Computer Training

Do you lack Basic Computer skills? Do you need to update your skills? Do you want a better paying job? Whether it's a Basic Computer class or a full Career Training program, enroll today and start your journey here!

Basic Computers
Bookkeeping
QuickBooks
Office Assistant
Administrative Assistant
Office Manager
Accounting Assistant
Marketing Assistant
Microsoft Office
Graphic Design
Website Development
Information Technology

All classes teacher-led

Medical Careers

If you have a passion for helping others, a career in the Medical field might be the right fit for you! The next decade is projected to be a bright one for qualified healthcare workers. Become certified in many of our Medical Career Training programs and start your new career here!

Medical Assisting
Medical Insurance Billing & Coding
Electronic Health Records
EKG Technician
Dental Office Administrator
Phlebotomy
EMT
Pharmacy Technician
Physical Therapy Aide
Caregiving
CPR & First Aid

All classes teacher-led

Career Training

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Registration
Phone: (805) 497-2761
Online: www.ConejoAdultEd.org
In Person: Main campus office

Refunds
No Refunds to a student who withdraws voluntarily from a class.
Refunds will be made only for classes cancelled by the Adult School.
There are NO refunds on books.

Conejo Valley Adult Education is dedicated to providing adults with opportunities to improve and enrich their lives, including the skills to transition successfully into the workforce, college or vocational programs, and to attain personal goals.

Conejo Valley Adult Education
1025 Old Farm Road, Thousand Oaks CA 91360
(805) 497-2761 www.ConejoAdultEd.org
CVAE is a Division of the Conejo Valley Unified School District
Daytime Administrative Medical Programs

Successful program completion provides eligibility to sit for National Certification in all programs listed below. (High School Diploma or Equivalent may be required for National Certification) All textbooks and scrubs included in program cost.

Start Building Your Medical Career Now!

Administrative Medical Assistant

Become a Nationally Certificated Administrative Medical Assistant. Learn all the skills needed to handle a busy and demanding medical office in our state-of-the-art Front Office Lab with fully functioning medical office and computers for every student.

Program Includes:
• Computerized Appointment Scheduling
• Phone Techniques & Triage
• Ethics, Legal issues & HIPAA
• Medical Terminology for the Medical Office
• Intro to Electronic Health Records
• Intro to Insurance Billing & Coding
• Pharmacology Recognition
• CPR Certification

Monday-Thursday: 8:30am-1:00pm
#6001.105  February 24, 2020-May 4, 2020
4-week Externship Included!

Medical Insurance Billing & Coding

This certificate course will teach you to effectively and efficiently maintain and process medical claims forms correctly, handle patient invoices, and obtain reimbursement for both patients and Doctors.

Coursework includes:
• Accurate code assignment
• Use of ICD-10, CPT & HCPCS coding
• Insurance claims & billing; Reading EOB's
• Charge, Payment & Adjustment of Postings
• HIPAA laws
• Medical Terminology & Anatomy

Monday, Tuesday, Wednesday: 1:30pm-4:00pm
#6002.204  February 24, 2020-May 4, 2020

Electronic Health Records

It is now mandatory for all medical offices to convert their paper charts to digital records. This course allows the student to learn the features, function and workflows of medical office management systems including:
• Understand and use an Electronic Health Record in a medical office
• Privacy, security, government regulations in EHR
• Ethical legal aspects of the Health Information Technology environment
• Hands on “clinical hours” of an authentic EHR system

All completed in a relaxed office setting! Successful completion of this course allows the student to sit for the National CEHRS exam. All textbooks included!!!

Thursdays, 1:30-4:00pm
#6003.204  February 27, 2020-April 30, 2020

Medical Office Administration Program

Medical job opportunities will be best for those who have a variety of medical skills. Add Medical Billing & Coding, Electronic Health Records to our Administrative Medical Assisting Program for sound administrative training specifically for medical offices. Includes Medical Terminology!

Monday-Thursday, 8:30am-4:00pm
#M602.103  February 24, 2020-May 4, 2020

Includes all textbooks and a set of scrubs!
4-week Externship Included

Easy payment plans available. Call Wendy (805) 497-2761 ext. 1011

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)
Daytime Clinical Medical Programs

Successful program completion provides eligibility to sit for National Certification. (High School Diploma or Equivalency may be required for National Certification). Many of our programs include externships (see below). All textbooks, scrubs, and CPR included.

Start Building Your Medical Career Now!

