrative MA, 6:30-9:30pm
Dates: 2/24/14-6/19/14
(no class 4/14/14-4/18/14 & 5/26/14)
Prepares students to sit for the NCCT exam in Administrative Medical Assisting and Billing & Coding ($90 fee)

$2,400 (includes textbooks, coding books and set of scrubs)
Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS
#6015-4 Room 2

Administrative Medical Assistant/Clinical Medical Assistant 16 weeks

Be more marketable! Get your full Medical Assisting certificate (see above) AND save money!

Hours: Tuesday and Thursday, 3:00-9:30pm
Dates: 2/25/14-6/19/14
(no class 4/14/14-4/18/14 & 5/26/14)
Prepares students to sit for the NCCT exam in Medical Assisting ($90 fee)

$2,200 (includes textbooks and set of scrubs)
Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS
#6023-3

Clinical Medical Assistant 16 weeks

Employers are demanding certifications. Improve your skills and get a better job! Coursework includes:
- Exam room and procedure set ups
- Vitals and EKGs
- Basic Phlebotomy and injections
- Basic anatomy and physiology
- Includes CPR/First aid certificate classes!

Tuesday and Thursday Dates: 2/25/14-6/19/14
(no class 4/14/14-4/18/14 & 5/26/14)
#6009-5: 3:00-6:00pm
#6009-6: 6:30-9:30pm

$1,350 (includes textbooks and set of scrubs)
Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS
Room 1

Clinical Medical Assistant/Phlebotomy Technician 20 weeks

This class combines the Clinical Medical Assisting class (see above) with the Advanced Phlebotomy class to complete your classroom requirements for full Phlebotomy certification. Includes Phlebotomy externship.

Hours and days for Advanced Phlebotomy may vary

Dates: 2/25/14-7/17/14
(no class 4/14/14-4/18/14 & 5/26/14)
#6024-5: 3:00-6:00pm
#6024-6: 6:30-9:30pm

$1,800 (includes textbooks and set of scrubs) NCCT exam fee $90
Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS
Room 1

Medical Administrative Asst./Clinical Medical Assistant/Phlebotomy Technician 20 weeks

Expand your job possibilities! This program combines the Medical Assisting program (see above) plus the Advanced Phlebotomy class (see page 22) to complete the classroom requirements for certification. Includes Phlebotomy externship.

Hours and days for Advanced Phlebotomy may vary

Dates: 2/25/14-7/17/14
(no class 4/14/14-4/18/14 & 5/26/14)
Prepares students to sit for the NCCT exam in Medical Assisting and Phlebotomy ($90 each exam)

$2,500 (includes textbooks and set of scrubs)
Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS
#6025-3

Add our new Spanish for the Healthcare Provider Course to any program for an additional Certificate (see page 25)

Payment plans available for all Evening programs! Call Wendy (805) 497-2761 ext. 1024 or wendys@conejo.tec.ca.us

Schedule a tour! Call Wendy 805-497-2761 ext. 1024 or email wendys@conejo.tec.ca.us
Phlebotomy Technician I
11 weeks

To get your full Phlebotomy Certification you must pass both the Basic and Advanced portions of the program, complete a Phlebotomy Externship and pass the National exam. Requirements for Phlebotomy certification: 18 years old; High school diploma or GED; BLS CPR; proof of immunization titers and TB test (given within the last 3 months). Both tests can be administered at the Waverly Wellness Center on campus. Details given on first day of class.

Basic Phlebotomy
6 weeks

Evenings
This is the first step towards your full National Phlebotomy Certification and provides the 20 hours of beginning didactic classroom instruction required by the State of California Health Service.

Coursework includes:
• Circulatory system
• OSHA regulations
• Finger puncture techniques
• Venipuncture with vacutainer
• Making blood slides
• Handling and collecting common lab specimens

#6071-7 ......... 6 Mondays .................. 2/24/14-3/31/14 ............... 4:30-9:30pm
#6071-8 ......... 6 Wednesdays............. 2/12/14-3/19/14 ............... 1:30-6:30pm

DAYTIME PROGRAM
#6071-9 ......... 6 Fridays..................... 3/7/14-4/11/14 ............. 9:00am-2:00pm

$595 (Includes textbooks and a set of scrubs) Room 1

Advanced Phlebotomy
5 weeks

Evenings
This class has been approved by the State of California Health Service to provide the minimum 20 hours of Advanced didactic classroom instruction required for Phlebotomy Certification. Upon successful completion of the Basic class, Advanced class and Externship, students may be eligible to sit for the NCCT Exam to receive their National Certification ($90 test fee).

#6075-13 ....5 Mondays .................. 4/7/14-5/12/14 ............... 4:30-9:30pm
#6075-14 ....5 Wednesdays............ 3/26/14-4/30/14 ............... 1:30-6:30pm
(No class 4/14/14-4/18/14)

DAYTIME PROGRAM
#6075-15 ....5 Fridays ..................... 4/25/14-5/23/14 ............. 9:00am-2:00pm

NCCT exam $90. Exam by appointment only.

$100 Externship (Required: may vary from 40-80 hours per week)

$595 (Includes BLS & 1st Aid certification)

To get your full Phlebotomy Certification you must pass both the Basic and Advanced portions of the program, complete a Phlebotomy Externship and pass the National exam. Requirements for Phlebotomy certification: 18 years old; High school diploma or GED; BLS CPR; proof of immunization titers and TB test (given within the last 3 months). Both tests can be administered at the Waverly Wellness Center on campus. Details given on first day of class.

Medical Laboratory Assistant
8 weeks

This class was designed specifically for certificated phlebotomists who want to be more marketable for employment in a hospital or laboratory setting.

Prerequisite: Certificate of completion in Basic & Advanced Phlebotomy.

Program includes:
• Operating CLIA waived machines
• Setting up specimens for the technologist
• Specimen preparation & processing
• Filling requisitions for different laboratories
• Reading laboratory reports
• How to work in an input/output Hospital Lab
• Advanced blood draw: Butterflies, Syringes, PKU, Bleeding times, Chain of custody
• Comprehensive lab duties: Bench work set-up, Hospital laboratory procedures, Microscope, EKG’s
• Add to a Phlebotomy program - Save $100
• Add to a Clinical MA program - Save $200

Tuesdays & Thursdays, 6:30-9:30pm
Dates: 2/18/14-4/10/14
#6030-3

$699 Room WWC

Payment Plans Available! Call Wendy (805) 497-2761 ext. 1024

Phlebotomy Skills Workshops

This class is a great opportunity for you to brush up on your Phlebotomy skills! For all eligible students who are currently enrolled in any of our Basic Phlebotomy classes OR anyone who has already completed a Basic Phlebotomy class. Limited enrollment.

Prerequisites: For those not currently enrolled in a class at CVAE, proof of successful completion of Basic Phlebotomy is required. All students must wear scrubs.

Fridays, 2:00-4:00pm

#6076-15: 2/28/14
#6076-16: 3/14/14
#6076-17: 3/28/14
#6076-18: 4/11/14
#6076-19: 4/25/14

Cost: $25 per 2 hour session Room WWC

NO REFUNDS. Attendance to all classes is mandatory.

Save $$ - Ask about our Phlebotomy/MA combo packages!
Professional Development

Medical Insurance Billing and Coding

These certificate courses will teach you to effectively and efficiently maintain a patient's medical records and other health and medical information and teach you to process medical claims forms correctly, handle patient invoices, and obtain reimbursement for both patients and Doctors.

Medical Insurance Billing is a stable and lucrative field within the medical industry. This is a combination Beginning, Advanced and Computerized Medical Billing class! This combination of skills makes you an ideal candidate for billing in a Dr.'s office or a Medical Insurance company. Program provides Certificates of Completion in Billing and Coding and Medical Terminology & Anatomy and provides eligibility to sit for the NCCT National Exam in Medical Billing and Coding ($90 fee).

Coursework includes:
- Accurate code assignment
- Insurance claims & billing
- Use of ICD-9, CPT & HCPCS texts
- Reading EOB's
- Charge, Payment & Adjustment of Postings
- HIPAA laws
- Medical Terminology & Anatomy
- Accounting & business applications
- Intro to ICD-10

Billing & Coding Specialist - Daytime 9 weeks
Monday – Thursday, 1:30-4:30pm
#6018-5 February 24, 2014-May 1, 2014
(no class 4/14/14-4/18/14)
#6018-6 May 5, 2014-July 3, 2014
(no class 5/26/14)
$1,650 (includes textbook & workbook)
CPT and ICD-9 code books included
Room 2

Billing & Coding Specialist - Evening 16 weeks
Monday & Wednesday, 6:30-9:30pm
#6018-7 2/24/14-6/18/14
(no class 4/14/14-4/18/14 & 5/26/14)
$1,650 (includes textbook & workbook)
CPT and ICD-9 code books included
Room 2

Pharmacy Technician

Work in retail pharmacy, hospital, pharmaceutical company or health maintenance organization. Coursework includes:
- Transcribing physician's orders
- Correct medication packaging
- Calculating doses
- Labeling prescriptions
- Preparing IVs
- Drug distribution systems
- (Includes CPR/1st Aid certification)

This class provides passing students with a Certificate of Completion for Pharmacy Technician and prepares students to sit for the PTCB National exam, qualifying them to become licensed as a Pharmacy Technician ($129 fee). Students can also become licensed as a Pharmacy Technician in the State of California without taking the exam by combining this course with an externship in a Pharmacy ($295, subject to eligibility).

Exam pre-requisites: 18 yrs old; GED or HS Diploma; no felony convictions.

Fast-Track Daytime Program: ONLY 8 Weeks!!
Monday – Thursday, 8:30am-12:30pm
#6020-6 Date: 2/24/14-4/24/14
(no class 4/14/14-4/18/14)
$999 (includes text/workbook and set of scrubs)
Room 8B

Saturday Program: 16 weeks
Saturdays, 8:00am-4:00pm
#6020-7 Date: 3/8/14-7/12/14
(no class 4/14/14-4/18/14 & 5/26/14)
$999 (includes text/workbook and set of scrubs)
Room 8B

Emergency Medical Technician

One of the fastest growing careers today! Our EMT program will prepare you for work with an ambulance service, in an emergency room or for work in a clinical setting as well as being a pre-requisite for firefighting or paramedic careers.