**Administrative/Clinical Medical Assistant**

18 Weeks

Become a Nationally Certified Medical Assistant. A Medical Assistant is responsible for assisting the physician with patient care as well as being responsible for administrative and clerical tasks. The Program includes the complete Administrative Medical Assisting program (on the previous page) PLUS:

- Patient Prep & Assessment
- Vital Signs, Triage, Point of Care Tests
- Sterilization Techniques & Procedure set-ups
- Back Office Medical Charting
- Basic Medical & Lab terminology
- CPR Certification

- Injections
- Intro to EKGs
- Basic Instrument Recognition
- Medical Terminology for the Dr’s Office
- Basic Anatomy & Physiology

Monday-Thursday: 8:30am-1:00pm

#M601.103  February 24, 2020-July 13, 2020

4-week Externship included!

$3,599

**EKG Technician**

11 Weeks

EKG technicians work in physician’s offices, hospitals, clinics, and other healthcare facilities and organizations and can also work for insurance companies to provide data for health and life insurance policies.

Includes:

- Detailed Anatomy & Physiology of the heart
- Medical disease processes & terminology
- Medical ethics & legal aspects of patient contact
- 12-lead placement & other practices
- Electrocardiography

- Introduction to components, function, and proper use of the EKG machine
- The normal anatomy of the chest wall for proper lead placement
- CPR Certification
- Medical Terminology

Thursdays: 1:30pm-6:00pm

#6004.203 January 16, 2020-March 5, 2020
#6004.204 March 12, 2020-May 28, 2020
#6004.205 June 4, 2020-August 13, 2020
#6004.201 August 20, 2020-October 29, 2020

Room 8B

$899

**Phlebotomy Technician**

Available only with Medical Assistant packages!

Program includes mandatory externship. Program includes:

**Basic Phlebotomy**

- 20 hours of mandatory Basic Didactic instruction
- Circulatory system
- OSHA regulations
- Finger puncture techniques
- Venipuncture with vacutainer
- Making blood slides

**Advanced Phlebotomy**

- 20 hours of mandatory Advanced Didactic instruction

Fridays: 9:00am-2:00pm

Room 1

$1,199

**Clinical Medical Technician**

The Clinical Medical Technician program blends Administrative and Clinical MA, EKG Technician, and Phlebotomy Technician Programs above with sound clinical training specifically for medical offices. Opportunities will be best for those who have a background in a variety of clinical skills as well as an understanding of medical terminology and office protocols. Incudes Medical Terminology!

9 weeks:  Monday-Thursday, 8:30am-1:00pm
9 weeks: Monday-Thursday, 8:30am-1:00pm and Friday, 8:00am-2:00pm
11 weeks: Thursdays, 1:30-6:00pm

#M603.103  February 24, 2020-October 29, 2020

Includes all textbooks, a set of scrubs plus 4 week MA externship and 2 week Phlebotomy externship

Rooms 1, 2 & 8B

$5,450

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)

Easy payment plans available. Call Wendy (805) 497-2761 ext. 1011
Do you want a different combo package? We can put one together for you! Call Wendy 805-497-2761 ext. 1011.
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! Includes:

- Computerized Appointment Scheduling
- Phone Techniques & Triage
- Ethics, Legal issues & HIPAA
- Medical Terminology for the Medical Office

Mondays & Wednesdays: 6:00pm-9:00pm
#6001.304 February 10, 2020-June 15, 2020
Prepares students to sit for the NCCT exam for Administrative Medical Assistant ($90 fee)

$1,399 (includes textbooks and set of scrubs)

Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS

Administrative Medical Assistant/Clinical Medical Assistant

16 weeks
Be more marketable! Get your full Medical Assisting certificate (see above) AND save money! 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. The Program includes the complete Administrative Medical Assisting program PLUS:

- Patient Prep & Assessment
- Vital Signs, Triage, Point of Care Tests
- Sterilization Techniques & Procedure set-ups
- Back Office Medical Charting
- Basic Medical & Lab terminology
- CPR Certification

Monday-Thursday: 6:00pm-9:00pm
#6815.302 February 10, 2020-June 15, 2020
Prepares students to sit for the NCCT exam in Medical Assisting ($90 fee)

$2,499 (includes textbooks and set of scrubs)

Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS

Medical Insurance Billing and Coding

16 weeks
This certificate course will teach you to effectively and efficiently maintain and process medical claims forms correctly, handle patient invoices, and obtain reimbursement for both patients and Doctors. Coursework includes:

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

Tuesdays & Thursdays: 6:00pm-9:00pm
#6002.303 February 11, 2020-June 4, 2020

$1,650 (includes textbook & workbook) CPT and ICD-10 code books included

Phlebotomy Technician

11 weeks
This class is ONLY available to add to any medical package for a full Phlebotomy Technician certificate. Program includes mandatory externship. Program includes:

Basic Phlebotomy
- 20 hours of mandatory Basic Didactic instruction
- OSHA regulations
- Venipuncture with vacutainer

Advanced Phlebotomy
- 20 hours of mandatory Advanced Didactic instruction

Fridays: 9:00am-2:00pm
(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)

$1,599

Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS

Payment plans available! Call Wendy (805) 497-2761 ext. 1011
Administrative Medical Assistant/Billing and Coding Specialist

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

Administrative MA:  Monday & Wednesday, 6:00pm-9:00pm
Billing & Coding:  Tuesday & Thursday, 6:00pm-9:00pm
#M604.304  February 10, 2020-June 15, 2020

Prepares students to sit for the NCCT exam in Administrative Medical Assisting and Billing & Coding ($90 fee)

$2,600 (includes textbooks, coding books and set of scrubs)

Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS

Administrative & Clinical Medical Assistant plus Phlebotomy Technician

Expand your job possibilities! This program combines the Medical Assisting program plus the full Phlebotomy program to complete the classroom requirements for certification. Includes Phlebotomy externship.

Medical Assisting:  Monday-Thursday, 6:00pm-9:00pm plus
Phlebotomy:  Friday, 9:00am-2:00pm
#M607.304  February 10, 2020-August 7, 2020

Prepares students to sit for the NCCT exam in Medical Assisting and Phlebotomy ($90 each exam)

Includes Basic & Advanced Phlebotomy & Phlebotomy Externship

$3,725 (includes textbooks and set of scrubs)

Note: MA EXTERNSHIPS ARE NOT AVAILABLE WITH THIS CLASS

Dental Office Administrator

Administrative dental assistants are a crucial member of the dental team. This course will teach you essential skills for managing the business aspects of a dental practice and an understanding of the field of dentistry. Job opportunities for dental assistants is expected to grow by 22% over the next 10 years. Start your new career today with our Administrative Dental Assisting program.

Program Includes:
• Managing medical records
• Accounts receivable and reimbursement
• Billing patients & insurance
• Scheduling patient appointments
• Performing procedural & diagnostic coding
• Dental terminology & anatomy
• Written & oral communication skills
• Electronic dental records management software

Mondays & Wednesdays:  6:00pm – 9:00pm
#6060.301  February 10, 2020 – June 15, 2020

$999 (includes textbooks and set of scrubs)

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)
**Pharmacy Technician**

Work in retail pharmacy, hospital, pharmaceutical company or health maintenance organization. Coursework includes:

- Transcribing physician’s orders
- Name brand, generic, OTC medications
- Dosages/abbreviations
- Correct medication packaging
- Preparing IVs
- Labeling prescriptions
- Laws & Ethics
- Drug distribution systems

(Includes CPR 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 prerequisites: 18 yrs old; High School Diploma or equivalency (GED or HiSet); no felony convictions.

**Fast-Track Daytime Program: ONLY 8 Weeks!!**

- Monday – Thursday: 8:30am-1:00pm
  - #6009.104        February 10, 2020-April 7, 2020
  - $999 (includes text/workbook and set of scrubs)
  - Room 8B

**Saturday Program: 16 weeks**

- Saturdays: 8:00am-4:00pm
  - #6009.105        February 22, 2020-June 27, 2020
  - $999 (includes text/workbook and set of scrubs)
  - Room 8B

**Certified Caregiver  7 weeks**

Caring for our aging population is both rewarding and in high demand! Do you enjoy working with people and enjoy where you have one-on-one interaction with others? Do you like doing work that has the potential to make a difference in someone’s life? Do you like making someone smile and doing little things to make a person’s day better? If you don’t want to invest in many years of formal education but are willing to learn new skills and can answer YES to the questions above, this course is PERFECT for you! Caregiving jobs can be in assisted living communities, nursing homes or private residences.