Upon successful completion of course and final exam, students will receive EMT-1 Course Certificate of Completion and will then qualify to take the National Registry Exam which certifies students as EMT-1 in the State of California for a period of 2 years.

Coursework includes: 150 hours of medical theory combined with practical skills and 20 hours of clinical experience including “ride-alongs” with emergency transport providers in the County of Ventura. The course includes a class in Basic Life Support for Healthcare Providers (BLS).

Prerequisites for the EMT program: 18 years old; Livescan (fingerprinting); no misdemeanor or felony convictions; proof of immunization titers and TB test (given within the last 3 months). Both tests can be administered at the Waverly Wellness Center on campus. Details given in first class.

EMT SPECIAL! 2 DIFFERENT SESSIONS!

#6031-3 Tuesday & Thursdays 9:00am-1:00pm
2/20/14-6/26/14
OR
#6031-4 Tuesday & Thursdays 5:30pm-9:30pm
2/20/14-6/26/14
Mandatory BLS class on Saturday 2/8/14, 9:00am-2:00pm
$950 (includes text & workbook)

EMT Refresher Course
Two 12-hour Saturdays 8:00am-8:00pm #6039-3 2/1/14 & 2/8/14
$299

Room 19

Payment plans available for most programs! Call Wendy 805-497-2761 ext. 1024 or email wendys@conejo.tec.ca.us
# Medical Careers in Demand

As the baby boomers age, the demand for physical therapy aides and caregivers is increasing dramatically. There is a projected 70% increase in the job market over the next 10 years for these specialties.

## Physical Therapy Aide 10 weeks

Physical Therapy Aides may be employed in nursing homes, hospitals, sports rehabilitation centers and some orthopedic clinics. Upon successful completion of this program, you will be prepared to compete for a PTA position in this growing healthcare field.

**Coursework includes:**
- Basic anatomy and physiology
- Medical terminology/abbreviations
- Range of motion exercises
- Common anatomical injuries
- Ethical and legal issues

*Includes BLS for the Healthcare Provider and First Aid Certification*

**Tuesdays and Thursdays, 6:30-9:30pm**

#6070-3: 2/18/14-5/1/14
(no class 4/14/14-4/18/14)

Room 8B

$799

**Physical Therapy Aide Externship (subject to eligibility)**

#6074

$295

## Certified Caregiver 7 weeks

Caring for our aging population is both rewarding and in high demand. Certified Caregivers help those who are elderly, disabled, chronically ill or cognitively impaired. Jobs can be in assisted living communities, nursing homes or private residences. Upon successful completion of this course, you will be trained, certified and educated on the demands, expectations and responsibilities of being a caregiver.

**Coursework includes:**
- HIPAA training
- Elder abuse and neglect
- Fall prevention
- Assisting with medications
- Aiding with wheelchairs, walkers, crutches and canes
- Observation, reporting and documentation
- Activities of daily living

*Includes BLS for the Healthcare Provider and First Aid Certification*

**Mondays and Wednesdays, 6:30-9:30pm**

#6090-1 2/24/14-4/9/14

#6090-2 4/21/14-6/9/14

Room WWC

$399 (includes textbooks and scrubs)
Spanish for the Healthcare Provider  8 weeks

Don’t let language and cultural barriers interfere with your ability to provide high quality care! Learn the basic tools you need to bridge the communication gap between you and your patients. Upon successful completion of this course you will be able to utilize practical language skills in the clinical setting and make yourself more marketable!

• Coursework Includes:
  • Greeting patients and their families
  • Discuss appointments
  • Help patients with paperwork
  • Prepare patients for discharge
  • Inform and instruct about basic procedures
  • Handle telephone calls

Tuesdays & Thursdays, 1:30-3:30pm
(no class 4/14/14-4/18/14)

$299 Includes all class materials
Room 8B

Medical Workshops

Test Prep Workshops

These workshops will review theory and provide students with numerous sample questions, worksheets and mock tests in order to enhance their knowledge and prepare to pass the following National exams:

Phlebotomy NCCT exam: Students must have successfully completed a Basic & Advanced Phlebotomy courses.
  Session 2: #6080-7: 2/24/14
  Session 3: #6080-8: 3/3/14

Medical Front Office or Front/Back Office NCCT exam: Students must have successfully completed a Front or Front/Back Office Medical Assisting course.
  Session 1: #6040-5: 2/24/14

Mondays, 1:30-4:30pm

Cost: $99 per workshop  Room 1

Medical Skills Workshop

For Lab Assistants, ER Technicians, Phlebotomists, Medical Assistants, Clinical Partners or any other medical personnel interested in brushing-up and enhancing their clinical skills.

Prerequisites: For those not currently enrolled in a class at CVAE, proof of successful completion of Basic Phlebotomy is required.

All students must wear scrubs.
  • EKG’s, Injections
  • Butterfly & Syringe Techniques
  • Point of Care Tests, Fast Tracking
  • Phlebotomy

Fridays, 1:30-3:30pm
3/7/14
#6050-4

Cost: $49 (includes all supplies)  Room WWC

Medical Career Enhancements

No refunds unless class cancelled by Conejo Valley Adult School
American Heart Association CPR & First Aid Classes

Save a life!!! Whether in your personal or professional life, be prepared to act in an emergency situation. This course includes a textbook & student CD.

<table>
<thead>
<tr>
<th>Heartsaver CPR</th>
<th>Heartsaver First Aid</th>
</tr>
</thead>
</table>
| This course teaches basic CPR skills. The course provides employee training for:  
  • Individuals needing credentialed training for job or regulatory requirements  
  • Designated first responders; Select departments or an entire workplace | This course is designed to meet OSHA regulations and teaches basic first aid skills. The course provides employee training for:  
  • Individuals needing credentialed training for job or regulatory requirements  
  • Designated first responders; Select departments or an entire workplace |
| Saturdays, 9:00am-12:30pm  
  #902-9: 2/15/14  
  #902-10: 3/22/14  
  #902-11: 4/5/14  
  #902-12: 5/10/14 | Saturdays, 1:00-3:00pm  
  #901-16: 2/15/14  
  #901-17: 3/22/14  
  #901-18: 4/5/14  
  #901-19: 5/10/14 |
| $70 (includes textbook); $10 card fee due to instructor in class  
  Room 19 | $65 (includes textbook) $10 card fee due to instructor in class  
  Room 19 |

<table>
<thead>
<tr>
<th>BLS Healthcare Provider CPR</th>
<th>Pediatric First Aid/CPR</th>
</tr>
</thead>
</table>
| The Basic Life Support (BLS) for Healthcare Providers Classroom Course teaches healthcare professionals how to recognize several life-threatening emergencies, provide CPR, use an AED, and relieve choking. People who may need this course:  
  • EMS Personnel  
  • Physicians Assistants  
  • Doctors  
  • Dentists  
  • Nurses  
  • Medical Assistants  
  • Those renewing their BLS Certificate | This course is designed to meet the regulatory and credentialed training requirements for child care workers in all 50 states. This course teaches basic first aid, CPR, and AED skills for children. People who may need this course include:  
  • Child care workers  
  • Camp counselors  
  • Teachers  
  • Youth Group Leaders  
  • Foster care workers  
  • Coaches  
  • Others responsible for children |
| Saturdays, 9:00am-1:00pm  
  #903-19: 3/1/14  
  #903-20: 4/12/14  
  #903-21: 5/3/14  
  Wednesdays, 1:30-5:30pm  
  #903-22: 2/15/14  
  #903-23: 3/12/14  
  #903-24: 4/9/14 | Saturdays, 9:00am-2:00pm  
  #904-5: 3/8/14  
  #904-6: 5/17/14 |
| $80 (includes textbook) $10 card fee due to instructor in class  
  Room 19 | $80 (includes textbook) $10 card fee due to instructor in class  
  Room 19 |

<table>
<thead>
<tr>
<th>Family &amp; Friends CPR</th>
<th>Online BLS, CPR &amp; First Aid Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family &amp; Friends CPR is for people who want to learn CPR but do not need a course completion card in CPR for their job. This course is ideal for schools, students, new parents, grandparents, babysitters and others interested in learning how to save a life.</td>
<td>You can complete coursework for Heartsaver CPR, First Aid or BLS at home and at your own pace! Simply register on the American Heart Association website online at: onlineaha.org. This online class satisfies all requirements that the full classroom sessions do and is available for first time or renewals.</td>
</tr>
</tbody>
</table>
| Saturdays, 6:00pm-8:00pm  
  #907-1: 2/5/2014  
  #907-2: 3/12/2014  
  #907-3: 4/9/2014 | Once your coursework is complete online, please go to www.ConejoAdultSchool.org to register for a skills date and bring in your certificate of completion to the class for a skills assessment. (AHA charges a separate fee for the online course.) |
| $25 (includes all class materials)  
  Room 19 | It is recommended by the AHA that you complete your skills test within 60 days of completing the online class.  
  #905  
  $50 per skills session.  
  $10.00 card fee due to instructor in class.  
  Room 19 |

No refunds unless class cancelled by Conejo Valley Adult School
What you don’t know... can HURT you!

Know Your Numbers Package Includes:

<table>
<thead>
<tr>
<th>Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Cholesterol</td>
</tr>
<tr>
<td>Blood Pressure</td>
</tr>
<tr>
<td>LDL</td>
</tr>
<tr>
<td>Pulse and Respiration</td>
</tr>
<tr>
<td>Height/Weight</td>
</tr>
<tr>
<td>HDL</td>
</tr>
<tr>
<td>Body Mass Index</td>
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<tr>
<td>Pulse Oxygen</td>
</tr>
<tr>
<td>Iron</td>
</tr>
<tr>
<td>Triglycerides</td>
</tr>
<tr>
<td>Total Glucose</td>
</tr>
</tbody>
</table>

With just a gentle fingerstick, and a few hours fasting, you can have your results Immediately!

$25

In just 10 minutes!

Call for an appointment (805) 373-0511
Or
Book online www.waverlywellnesscenter.com

Once you know... you’ve taken the first step to a healthier you!
I want to make a change,  
...but where do I start?
...BEGIN A NEW HEALTHY TYLE!

STEP 1
Sign up for the Healthy Living Program!
Program Includes:
Healthy Eating Habits • Personal Lifestyle Coach
Quick Meal Ideas • Fitness Sessions
Know Your Numbers

STEP 2
Book Your Know Your Numbers Appointment
A 10 minute appointment to discover your current:
Blood Pressure • Blood Sugar
BMI • Cholesterol • Iron
(805) 373-0511

STEP 3
Start Learning and Living your NEW Healthy Lifestyle!

10-Week Healthy Lifestyle Program
Monday – Wednesday – Friday
March 24, 2014 – May 9, 2014
Choose a Session:
#6091-5: 9:00-10:00am
#6091-6: 10:30-11:30am
#6091-7: 12:00-1:00pm
#6091-8: 4:30-5:30pm
#6091-9: 6:00-7:00pm

$149
**COMPUTER CLASSES FOR SENIORS :-)**

New to computers or just want more confidence?
Everyone is welcome to these fun classes taught by patient, professional, credentialed teachers.

No computer experience required.

**Computer Concepts**
Get Computer Confident! Taught from the beginning!
Get the big picture and fill in the gaps in your knowledge. We’ll go beyond the scenes so you can use computers for more tasks, entertainment, and communication.

12 hours/$40 for everyone!
6236-9 ....... Feb. 25, 27 & Mar. 4, 6 ........ T/TH/T/TH ........ 9-noon
6236-16 ....... Mar. 4, 6, 11, & 13 ........ T/TH/T/TH ........ 1-4pm
6236-11 ....... Mar. 25, 27 & Apr. 1, 3 ........ T/TH/T/TH ........ 9-noon
6236-12 ....... Apr. 28, 30 & May 5, 7 ........ M/W/M/W ........ 9-noon
6236-13 ....... May 20, 22, 27 & 29 ........ T/TH/T/TH ........ 9-noon
6236-15 ....... June 17, 19, 24 & 26 ........ T/TH/T/TH ........ 9-noon

Evenings
6236-10. Feb. 24 & Mar. 3, 10, 17, 24 & 31 ........ M/M/M/M/M/M ........ 6-8 pm
6236-14. May 19, June 2, 9, 16, 23 & 30 ........ M/MM/MM/MM ........ 6-8 pm

**Beginning Microsoft Skills**
Hands-on skill building - Input, copy, pasting and more!
3 hours
Mar. 21 ............... F .................. 9-noon
Seniors: 6251-4 $20 Adults: 6827-4 $40
June 20 ............... F .................. 9-noon
Seniors: 6251-5 $20 Adults: 6827-5 $40

**Email: Getting Started**
Set up and learn the basics of internet email.
3 hours
Mar. 28 ............... F .................. 9-noon
Seniors: 6247-3 $20 Adults: 6832-3 $40
June 20 ............... F .................. 9-noon
Seniors: 6247-4 $20 Adults: 6832-4 $40

**Email: Attachments & More**
Send/receive and save attachments; manage your contacts.
3 hours
Apr. 4 ............... F .................. 9-noon
Seniors: 6281-3 $20 Adults: 6833-3 $40
June 27 ............... F .................. 9-noon
Seniors: 6281-4 $20 Adults: 6833-4 $40

**Internet Browsing & Searching**
Tips for improving your internet experience.
6 hours/$40
6703-6 ....... Apr. 11 & 25 ........ F/F/F/F/F/F ........ 9-noon
6703-1 ......... July 11 & 18 ........ F/F/F/F/F/F ........ 9-noon

**Once you’ve had a little practice with your computer or device—try these classes!**

**FaceBook for Seniors**
Communicate easily with family and friends. We’ll guide you through setting up your account; finding people; keeping your information safe!
3 hours
May 16 ............... F .................. 9-noon
Seniors: 6203-1 $20 Adults: 6470-1 $40

**10 Top Apps For Seniors**
The essential apps you need and want! With our state-of-the-art wi-fi this class will be informative and not eat up your data plan! Bring your device. Make sure you know your login and password!
3 hours
May 10 ............... S .................. 9-noon
Seniors: 6206-1 $20 Adults: 6471-1 $40

**File Management Fundamentals**
Organize your PC! Work with files, folders, Libraries, and external storage. Never lose a document or photo again!
3 hours
$20
6580-9 ....... Feb. 12 ............... W ........ 9-noon
6580-10 ....... Mar. 12 ............... W ........ 9-noon
6580-11 ....... Apr. 10 ............... TH ........ 9-noon
6580-12 ....... June 5 ............... TH ........ 9-noon

**Upload? Download?—**
**Transferring Photos To Your Computer**
Hands-on! Patient teacher! Bring your camera, phone, USB Cord, manual, and a flash drive.
3 hours/$20
6960-1 ....... Feb. 28 ............... F .............. 9-noon
6960-2 ....... May 23 ............... F .............. 9-noon
Evening
6960-3 ....... Jun. 4 & 11 ........ W/W ........ 6-7:30 pm

**Managing Photos with Your Tablet & or Smart Phone**
Hands-on class! Bring your tablet, phone, or iPad! Store, share, retrieve, and sync your photos and files to all of your devices.
6 hours/$40
6642-3 ....... Mar. 7 & 14 ........ S/S ........ 9-noon
6642-2 ....... May 30, Jun. 6 ........ S/S ........ 9-noon

**Creating Photo Books**
We’ll explore different websites and start creating a photo book. Bring photos on a flash drive.
6 hours/$40
Saturday
6844-1 ....... May 31, Jun. 7 ........ S/S ........ 9-noon

**MovieMaker: Beginners Guide**
**NEW!**
MovieMaker comes with Windows 7. We’ll cut, splice, add titles, and upload videos. Bring a DVD with a video. (Still have movies on VHS or reels? Teacher will discuss best ways to transfer.)
9 hours/$60
3 Saturdays
6847-1 ....... Mar. 15, Apr. 5 & 26 ........ S/S/S ........ 9-noon

**Publish Your Own Book—Step-by-Step**
Recommended: Some knowledge of Microsoft Word
You can publish books and even sell them online with this hands-on class.
6 hours/$40
Evening & Saturday
6642-3 ....... Mar. 8 & 15 ........ S/S ........ 9-noon
6642-4 ....... Apr. 2, 9 & 23 ........ W/W/W ........ 6-8pm

Take these classes if you are new to working with your digital photos.

Register: www.ConejoAdultSchool.org or (805) 497-2761

If no senior discount is listed—everyone enjoys our lowest fee!
Digital Photos & Images: An Introduction for Everyone
A clear explanation for everyone. New to digital photos or ready to expand your computer graphic skills—this hands-on class gives you a solid foundation in working with pixels and vectors; jpg, png, gif, and more file types; resolution; and how to use the right applications for each of your projects.
6 hours/$40
6835-2..........................Mar. 19 & 26....................W/W......6-9 pm
6835-3..........................Mar. 27 & 3 Apr. 3 & 10............W/W......6-9 pm
Evenings & Saturdays
6835-1..........................Feb. 27 & Mar. 6....................TH/TH........6-9 pm
6835-2..........................Mar. 19 & 26....................W/W......6-9 pm
6835-3..........................Mar. 27 & 3 Apr. 3 & 10............W/W......6-9 pm
6835-4..........................Apr. 14 & 21.....................TH/TH........6-9 pm

Photoshop Elements, Editing Basics
Recommended: Digital Photos & Images (above) or equivalent experience
The first Photoshop Elements class to take! Learn hands-on to make changes to photos, remove unwanted items, improve color, and more!
8 hours/$69
Evenings
6946-1.................Mar. 2, 9, 16 & 23........W/W/W/W......6-9 pm
6946-2.................Mar. 19 & 26 & 2 Apr. 3 & 10............W/W/W......6-9 pm

Photoshop Elements, Essential Techniques
Recommended: Photoshop Elements Editing Basics or the equivalent
Techniques for retouching and effects: Adjustment layers; masking; filters; airbrushing; using text and special effects.
8 hours/$69
Evenings
6946-1.................Mar. 2, 9, 16 & 23........W/W/W/W......6-9 pm
6946-2.................Mar. 19 & 26 & 2 Apr. 3 & 10............W/W/W......6-9 pm

Digital Photos for Everyone
Organize, improve, preserve, share, and enjoy your precious photos
Picasa—Scanning & Organizing Photos
Do you have boxes of old photos—a computer chockfull of digital photos? Learn to use Picasa—Google’s free photo organizer—to scan, organize and preserve your photos.
6 hours/$40
Evenings & Saturdays
6676-2......................Feb. 19 & 26.................W/W/W/W......6-8 pm
6676-3......................June 14 & 21.....................S/S......9-noon

Website Coding, Beginning
Required: Very good mouse skills
Knowing website code helps you work with any website creation software. HTML forms the building blocks of all websites. CSS simplifies changes and allows your site to look good on any device!
9 hours/$74  Book optional:$30
6720-6..........................Mar. 17, 24 & 31........M/MM...9-noon
6720-8..........................June 16, 23 & 30........M/MM...9-noon
Evenings
6720-5..........................Feb. 25, Mar. 4 & 11............T/T/T......6-9 pm
6720-7..........................May 27, June 3 & 10............T/T/T......6-9 pm

Dreamweaver CC, Basics & Beyond
Required: Very good mouse skills
Design and create websites using one of the most powerful website creation tools on the market.
9 hours/$74  Book optional:$30
6734-8..........................Apr. 7, 21 & 28.............MM/MM......9-noon
Evenings
6734-5..........................Mar. 18, 25, Apr. 1............T/T/T......6-9 pm
6734-7..........................June 17, 24, July 2............T/T/T......6-9 pm

Optimize Your Website!
Tips & Tricks for SEO
Recommended: Some experience with websites
A quick survey of the effective use of metatags; understanding search engines; Google and other analytics; and the use of social media for marketing and increased traffic.
3 hours/$30
6790-6..........................May 5.....................M...........9-noon
Evening
6790-5..........................Apr. 8.....................T............6-9 pm

We offer a 9 week certificate course in Website Creation & Maintenance. It includes more hands-on training, more in-depth information, and practical portfolio projects—all for a very low fee! See pages 35 & 37 for more information.