**Coursework includes:**

- HIPAA training
- Effective communications skills
- Elder abuse & neglect
- Measuring & recording vital signs
- Fall prevention
- Activities of daily living
- Body mechanics & safety
- Assisting with medications
- Observation, reporting & documentation

Includes 1st Aid and BLS for the Healthcare Provider

- Mondays and Wednesdays: 6:00pm-9:00pm
  - #6014.304        February 24, 2020-April 20 2020
  - $399 (includes textbooks and scrubs)
  - Room 8B

**Medication Technician**

A Medication Technician assists in coordinating the delivery of medication and health related items to residents within an assisted living community. Successful completion of our Certified Caregiver and our Pharmacy Technician program qualifies students for state licensure as a Pharmacy Technician and a Certificate of Completion in Caregiving (see program descriptions above). This complete Medication Technician program is both rewarding and a career in high demand.

**Evenings and Mornings:**

- Caregiver: Mon & Wed, 6:00pm-9:00pm and Pharmacy Technician: Mon – Thurs, 8:30am-1:00pm
  - #M620.107        February 10, 2020-April 20, 2020
  - $1,299
  - Room 8B

- Caregiver: Mon & Wed, 6:00-9:00pm and Pharmacy Technician: Saturdays, 8:00am-4:00pm
  - #M620.306        February 22, 2020-June 27, 2020

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)

Payment plans available! Call Wendy (805) 497-2761 ext. 1011
Emergency Room Technician

Are you interested in pursuing a career in healthcare? Do you enjoy a fast-paced dynamic environment? Become an Emergency Room Technician NOW!!! Successful completion of the Emergency Room Technician Program qualifies students for the state licensure in EMT and Phlebotomy, and National Certifications in EMT, Phlebotomy, and EKG. We have an outstanding pass rate for the national exams in all three areas that are well above the national average!

January 16, 2020-September 9, 2020

EMT

11 weeks: Thursdays, 1:30-6:00pm, January 16, 2020-March 5, 2020

Phlebotomy

11 weeks: Fridays, 9:00am-2:00pm, February 21, 2020-May 15, 2020

EMT Refresher Course

Call (805) 497-2761 ext 1402 for dates and times.

#6012.101 TBD Room 1

$299

Mondays and Wednesdays, 5:00pm-9:00pm, #6011.302 March 30, 2020-September 9, 2020

Mandatory BLS/CPR class: Saturday, March 21, 2020, 9:00am-2:00pm, Room 1

Final skills assessment: September 8, 2020

$1,200 (includes text, workbook & uniform shirt) Room 1

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: 2:30pm-4:30pm

#6016.214 1/24/20 #6016.215 2/7/20 #6016.219 2/21/20 

#6016.221 3/20/20 #6016.223 4/3/20 #6016.224 4/24/20

Cost: $25 per 2 hour session

Room 1

Spanish for the Healthcare Provider

8 Weeks

Don't let language and cultural barriers interfere with your ability to provide high quality care! Now there's a Spanish course designed specifically for medical office professionals that will help you bridge the communication gap between you and your patients.

Coursework Includes:
• Greet patients and their families
• Gather and convey basic information
• Inform and instruct about basic procedures

Mondays & Wednesdays: 1:30pm-3:00pm

#6015.203 March 2, 2020-May 4, 2020

$299

Terminology for the Medical Office

9 Weeks

This medical terminology course covers the medical language and terminology used by health care professionals everywhere. This course is a GREAT asset to any of our medical programs, or as a stand-alone class.

Coursework Includes:
• Recognize and understand basic medical terms
• Identify and decipher medical abbreviations
• Terminology for Body Systems
• Spell & pronounce basic medical terminology
• Word roots, suffixes and prefixes
• Basic human anatomy & physiology

#6031.101 Online Program Ongoing Enrollment

$199

Easy payment plans available. Call Wendy (805) 497-2761 ext. 1011
American Heart Association CPR & First Aid Classes

Save a life!!! Whether in your personal or professional life, be prepared to act in an emergency.
To receive your card you must bring $10 cash to class. A valid email address is required.
Workbooks are available immediately after class registration.