Photoshop InDesign Illustrator

All Upgraded Classes!
Photoshop CC, Basics & Beyond
Recommended: Digital Photos & Images: An Introduction for Everyone or the equivalent
Hands-on learning. Includes: selections; layers; basic adjustments; repairing and retouching images; and resizing images.
12 hours/$99  Book optional:$30
6661-10..................Feb. 28, Mar. 7, 14 & 21........F/F/F/F........9-noon
6661-7..................Apr. 2, 9, 23 & 30............W/W/W/W......9-noon
Evenings & Saturdays
6661-6..................Mar. 13, 20, 27............TH/TH/TH/TH......6-9 pm
6661-8..................May 10, 17, 24 & 31............S/S/S/S........9-noon
6661-9..................June 12, 19, 26, July 10............TH/TH/TH/TH......6-9 pm

Photoshop CC, Intermediate
Recommended: Photoshop I or the equivalent
What you need to be confident using Photoshop. Includes working with: multiple layers; color; masks; vectors & paths; and creative image effects.
12 hours/$149  Book optional:$30
6666-6..................Apr. 25, May 2, 9 & 16............F/F/F/F........9-noon
Saturdays
6666-5..................June 21 & 28.....................S/S......9-am-4 pm
(1 hr lunch 12-1pm & 2 breaks)

Illustrator CC, Basics & Beyond
Recommended: Digital Photos & Images: An Introduction for Everyone or the equivalent
Computer drawing. Includes pen tool; transforming and combining objects; color; paths; text; painting; and more.
9 hours/$74  Book optional:$30
6637-3..................Mar. 5, 10 & 12.............W/M/W......9-noon
6637-2..................May 17, 24 & 31.............W/W/W......9-noon
Evenings
6637-1..................Apr. 10, 24, May 1............T/T/TH/TH......6-9 pm

InDesign CC, Basics & Beyond
Recommended: Digital Photos & Images: An Introduction for Everyone or the equivalent
Get started creating professional quality printed brochures and more. Covers: basic and multi-page documents; objects; text flow; graphics; colors; and preparing documents for final output.
9 hours/$74  Book optional:$30
6637-3..................Mar. 5, 10 & 12.............W/M/W......9-noon
6637-2..................May 17, 24 & 31.............W/W/W......9-noon
Evenings
6637-1..................Apr. 10, 24, May 1............T/T/TH/TH......6-9 pm
Intermediate and Advanced classes form at the end of these classes.

Our Adobe Basics & Beyond classes will get you started no matter what software version you are using.

Register: www.ConejoAdultSchool.org or (805) 497-2761
**Microsoft**

**Learn. Build Skills. Advance.**

### Word

#### Word 2010, Level I

**Prerequisite:** Basic computer skills*

This course covers: How to get started; navigation and selection techniques; editing text; formatting text; table basics; page layout; headers and footers; proofing; printing; and an introduction to inserting graphics.

6 hours/$74  
Book Optional: $30 in class

6322-10 .......Feb. 3, 5 & 10 ...... M/W/W ...... 9-noon
6322-12 .......Mar. 3, 5 & 10 ...... M/W/W ...... 9-noon
6322-14 .......Apr. 7, 9 & 14 ...... W/W/W ...... 9-noon
6322-17 .......May 28 & June 2 ...... W/W/W ...... 9-noon
6322-18 .......June 17, 19 & 24 ...... T/TH ...... 1-4 pm

Evenings & Saturdays
6322-11 .......Feb. 26 Mar. 5 & 12 ...... W/W/W ...... 6-9 pm
6322-13 .......Mar. 8 & 15 ...... S/S ...... 9 am-2 pm
6322-16 .......June 7 & 14 ...... S/S ...... 9 am-2 pm

#### Word 2010, Level II

**Recommended:** Word 2010, Level I or the equivalent

This class covers: Working with styles and outlines; sections and columns; table formats; labels and envelopes; Mail Merge; templates; and drawing.

6 hours/$54  
Book Optional: $30 in class

6325-7 .........Feb. 10 & 12 ...... W ...... 9-noon
6325-10 .........Apr. 7 & 9 ...... M ...... 9-noon
6325-12 .........May 19 & 21 ...... M ...... 9-noon
6325-13 .........June 23 & 25 ...... M ...... 9-noon

Evenings & Saturdays
6325-8 .........Feb. 22 ...... S ...... 9 am-4 pm*
6325-9 .........Mar. 19 & 26 ...... W ...... 9-noon
6325-11 .........May 10 ...... S ...... 9 am-4 pm*

#### Word 2010, Level III

**Recommended:** Word 2010, Level II or the equivalent

This class includes: Working with revisions; hyperlinks; objects; backgrounds; content from other applications; Macros; forms; customization; master documents; and tables of contents.

6 hours/$54  
Book Optional: $30 in class

6326-6 .........Feb. 18 & 20 ...... T/TH ...... 9-noon
6326-8 .........Apr. 22 & 24 ...... T/TH ...... 1-4 pm
6326-10 .........June 9 & 11 ...... M ...... 9-noon

Evenings & Saturdays
6326-7 .........Apr. 2 & 9 ...... W ...... 6-9 pm
6326-9 .........May 31 ...... S ...... 9 am-4 pm*

*All 9 am-4 pm classes have lunch 12-1pm & 2 breaks.

### Excel

#### Excel 2010, Level I

**Prerequisite:** Basic computer skills*

This class covers: The Excel environment; entering/editing Data; formulas; absolute references; formatting; printing; creating charts and more.

6 hours/$74  
Book Optional: $30 in class

6402-11 .........Mar. 6, 13 & 20 ...... T/TH/TH ...... 6-9 pm
6402-12 .........Mar. 22 & 29 ...... S/S ...... 9 am-2 pm
6402-15 .........June 11, 18 & 25 ...... M/W/M ...... 9-noon

Evenings & Saturdays
6402-13 .........Mar. 22 & 29 ...... S/S ...... 9 am-2 pm
6402-16 .........June 12, 19 & 26 ...... T/TH/TH ...... 6-9 pm
6402-17 .........June 21 & 28 ...... S/S ...... 9 am-2 pm

#### Excel 2010, Level II

**Recommended:** Excel 2010, Level I or the equivalent

This course includes: Using Aero Effects; managing Windows Update.

6 hours/$54  
Book Optional: $30 in class

6402-18 .........Feb. 11, 13 & 18 ...... T/TH ...... 1-4 pm
6402-19 .........Mar. 25, 27 & Apr. 1 ...... T/TH ...... 1-4 pm
6402-14 .........Apr. 22, 24 & 29 ...... T/TH ...... 9-noon
6402-15 .........June 9, 11 & 18 ...... M/W/M ...... 9-noon

Evenings & Saturdays
6402-13 .........Mar. 22 & 29 ...... S/S ...... 9 am-2 pm
6402-16 .........June 12, 19 & 26 ...... T/TH/TH ...... 6-9 pm
6402-17 .........June 21 & 28 ...... S/S ...... 9 am-2 pm

### Outlook 2010

**Prerequisite:** Basic computer skills*

Employers communicate and organize with Outlook. Email; manage contacts; schedule appointments; work cooperatively to schedule and manage meetings; share and print calendars; and manage workflow.

6 hours/$54  
6542-9 .........Mar. 7 & 14 ...... F/F ...... 9-noon
6542-10 .........Apr. 4 & 11 ...... F/F ...... 9-noon
6542-12 .........May 23 & 30 ...... F/F ...... 9-noon

Evenings
6542-8 .........Feb. 3, 10 & 24 ...... M/MM ...... 6-8 pm
6542-11 .........May 7, 14 & 21 ...... W/MM ...... 6-8 pm

### Windows 7

**Prerequisite:** Basic computer skills*

Discover what your computer can do! This course includes: Using Aero Effects; managing folders and files; using WordPad, the Snipping Tool, and Paint; securing data; enhancing system performance; and configuring Windows Update.

6 hours/$54  
6275-7 .........Feb. 10 & 12 ...... M ...... 1-4 pm
6275-9 .........Mar. 11 & 13 ...... T ...... 1-4 pm
6275-10 .........Apr. 1 & 3 ...... T/TH ...... 1-4 pm
6275-12 .........May 18 & 21 ...... M ...... 1-4 pm
6275-13 .........June 17 & 19 ...... T ...... 9-noon

Evenings & Saturdays
6275-8 .........Mar. 4, 11 & 18 ...... T/T ...... 6-8 pm
6275-11 .........Apr. 28 & May 3 ...... S/S ...... 9-noon

### Windows 8

**Prerequisite:** Basic computer skills*

Take control of the new Start screen, create and move files, explore and install web apps, and use the Sky Drive.

6 hours/$54  
6275-7 .........Feb. 10 & 12 ...... M ...... 1-4 pm
6275-9 .........Mar. 11 & 13 ...... T ...... 1-4 pm
6275-10 .........Apr. 1 & 3 ...... T/TH ...... 1-4 pm
6275-12 .........May 18 & 21 ...... M ...... 1-4 pm
6275-13 .........June 17 & 19 ...... T ...... 9-noon

Evenings & Saturdays
6275-8 .........Mar. 4, 11 & 18 ...... T/T ...... 6-8 pm
6275-11 .........Apr. 28 & May 3 ...... S/S ...... 9-noon
Enrolling in Computer Classes is Easy!

Call today: (805) 497-2761 or online: www.ConejoAdultSchool.org
Class fee includes use of state-of-the-art computer/software. One computer per student.
• Class schedule, curriculum and fees are subject to change without notice
• NO REFUNDS if a student makes any changes after registration
• A $20 rescheduling fee applies to each class if a student reschedules
• Classes may be cancelled due to low enrollment

Space is limited. Enroll today.

Excel

Excel 2010, Level II
Recommended: Excel 2010, Level I or the equivalent
This is the heart of Excel. Learn to use: multiple worksheets/workbooks; advanced formatting; range names; tables; charting; graphics; special effects; and templates.
9 hours/$74
Book Optional: $30 in class
6413-6 ...........Mar. 24, 26 & 31 .... W/M/W .......................9-noon
6413-8 ...........Apr. 3, 28 & 30 .... W/M/W .......................9-noon
6413-10 ..........May 10, 21 & 28 ...... W/M/W .......................9-noon
Evening & Saturday
6413-7 ..........Mar. 27 & Apr. 3, 10, TH/TH/TH .............. 6-9 pm
6413-9 ..........Apr. 26 & May 3 ......... S/S ...................... 9 am-2 pm

Excel 2010, Level III
Recommended: Excel 2010, Level II or the equivalent
Work efficiently with PivotTables and PivotCharts; VLOOKUP and data tables; exporting and importing from other applications; analytical tools; and macros.
9 hours/$74
Book Optional: $30 in class
6936-6 ..........Feb. 26 & Mar. 3 & 5 .... W/M/W .......................9-noon
6936-8 ..........May 5, 7 & 12 ........ W/M/W .......................9-noon
Evening & Saturday
6936-7 ..........Apr. 24 & May 1, 8, TH/TH/TH .............. 6-9 pm
6936-9 ..........May 17 & 24 ........ S/S ...................... 9 am-2 pm

New Testing Center

Industry recognition
Move your resume to the top!

Prepare for Microsoft Certification
Microsoft Boot Camps
Our Microsoft Boot Camp instructors work intensely with participants to sharpen specific, test-related skills. As a Boot Camp participant you will then pre-test to gauge your strengths and where you need improvement BEFORE you spend money and time on a difficult Microsoft exam.
Teacher instruction; textbook; and pre-test included.
MOS exam not included.
6 hours/$99
Saturdays
Recommended: Level II class or the equivalent
6553-1 ..........Excel 2010 Core (Level II) ........ Mar. 22 .... 9am-4pm*
6563-1 ..........Word 2010 Core (Level II) ....... Mar. 29 .... 9am-4pm*
Recommended: Level III class or the equivalent
6573-1 ..........Excel 2010 Expert (Level III) .... Jun 21 .... 9am-4pm*
6583-1 ..........Word 2010 Expert (Level III) .... Jun 28 .... 9am-4pm*

Certified Typing Tests
Tests offered Monday through Thursday.
Appointment required. No walk-ins.
805-497-2761 Ext. 1074
$10

Keyboarding
4 weeks—1 hour a day
20 hours total/$100
Call 805-497-2761 Ext. 2132 to pick your 4 weeks

Resumes, LinkedIn & Interview Techniques
Prerequisite: Basic computer skills
Your job search needs to be carefully crafted today. You’ll create a resume meant for computer searches; a LinkedIn profile; work with the massive job search sites and get great tips and techniques for aceing the interview!
9 hours/$74
6933-3 ..........Mar. 7, 14 & 21 .... F/F/F ...................... 1-4 pm
6933-4 ..........June 13, 20 & 27 ...... F/F/F ...................... 1-4 pm

*Basic computing skills include an understanding of the PC and its components; turning on the PC; opening an application; using a mouse to point, click and double click; and basic use of a keyboard.

Microsoft Office for Professionals

Saturday Series
Work your way from the beginning through advanced skills and techniques in 12 weeks!

Word 2010, Level I
9 hrs/$74
6302-13 ........Mar. 8 & 15 .... S/S ...................... 9 am-2 pm

Excel 2010, Level I
9 hrs/$74
6413-23 ........Mar. 22 & 29 .... S/S ...................... 9 am-2 pm

PowerPoint Beginning
6 hrs/$54
6611-4 ..........Apr. 5 .............. S/S ...................... 9 am-4 pm*

PowerUp Your Presentation
6 hrs/$54
6614-3 ..........Apr. 12 .............. S/S ...................... 9 am-4 pm*

Excel 2010, Level II
9 hrs/$74
6413-6 ..........Apr. 26 & May 3 ...... S/S ...................... 9 am-2 pm

Word 2010, Level II
6 hrs/$54
6325-11 ........May 10 .............. S/S ...................... 9 am-4 pm*

Excel 2010, Level III
9 hrs/$74
6393-3 ..........May 17 & 24 .... S/S ...................... 9 am-2 pm

Word 2010, Level III
6 hrs/$54
6326-9 ..........May 31 .............. S/S ...................... 9 am-4 pm*

Only $400! 8 classes. 12 weeks. Save over $100 when you sign up for all 8 classes listed here before March 8.
Must be same person and on same registration form to qualify for discount. Discount not available online. Please call (805) 497-2761 to receive discount.

Each Class Book Optional: $30 in class
*All 9am-4pm classes have lunch 12-1pm & 2 breaks

Corporate Computer Training
State-of-the-art classrooms • Expert teachers
Low prices • Deep Group Discounts
Flexible scheduling • Latest software
Or call Cindy at 805-497-2761 Ext. 1081 to speak to someone immediately.

Register: www.ConejoAdultSchool.org or (805) 497-2761


Computer Classes

Create memorable presentations for business & events

**PowerPoint**

Create memorable presentations for business & events

**PowerPoint Beginning**

Prerequisite: Basic computer skills

Great for business, education, and personal use. Create slides; draw; insert graphics, charts; proof and prepare a basic presentation.

6 hours/$30

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
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<tr>
<td>6611-2</td>
<td>Mar. 10 &amp; 12</td>
<td>M/W</td>
<td>9-noon</td>
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<tr>
<td>6611-3</td>
<td>Mar. 31 &amp; Apr. 2</td>
<td>M/W</td>
<td>9-noon</td>
</tr>
<tr>
<td>6611-4</td>
<td>May 1 &amp; 8</td>
<td>TH/TH</td>
<td>9-noon</td>
</tr>
<tr>
<td>6611-6</td>
<td>June 2 &amp; 4</td>
<td>M/W</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**PowerPoint: Power Up Your Presentations**

Prerequisite: PowerPoint Beginning or the equivalent

Add impact with video and audio clips; web sites; and animation effects; SmartArt; action buttons and integrating Word and Excel files into your presentation.

6 hours/$30

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6614-2</td>
<td>Mar. 17 &amp; 19</td>
<td>M/W</td>
<td>9-noon</td>
</tr>
<tr>
<td>6614-4</td>
<td>May 13 &amp; 15</td>
<td>T/TH</td>
<td>9-noon</td>
</tr>
<tr>
<td>6614-5</td>
<td>June 23 &amp; 25</td>
<td>M/W</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**PowerPoint: Delivering POWERFUL Presentations**

Prerequisite: Power Up Your Presentations or the equivalent

A good presentation shares a message. A great presentation can persuade. In this class you will learn valuable strategies to help you build and deliver your message.

3 hours/$30

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6619-1</td>
<td>Mar. 4, 11, 18</td>
<td>T/T/T</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**Google Sites**

The easiest way to give people quick, up-to-date information that is accessible from any computer. Insert from other Google Apps directly to your site.

6 hours/$54

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6632-4</td>
<td>Apr. 12 &amp; 26</td>
<td>S/S</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**Google Apps for Education**

Transform your classroom. Experience the power of Google Apps, Drive & Sites for collaboration and communication. Gets to the heart of the using technology to teach new curriculum.

6 hours/$25

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6921-1</td>
<td>Mar. 4, 11, 18</td>
<td>T/T/T</td>
<td>4:15-5:45 pm</td>
</tr>
</tbody>
</table>

**QuickBooks**

500 million businesses have moved to Google Apps. Google is now an important resume skill!

**Using the Google Apps Instead of Microsoft**

Use this cloud-based productivity suite to connect and get work done from anywhere on any device.

6 hours/$54

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6917-1</td>
<td>Mar. 1 &amp; 8</td>
<td>S/S</td>
<td>9-noon</td>
</tr>
<tr>
<td>6917-2</td>
<td>June 7 &amp; 14</td>
<td>S/S</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**Google Collaboration**

Communicate with others working on the same file in real time. Chat and make edits simultaneously.

3 hours/$30

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6921-1</td>
<td>Mar. 29</td>
<td>S</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**QuickBooks Pro, Part I**

Recommended: QuickBooks Part I or the equivalent

America's #1 small business financial software saves time and gets businesses more organized. If you own or want to work for a small to medium size business, you'll want to know QuickBooks.

9 hours/$99

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6521-12</td>
<td>Mar. 11, 13, 15</td>
<td>T/TH/T</td>
<td>9-noon</td>
</tr>
<tr>
<td>6521-13</td>
<td>Mar. 31, Apr. 2 &amp; 7</td>
<td>M/M/M</td>
<td>1-4 pm</td>
</tr>
<tr>
<td>6521-10</td>
<td>Apr. 29 &amp; May 6, 13</td>
<td>T/TH/T</td>
<td>9-noon</td>
</tr>
<tr>
<td>6521-14</td>
<td>June 3, 5 &amp; 10</td>
<td>M/W</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**QuickBooks Pro, Part II**

Recommended: QuickBooks Part I or the equivalent

This intermediate class has you working with QuickBooks including: How to work with billable costs; physical inventory and sales tax; payroll; estimates; time and mileage tracking.