### HeartSaver CPR
The basic CPR 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-1:00pm**
- #6020.110....1/18/20
- #6020.111....2/22/20
- #6020.112....3/14/20
- #6020.113....4/25/20

$75 (includes textbook) $10 card fee due to instructor in class

### HeartSaver First Aid
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: 1:30pm-4:30pm**
- #6021.207....1/18/20
- #6021.208....2/22/20
- #6021.209....3/14/20
- #6021.210....4/25/20

$70 (includes textbook) $10 card fee due to instructor in class

### BLS Healthcare Provider CPR
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

**Saturdays: 9:00am-1:30pm**
- #6019.114....1/11/20
- #6019.115....2/8/20
- #6019.116....3/7/20
- #6019.117....3/28/20

**Tuesdays: 1:30pm-6:00pm**
- #6019.215....1/14/20
- #6019.216....2/11/20
- #6019.220....3/10/20
- #6019.222....3/31/20

$85 (includes textbook) $10 card fee due to instructor in class

### Pediatric First Aid/CPR
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-2:00pm**
- #6022.103....1/25/20
- #6022.104....4/4/20

$85 (includes textbook) $10 card fee due to instructor in class

### Family & Friends CPR
Family & 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.

**Tuesdays: 6:00pm-8:00pm**
- #6025.307....1/28/20
- #6025.308....2/2/20
- #6025.309....3/24/20
- #6025.310....4/21/20

$30 (includes all class materials) Waverly Wellness Center

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**Create your own program package!**
Add any of the following classes to any Medical Assisting Program for a discount!

- EKG Technician
  - See Page 2

- EHR
  - See Page 1

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**Easy Payment Plans for all our packages! Call Wendy 805-497-2761 ext. 1011**
Administrative Assistant

Be the support needed to help run a busy office! Become an Administrative Assistant and learn all facets of the Microsoft Office Suite. Upon successful program completion, you will be eligible to sit for the Microsoft Office Specialist exam and have the skills necessary to carry out administrative duties in an office setting.

Program Includes:
- Office Assistant Program
- Word
- Outlook
- PowerPoint
- Excel
- Textbooks included

Monday – Thursday: 8:30am-1:00pm
#T502.103  February 24, 2020-May 7, 2020
Room 9

Office Assistant

Essential Office Skills

2 Weeks

Get ready to get back into the workforce and into an office career! Become an Office Assistant or a Receptionist with the skills you will learn in this engaging and informative class!

Program Includes:
- Computer Basics
- Typing
- Correspondence
- Microsoft Basics
- Attachments
- Digital File Management
- Organizational Skills
- Scheduling
- Customer Service
- Resume Basics

Textbook Included

Monday-Thursday: 8:30am-1:00pm
#5700.103  February 24, 2020-March 5, 2020
$299
Room 9

Start a new career with these skills or add more classes with our management certificate packages to make yourself more marketable!

National Certification!

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)
**Bookkeeping**

4 weeks

Today’s career as a professional bookkeeper offers you the benefits of security, prestige, advancement and a good, steady income. It’s one of the few jobs that gives you the opportunity to work in many different kinds of businesses and industries. From one-person businesses to massive conglomerates that employ thousands, the opportunities for Bookkeepers are growing! With this teacher-led and hands-on course, your skillset will be in demand!

**Course Includes:**
- Debits/Credits
- Payroll Setup
- Inventory
- Deferrals
- Journal entries
- Financial Statements
- Cost of Goods Sold
- Depreciation
- Accounts Payable
- Accounts Receivable
- Accruals
- International & Internet Sales
- **Textbook included**

No accounting experience needed.

Monday – Thursday: 8:30am-1:00pm
#5070.104 May 11, 2020-June 4, 2020
Room 7B

$999

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**QuickBooks**

QuickBooks is one of the most widely used business accounting and bookkeeping software programs in the market. Take the mystery out of the most popular computerized accounting program with our teacher-led and hands-on-learning QuickBooks course. You will leave excited about QuickBooks and be ready to go “keep the books” with this valuable skill set!

**Daytime 4 Weeks**

- Company File Set Up
- Online Bank Feed
- Sales Tax & Inventory
- Payroll Setup & Processing
- Creating Reports
- Estimating
- Purchase Orders
- Free Trial of QuickBooks (for PC’s only)
- **Textbook included**

Note: This class uses the QuickBooks desktop version, taught on PC’s.

**Evenings 8 Weeks**

- Company File Set Up
- Online Bank Feed
- Sales Tax & Inventory
- Payroll Setup & Processing
- Creating Reports
- Estimating
- Purchase Orders
- Free Trial of QuickBooks (for PC’s only)
- **Textbook included**

No accounting experience needed.