9 hours/$149

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6526-13</td>
<td>Mar. 25, 27 &amp; Apr 1</td>
<td>T/T/T/T</td>
<td>9-noon</td>
</tr>
<tr>
<td>6526-11</td>
<td>May 20, 27 &amp; June 3</td>
<td>T/T/T</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**QuickBooks Pro, Part III**

Recommended: QuickBooks Part II or the equivalent

Apply QuickBooks to real-world situations. Setup a new company. Enter and work with transactions including: class tracking; how to handle returned checks; entering sales; paying bills; purchasing; reconciliation; running reports; payroll; inventory; sales tax; and more.

9 hours/$149

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6527-8</td>
<td>June 10, 17 &amp; 19</td>
<td>T/T/T/T</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

Access for Office Professionals

The essentials for working with databases.

Please see our website for complete class schedule & outlines.

**Access: Database Basics**

3 hours/$30

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6451-5</td>
<td>Feb. 24</td>
<td>M</td>
<td>9-noon</td>
</tr>
<tr>
<td>6451-6</td>
<td>Apr. 8</td>
<td>T</td>
<td>9-noon</td>
</tr>
<tr>
<td>6451-7</td>
<td>May 6</td>
<td>T</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**Access: Operations & Reports**

6 hours/$54

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6468-1</td>
<td>Mar. 18 &amp; 20</td>
<td>T/TH</td>
<td>9-noon</td>
</tr>
<tr>
<td>6468-2</td>
<td>May 13 &amp; 15</td>
<td>T/TH</td>
<td>9-noon</td>
</tr>
<tr>
<td>6468-3</td>
<td>June 3 &amp; 5</td>
<td>T/TH</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

**QuickBooks Pro, Part III Applied**

Recommended: QuickBooks Part II or the equivalent

Apply QuickBooks to real-world situations. Set up a new company. Enter and work with transactions including: class tracking; how to handle returned checks; entering sales; paying bills; purchasing; reconciliation; running reports; payroll; inventory; sales tax; and more.

9 hours/$149

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Date</th>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>6527-5</td>
<td>Apr. 7, 21 &amp; 28</td>
<td>M/M/MM</td>
<td>9-noon</td>
</tr>
<tr>
<td>6527-6</td>
<td>June 2, 9 &amp; 11</td>
<td>W/W/MM</td>
<td>9-noon</td>
</tr>
<tr>
<td>6527-7</td>
<td>June 23, 30 &amp; July 7</td>
<td>M/MM/MM</td>
<td>9-noon</td>
</tr>
</tbody>
</table>

Book Optional: $100 in class

One book covers all three QuickBooks classes listed here. Textbook comes with a 140 day free trial of QuickBooks software.

Please see our website for complete class outlines.

Register: www.ConejoAdultSchool.org or (805) 497-2761
Train at Night

Computer Certificate Programs - Evening

Take an Evening Certificate Program and get yourself on the way to a better job!

All evening programs include teacher-led classes and textbooks. Homework is required. Register for any of our evening programs online: www.ConejoAdultSchool.org or call Wendy (805) 497-2761 ext. 1024.

Easy payment plans available.

Evening QuickBooks & Computerized Accounting $895

15 weeks
Develop real-world job skills working with accounts payable, accounts receivable, payroll! Learn basic accounting principles; how to use QuickBooks; and even how to set up a new company. Include working with transactions; how to handle returned checks; entering sales; paying bills; purchasing; reconciliation; reports; payroll; inventory; and sales tax to make sure you are job ready when you complete.

Includes:
• Computerized Accounting Principles
• QuickBooks Part I, II & III
• Extra class time for additional topics and practice with your instructor

Prerequisite: Basic computer skills. See page 33 for details.

Hours: Mondays & Wednesdays, 6:00-9:00pm
6834-2 February 24 – June 11, 2014

Summer session starts June 23

Evening Website Creation & Maintenance $495

9 weeks
Knowing how to create dynamic, appealing, and user friendly websites—and maintain them—is an essential job skill whether you are an administrative assistant or want to start your own business. Learn the basics of HTML & CSS; Dreamweaver; additional WYSIWYG software; how to optimize photos and your website for search engines. You’ll leave with a website for your portfolio.

Includes:
• Website Coding & Dreamweaver
• Tips & Tricks for SEO
• Extra class time for additional topics and practice with your instructor

Prerequisite: Basic computer skills. See page 33 for details.

Hours: Tuesdays, 5:30-9:00pm
6837-2 February 25 – May 6, 2014

Summer session starts May 27

Evening Professional Digital Imaging $495

12 Weeks
Every private company, government department, and nonprofit organization gets their message out with printed and online images. Learning to create, combine, and alter images is a big plus on any resume. This course is for anyone who wants to work as or with a graphic artist—or simply wants to add a valuable skill to their resume.

Includes:
• Introduction to Digital Photos & Images
• Photoshop, Illustrator, InDesign
• Extra class time for additional topics and practice with your instructor

Prerequisite: Basic computer skills. See page 33 for details.

Hours: Thursdays, 5:30-9:00pm
6689-2 February 27 - May 22, 2014

Summer session starts May 28

Evening Microsoft Certificate Programs

Evening Computer Basics $249

For beginners, no computer experience required

Includes:
• Computer Concepts • Word I

6439-3 2/24-6/9/14 Monday Eves 5:30-8pm
No class 4/7, 4/14, & 4/21

Textbooks, comprehensive video learning library; and tests are included.

Evening Word & Excel $474

Get on track for competitive job skills.
Prerequisite: Starts at the beginning. No computer experience required

Includes:
• Computer Concepts • Word I • Excel I

6379-1 2/24/14-7/21/14 Monday Eves 5:30-8pm
No class 4/7, 4/14, & 4/21

Textbooks, comprehensive video learning library; and tests are included.

Having access to computer for practice recommended. Call Wendy for home computer requirements (805) 497-2761.

Easy Payment Plans available! call Wendy (805) 497-2761 ext. 1024
Computer Career Programs

Computer Certificate Programs - Daytime

Job Skills  Career Enhancement  Personal Growth

Get the essential computer skills needed for today's digital world.

GET THE SKILLS!

Computer Basics  $395
3 weeks
For Beginners, no computer experience required

Includes:
- Computer Concepts
- Word I
- File Management
- Keyboarding

6862-6 ........... 2/24/14 - 3/13/14........ M-Th........ 8:30am-2:30pm
6862-7 ........... 3/24/14 - 4/10/14........ M-Th........ 8:30am-2:30pm
6862-8 ........... 5/19/14 - 6/5/14........ M-Th........ 8:30am-2:30pm

Summer session starts June 17
Learn at your own pace!

Microsoft Level I  $995
10 weeks
For General Office Skills
Prerequisite: Starts at the beginning. No computer experience required

Includes:
- Computer Concepts (optional)
- File Management Fundamentals
- Word I
- Windows 7
- PowerPoint I
- Excel I
- Outlook
- Keyboarding

6863-6 ........... 2/24/14 - 5/9/14........ M-Th........ 8:30am-2:30pm
6863-7 ........... 3/24/14 - 6/5/14........ M-Th........ 8:30am-2:30pm
6863-8 ........... 5/19/14 - 7/2/14........ M-Th........ 8:30am-2:30pm

Summer session starts June 17
Gets you on the road to real job training.

Microsoft Level II  $1,995
15 weeks
For Excellent Office Skills
Prerequisite: Starts at the beginning. No computer experience required

Includes:
- Everything in Microsoft Level I (above)
- Windows 8
- Word II
- Excel II
- PowerPoint II
- Access Intro
- Keyboarding

6864-4 ........... 2/24/14 - 6/12/14........ M-Th........ 8:30am-2:30pm
6864-5 ........... 3/24/14 - 7/10/14........ M-Th........ 8:30am-2:30pm
6864-6 ........... 5/19/14 - 9/4/14........ M-Th........ 8:30am-2:30pm

Summer session starts June 17
Includes plenty of time in our teacher-assisted Computer Training Center to develop and test your new skills!

GET THE JOB!

All daytime programs include: Teacher-led classes; comprehensive video learning library; All textbooks; tests; free class retakes; plus time with our patient and professional teachers to develop and test your new skills. Want to enroll? Have questions? Call Wendy (805) 497-2761 ext. 1024. Easy Payment Plans

Administrative Assistant  20 weeks  $3,795

Level III courses prove Proficiency in the Microsoft Office Suite
Prerequisite: Starts at the beginning. No computer experience required

Includes:
- Computer Concepts (optional)
- Word I, II & III
- Access for Office Professionals
- Resume Writing, LinkedIn
- Interview Techniques
- File Management
- Excel I, II & III
- Windows 7
- Keyboarding
- Windows 8

Hours: 8:30am-2:30pm, Monday – Thursday*
6802-6 ........... February 24 – July 17, 2014
6802-7 ........... March 24 – August 14, 2014
6802-8 ........... May 19 – October 9, 2014

Summer session starts June 17 — Check our website soon
Everything you need is included!

Office Manager  25 weeks  $4,995

Be more marketable! Be ready to apply for jobs that require mastery of the Microsoft Office Suite and QuickBooks!
Prerequisite: Starts at the beginning. No computer experience required

Includes:
- Computer Concepts (optional)
- Word I, II & III
- Access for Office Professionals
- Computerized Accounting Principles
- Resume Writing, LinkedIn
- Interview Techniques
- File Management
- Excel I, II & III
- Windows 7
- QuickBooks I, II
- Keyboarding
- Applied QuickBooks
- Windows 8

Hours: 8:30am-2:30pm, Monday – Thursday*
6816-6 ........... February 24 – August 28, 2014
6816-7 ........... March 24 – September 25, 2014
6816-8 ........... May 19 – November 13, 2014

Summer session starts June 17 — Check our website soon
Everything you need is included!

The Industry Standard
Internationally Recognized Certification
All pretests and one exam are included in your program fee

Taking a certificate program is easy.
Sign up online or call Wendy (805) 497-2761 Ext. 1024
Easy Payment Plans
www.ConejoAdultSchool.org

*See page 37 for Computer Training Center hours
All Computer Center Curriculum is subject to change without notice.
## Computer Certificate Programs - Daytime

### Specialized Certificates

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Description</th>
<th>Includes</th>
<th>Fees</th>
</tr>
</thead>
</table>
| Website Creation & Maintenance             | 9 Weeks  | Knowing how to create dynamic, appealing, and user-friendly websites—and maintain them—is an essential job skill whether you are an administrative assistant or want to start your own business. Learn the basics of HTML & CSS; Dreamweaver; additional WYSIWYG software; how to optimize photos and your website for search engines. You’ll leave with a website for your portfolio. | • Website Coding & Dreamweaver  
• Tips & Tricks for SEO  
• Extra class time for additional topics and practice with your instructor  
• Time to work on projects in our Computer Training Center                                                                 | $995       |
| Computerized Accounting Technician          | 20 weeks | Develop essential Microsoft skills along with computerized accounting skills using QuickBooks. Develop job skills for working in accounts payable, accounts receivable, and payroll. Learn Word, Excel, PowerPoint, basic accounting principles; and QuickBooks. Want more Microsoft training? See our Office Manager Certificate program on page 36. | • Word I & II  
• PowerPoint I & II  
• Computerized Accounting Principles  
• Electronic Calculator  
• Keyboarding  
• File Management Fundamentals  
• Excel I & II  
• Outlook  
• QuickBooks I & II  
• Applied QuickBooks                                                                                                          | $3,490     |
| QuickBooks & Computerized Accounting Certificate | 15 weeks | This program is designed to develop job skills in computerized accounting using QuickBooks.                                                                                                                | • Computerized Accounting Principles  
• QuickBooks I & II  
• Electronic Calculator  
• Keyboarding  
• Applied QuickBooks                                                                                                          | $1,495     |
| Professional Digital Images                 | 12 Weeks | Every private company, government department, and nonprofit organization gets their message out with printed and online images. Learning to create, combine, and alter images is a big plus on any resume. This course is for anyone who wants to work as or with a graphic artist—or simply wants to add a valuable skill to their resume. | • Introduction to Digital Photos & Images  
• Tips & Tricks for SEO  
• Extra class time for additional topics and practice with your instructor  
• Time to work on projects in our Computer Training Center                                                                 | $995       |
| Every Resume Needs:                        |          | Microsoft • Computerized Accounting • QuickBooks • Digital Images • Website                                                                                                                                 | • Class, textbook, Computer Training Center skill development time, testing, and school certification. Adds 3 weeks/$299 |            |
| Summer session starts June 16               |          | Everything you need is included!                                                                                                                                                                           |                                                                                                                               |            |
| Evening Programs Available! See page 35!   |          |                                                                                                                     |                                                                                                                               |            |

Register today. Easy Payment Plans available. Call Wendy (805) 497-2761 Ext. 1024.
Conejo Valley Adult School Parenting Education Program

Parenting Program & Preschool
at Horizon Hills

On-going enrollment  Spring Semester January 27-June 6, 2014

Horizon Hills:
A place where both parents and children learn through PLAY

A Parent Participation Preschool & Parent Center

Registration by phone or in person.
Parents are encouraged to visit and observe classes.
Enrollment on-going
Call now!
(805) 492-8837
Horizon Hills Campus
33 Greta Street,
Thousand Oaks, CA 91360

Childbirth Preparation & Breastfeeding
Brenda Hunter, Saturdays

Parent & Infant
0-6 months Brenda Hunter W, TH
6-12 months Kathy Belleville T, W, TH

Parent & Toddler
12-18 months Bonnie Vandenberg
T, W,TH,F, Sat
18-30 months Debbie Owens M,T,W,TH,F
Classes meet once per week.

Parent & Two Year Old
Kandy Ono M,T,W,TH,F and Dana Joubert W
Classes meet once per week.

Two Day Twos
Dana Joubert MF, TTH
Classes meet twice per week

Multiage (3-4 year olds)
Classes meet 2, 3, or 5 days a week.
Room 15: Danielle Senffner
Room 16: Kelly Cummings, Gay Wilde
Room 17: Carol Williams
Portable: Cheri LaGrotta
Team Room 6,7: Jennifer Anderson,
Sandy McGlynn, Jill Smalling, Kathy Stelmar
Extended Day/Picnic Pals (12pm - 2pm)
Classes are parent participation (about 1x per week)
On-site kiln for hands-on ceramics

www.ConejoAdultSchool.org
(click on the Parent Education tab on left column)

Now offering gardening spots in our Lynne Lohmann Family Gardens.
Free 10x20 spots until the spaces are filled!

Enrichment Classes
see website for details
Positive Discipline
Sewing Classes for Parents and Children
Community Garden Classes
Evening Parenting Classes
One-on-one Consultation
Parent Workshops & Discussions

• Developmentally Appropriate
• Character Development
• Parent Support Group
• Natural Environment
• Outdoor Classroom
• Conflict Resolution
• Sibling Interaction
• Positive Discipline
• Capable Children
• Emergent Play
• Self-Reliance

Multiage (3-4 year olds)
Classes meet 2, 3, or 5 days a week.
Room 15: Danielle Senffner
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• Character Development
• Parent Support Group
• Natural Environment
• Outdoor Classroom
• Conflict Resolution
• Sibling Interaction
• Positive Discipline
• Capable Children
• Emergent Play
• Self-Reliance
Entering students are given a placement examination before being assigned to a class. Listening, reading, writing, grammar, American culture, basic civics and workplace readiness. This program is a sequential series of classes focusing on English conversation, pronunciation, and Idioms.

**ESL CLASSES**

This program is a sequential series of classes focusing on English conversation, pronunciation, listening, reading, writing, grammar, American culture, basic civics and workplace readiness. Entering students are given a placement examination before being assigned to a class.

**Class dates: January 13-May 22, 2014. Registration must be in person.**

**Registration**

<table>
<thead>
<tr>
<th>Morning Classes: 9:00am-12:15pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evening Classes: 6:00-9:15pm</td>
</tr>
<tr>
<td>Beg. Low .................. M/W</td>
</tr>
<tr>
<td>Beg. High ............... T/Th</td>
</tr>
<tr>
<td>Int. Low/High ......... M/W</td>
</tr>
<tr>
<td>Advanced.................. T/Th</td>
</tr>
<tr>
<td>All classes include Reading, Writing, Listening and Speaking.</td>
</tr>
<tr>
<td><strong>Registration Fee:</strong> $60</td>
</tr>
</tbody>
</table>

**Additional classes will be offered in:**

- Conversation 
- Grammar 
- English Vocabulary 
- Pronunciation

**ESL LAB**

- Mon-Thurs: 12:30-2:30pm
- No charge

**LITERACY**

The Literacy Center provides one-on-one tutoring for adults who need help in basic literacy skills and/or math skills. We have two types of literacy program: one is suited to English-as-a-second-language (ESL) students; the other is suited to English speakers who read and spell below expected level. The math program addresses basic math all the way to Pre-Algebra. Tutoring is offered by volunteers for two hours per week, days or evenings in the literacy center. For more information call (805) 497-2761 ext. 1116.

| **Registration Fee:** $60 |

**GED Prep Classes**

<table>
<thead>
<tr>
<th><strong>GED Language Arts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues/Thurs: 9:00am-12:15pm or 6:00-9:15pm</td>
</tr>
</tbody>
</table>

**Writing**

- Mondays: 9:00am-12:15pm or 6:00pm-9:15pm | $40

**Social Studies/Science**

- Thursdays: 6:00-9:15pm

**Math Skills**

- GED Math I: Add, subtract, multiply, divide, with whole numbers, fractions, decimals; percentages; more |
- GED Math II: Concepts and procedures covered on the GED test. Qualification by placement test. |
- Mon & Wed: 9:00am-10:30am or 6:00-7:30pm

**Bridge Pre-Algebra:** Available Fall 2014

Contact Sam Kane, 818-203-0826 or samk@conejo.tec.ca.us

**Functional Writing**

This course is designed to review and define basic writing skills including sentence structure, punctuation, basic grammar and paragraph formulation. Wed: 9:00am-12:00pm; Wed: 6:00-9:00pm

| **Registration Fee:** $40 |

**Critical Reading & Writing**

A preparation for college reading and writing assignments. Includes:

- Writing paragraphs and short essays
- Sentence structure and punctuation
- Critical thinking for college level papers
- Academic reading & text comprehension
- Vocabulary development, student skills, goal setting & time management

Students will also learn how to write a research paper using online databases, how to evaluate internet resources for validity and how to cite sources correctly both in-test and as a list of references or bibliography.

| Tues/Thurs/Fri, 9:30am-12:00pm | $100 |

**TOEFL TEST PREPARATION**

This is for students preparing to take the Test of English as a Foreign Language to enter an American college. It is open to students in Intermediate High or above.

**Monday, Wednesday, 9:00am-12noon**

| **Registration fee:** $60 |

**Volunteer Opportunity!**

**LITERACY/MATH TUTORING**

Learn how to help adults improve their reading, writing, speaking, and/or math skills. This workshop prepares you to tutor an ESL adult in literacy skills for two 1-hour sessions per week, days or evenings, on our campus. It also gives an overview of the Math program for those who are interested in helping students with Basic Math and/or Pre-Algebra. For more information call the Literacy Center (805) 497-2761 ext. 1116.

- **Literacy/Math**
  - Tutor Training Workshop
  - Spring 2014
  - Saturday, January 11, 2014 or Saturday, March 8, 2014
  - 9:00am-1:00pm

| **Conejo Valley Adult School, Room A** |

| **Volunteer Opportunity!**

**LITERACY/MATH TUTORING**

Learn how to help adults improve their reading, writing, speaking, and/or math skills. This workshop prepares you to tutor an ESL adult in literacy skills for two 1-hour sessions per week, days or evenings, on our campus. It also gives an overview of the Math program for those who are interested in helping students with Basic Math and/or Pre-Algebra. For more information call the Literacy Center (805) 497-2761 ext. 1116.

- **Literacy/Math**
  - Tutor Training Workshop
  - Spring 2014
  - Saturday, January 11, 2014 or Saturday, March 8, 2014
  - 9:00am-1:00pm

| **Conejo Valley Adult School, Room A** |

**Critical Reading & Writing**

A preparation for college reading and writing assignments. Includes:

- Writing paragraphs and short essays
- Sentence structure and punctuation
- Critical thinking for college level papers
- Academic reading & text comprehension
- Vocabulary development, student skills, goal setting & time management

Students will also learn how to write a research paper using online databases, how to evaluate internet resources for validity and how to cite sources correctly both in-test and as a list of references or bibliography.

| Tues/Thurs/Fri, 9:30am-12:00pm | $100 |

**Burlington Lab**

- 4B lab, computer lab
- **Registration Fee:** $60

**Burlington English**

**ESL Instruction**

This class combines face to face instruction with access to online interactive activities that include reading, writing, speaking and listening from Burlington English.

- Beg. High ............... T/Th ....... 9:00am-12:15pm
- Beg. High ............... M & W ....... 6:00-8:15pm
- Int. Low/High ......... M/W ....... 9:00am-12:15pm
- **Room:** 4B, computer lab

| **Registration Fee:** $60 |

**Bridge Pre-Algebra:** Available Fall 2014

Contact Sam Kane, 818-203-0826 or samk@conejo.tec.ca.us

**Functional Writing**

This course is designed to review and define basic writing skills including sentence structure, punctuation, basic grammar and paragraph formulation. Wed: 9:00am-12:00pm; Wed: 6:00-9:00pm

| **Registration Fee:** $40 |

**Critical Reading & Writing**

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- Writing paragraphs and short essays
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- Critical thinking for college level papers
- Academic reading & text comprehension
- Vocabulary development, student skills, goal setting & time management

Students will also learn how to write a research paper using online databases, how to evaluate internet resources for validity and how to cite sources correctly both in-test and as a list of references or bibliography.

| Tues/Thurs/Fri, 9:30am-12:00pm | $100 |

For more information call (805) 497-2761 x1043

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Our Learning Center offers independent-study-like courses for students needing credits toward an **Adult High School Diploma**, or for **Concurrent High School students needing credits** toward their home-school High School Diploma. The courses offered are at Standard level and meet the California State Standards. Upon successful completion, the student will receive five credits per class, unless otherwise noted. Each student meets with a credentialed teacher periodically in the Learning Center, by appointment. Some courses are available using the online APEX system. A prerequisite for pursuing the High School Diploma or Adult High School Diploma via the Learning Center is that the student is within about 20 credits of earning the diploma.

An alternative to an Adult High School Diploma is earning a High School Equivalency Certificate by passing the GED test. Conejo Valley Adult School offers formal GED Prep classes mornings and evenings. A student should make an appointment with counselor Mr. Kane at 805-497-2761 to discuss the program and options best tailored to his or her needs.

**Concurrent High School Students**

More info: Conejo Adult School.org Click Academics on left.

A student must be enrolled in a Conejo Valley Unified School District high school in order to enroll concurrently in our school's Learning Center courses; the student must be referred by the high school's counselor.

A completed **Conejo Valley Adult School Concurrent Student Registration Form** must be signed by student, parent, and counselor. The student and parent should deliver the completed form to the Adult School during normal business hours, and register for the class(es) assigned by the high school counselor. A $40 materials fee is charged per course. An Adult School teacher will then contact the student to arrange for a mutually convenient individual orientation appointment.

The teacher will meet with the student for up to 1 hour per week, explaining subject matter, answering questions, administering tests and assigning further work. The student may work at home or at the Learning Center. A time limit will be set for completion of the course.

**Dates:** Ongoing through May 30, 2014  
**Days:** Monday through Thursday  
**Time:** 3:00 pm - 6:00 pm  
**Location:** Learning Center  
**Cost:** $40* materials fee per course  
*Plus $60 refundable book deposit for Adult Diploma student

**Adult High School Diploma Students**

More info: Conejo Adult School.org Click Academics on left.

An adult student aspiring to earn a **Adult High School Diploma**, must make an appointment with our counselor to have high school transcripts evaluated, before registering for classes. The student should be within approximately 20 credits of having met all requirements; see below. For a counseling appointment, call: 805-497-2761.

These requirements must all be met:
1. Earn 180 credits (at least three classes to be then at adult school);  
2. Take subject-specific courses (listed below); &  
3. Pass both parts—English/Language Arts & Math—of the California High School Exit Exam (CAHSEE). A student may retake sections until he/she passes.

**CREDITS REQUIRED**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
</tr>
<tr>
<td>U.S. History</td>
<td>10</td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
</tr>
<tr>
<td>American Government</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td>Mathematics (incl. 10 credits Algebra)</td>
<td>30</td>
</tr>
<tr>
<td>Life Science</td>
<td>10</td>
</tr>
<tr>
<td>Physical Science</td>
<td>10</td>
</tr>
<tr>
<td>Fine Arts/Foreign Language</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>50</td>
</tr>
</tbody>
</table>

Course descriptions on our website: ConejoAdultSchool.org > Academics (on left) > Course Descriptions (on left).
New! Take the GED® Test on Computer

The all-new 2014 GED® test is available at Conejo Valley Adult School. The GED® is administered only on computer, in our GED® / Pearson VUE authorized Test Center, located on our campus. To register to take the GED®, go to ConejoAdultSchool.org and click on the GED® logo to go to our GED® web page. Click on Register for the GED®; click on Test-Takers; and follow the on-screen directions. Or you may register by calling 1-877-EXAM-GED (please do not call the school for registration).

As part of the registration process, you will be given a choice of dates/times to take the test. Generally, our GED® computer-testing hours are Tue/Wed/Thu from 5 to 9 p.m. but the GED® website will indicate specific open & closed dates. The website will state the cost to take the test, acceptable payment methods, identification requirements, and other information. Note: You must register online (or by phone), but you don’t take the test online. Rather, you take the GED® on computer at our campus GED Test Center. Our school offers GED® Prep classes in all tested subject areas. Please see page 39.

SAT Prep Workshop

The two-day SAT Prep Workshop is designed to prepare students for success on the SAT college entrance examination. The SAT consists of three sections: Critical Reading, Math and Writing. The workshop, conducted by District teachers, will include specific techniques and strategies for the math, critical reading and writing sections. Princeton Review’s book Cracking the SAT will be issued to students and used in the course.

To register for the SAT Prep Workshop:
If paying by Visa or MasterCard, you may register online: Go to www.ConejoAdultSchool.org & click the SAT link at bottom; on the SAT page, click the Registration link & follow the onscreen directions. Or, register by phone: 805-497-2761.

Saturdays, March 29, 2014, 8:00 a.m. to 3:00 p.m. and April 5, 2014, from 8:00 a.m. to 12:00 noon, Conejo Valley Adult School Auditorium.
Fee: $150 Course: #1800-2

SAT Intensive Writing Prep

Designed to prepare students specifically for the SAT Writing section, which consists of a student-produced essay. An added benefit is that skills learned in the workshop are applicable to essay writing for college applications. See website for details.

Saturday, March 22, 2014, from 8:00 a.m. to 12:00 noon.
Fee: $75 Course: #1810-2

Prospective teachers: We give CBEST® & CSET

New! If you need to take the California Basic Education Skills Test (CBEST) or the California Subject Examinations for Teachers (CSET) as part of requirements for obtaining a teaching credential, you can take the computerized form of the test at Conejo Valley Adult School. The CBEST is designed to test basic reading, mathematics and writing skills. The CSET is for prospective teachers who must meet specific requirements for certification by taking examinations. For details and registration information go to ConejoAdultSchool.org and click CBEST/CSET on the home page.

Directions

From the 101 Freeway:
Take the 101 Freeway to the 23 Freeway North. Exit at the first exit - Janss Road - and turn left. Proceed a quarter of a mile to Montgomery Road. At the traffic light turn right. Proceed slowly through residential area. Come to a four-way stop at Old Farm Road and turn right. The campus is straight ahead.

From the 118 Freeway:
Take the 23 Freeway South. Exit at Janss Road and turn right. Proceed a quarter of a mile to Montgomery Road. At the traffic light turn right. Proceed slowly through residential area. Come to a four-way stop at Old Farm Road and turn right. The campus is straight ahead.

Horizon Hills Campus:
33 Greta St., Thousand Oaks, CA 91360
Call for directions (805) 492-8837.

Conejo Valley Adult School
is a smoke-free campus.

Compliance

The Conejo Valley Unified School District complies with the rules and regulations implementing Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The District does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in, its programs or activities. Questions or complaints regarding the existence and location of services, activities, and facilities should be addressed to:
Janet Cosaro, Associate Director, Pupil Services
Section 504 Coordinator CVUSD
1400 E. Janss Rd., Thousand Oaks, CA 91362 (805) 497-9511

Notice of Non-Discrimination

All programs conducted by the Conejo Valley Adult School are made available to all qualified persons without regard to sex, sexual orientation, gender identity, ancestry, national origin, religion, color, or mental or physical disability.

The Conejo Valley Adult School prohibits sexual harassment as a form of sexual discrimination.

Workforce Development

Vocational training funded by the Ventura County Workforce Development Board. Participants must meet eligibility criteria. For more information, call (805) 497-2761 ext. 1024.

CalWORKS

Offered in agreement with the Public Social Services Agency of Ventura County; courses include basic remediation in reading, writing, math, vocabulary and reading comprehension. Other programs: high school diploma, GED, English as a second language, and vocational training. Call Wendy Summerfield (805) 497-2761 ext. 1024.
What you don’t know... can HURT you!

With just a gentle fingerstick you will
Know Your Numbers:
- Cholesterol
- Blood Sugar • Iron
- BMI • Blood Pressure
- Immediate Results!

Start a new healthier lifestyle today!
Call for an appointment
(805)373-0511
Or book online:
www.waverlywellnesscenter.com
See page 27 for details

ONLY
$25