Monday – Thursday: 8:30am-1:00pm
#5061.103 Jan 21, 2020-Feb 13, 2020
#5061.105 June 8, 2020-July 2, 2020
Room 7B

$899

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**Accounting Assistant Certificate Package** 12 weeks

Prepare for a job assisting a busy accounting department! This package gives you the foundation of bookkeeping and the ability to put those foundations to work in digital form, using the popular accounting software, QuickBooks!

**Program Includes:**
- Excel
- Bookkeeping
- QuickBooks
- All textbooks included

No accounting experienced needed.

Monday – Thursday: 8:30am-1:00pm
#5090.103 April 6, 2020-July 2, 2020
Room 9 & 7B

$2,100

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**Easy payment plans available! Call Wendy (805) 497-2761 ext 1011.**

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)

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All classes taught on PC’s
Marketing Assistant
It is becoming vital for any business to have a social media presence! Learn how to use the most popular social media applications and become the “go-to” person in any office! Upon successful completion you will be eligible to sit for the Microsoft Office Specialist exam.

Program Includes:
- Office Assistant Program
- Microsoft Office Suite
- Facebook
- Instagram
- Twitter
- YouTube
- Snapchat
- LinkedIn
- Textbooks included

Monday-Friday: 8:30am-1:00pm
#T580.103  February 24, 2020-May 7, 2020
Room 9

Office Manager
Take on a leadership role and enhance your administrative skills to be that individual responsible for managing the office! This comprehensive program will provide eligibility to sit for National Certification exams in Microsoft Office, Bookkeeping and QuickBooks.

Program Includes:
- Office Assistant
- Word
- Excel
- QuickBooks
- PowerPoint
- Outlook
- Bookkeeping
- Textbooks included
- Social Media Marketing

Monday-Thursday: 8:30am-1:00pm plus
7 Fridays: 8:30am-1:00pm, March 13, 2020-May 15, 2020
#T512.103  February 24, 2020-July 2, 2020
Room 9 & 7B

Social Media Marketing
Already have administrative skills? Get to the “heart” of social media promotion! Be the company’s “go-to-person” when it comes to maintaining an online social media presence. You will learn how to promote the business through the most popular social media platforms. When your supervisor asks you to publicize the business in various social media platforms, you will be able to navigate through each one to reach your specialized audiences!

Course includes learning how to navigate and promote through:
- Facebook
- Instagram
- Twitter
- YouTube
- SnapChat
- LinkedIn

Fridays: 8:30am-1:00pm
#5355.103  March 6, 2020-May 1, 2020
Room 9

$1,350
$2,999
$299

Easy payment plans available for all of our Career certificate program packages. For more information call: Wendy (805) 497-2761 or wendys@ConejoAdultEd.org

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)
Microsoft Office Specialist Certification is the premier credential chosen by individuals seeking to validate their skills and advance their careers! By successfully completing the classes listed below, you will be eligible to sit for a MOS certification exam.

**Word**

Microsoft Word is the leading word processing and document creation tool for both personal and business use. Use Word to improve and enhance written materials and build compelling documents with confidence! You will learn to:
- Produce, Edit and Format professional documents
- Create tables, charts and graphics to organize content and assess data
- Design templates to automate document formatting

Monday – Thursday: 8:30am – 1:00pm
#5011.103 March 9, 2020-March 19, 2020
Room 9

**Outlook**

Outlook is more than email. It enables you to manage calendars and appointments, create tasks, take notes, manage contacts and browse the web from a single, user friendly interface.

You will learn to:
- Use Outlook features efficiently
- Work with Contacts
- Complete Outlook Tasks
- Organize and compose emails
- Use Calendar Features

Monday – Thursday: 8:30am – 1:00pm
#5041.103 March 23, 2020-March 26, 2020
Room 9

**PowerPoint**

PowerPoint is the leading tool for creating professional, visually engaging presentations. Use PowerPoint designer to communicate your stories or ideas in a compelling way! PowerPoint empowers you to captivate and persuade audiences with beautiful built-in themes, animation features and professional presentation mode.

You will learn to:
- Create engaging multimedia presentations
- Format and Organize slides
- Add Multimedia and SmartArt
- Graphics, Tables and Charts
- Integrate with Microsoft Office files

Monday – Thursday: 8:30am – 1:00pm
#5031.103 March 30, 2020-April 2, 2020
Room 9

**Excel**

Microsoft Excel is the most commonly used spreadsheet application. Learning how to use Excel is an investment in both your personal and professional life! Because most businesses use Excel, learning how to use the application efficiently opens up more opportunities for employment and career advancement.

Our comprehensive program includes:
- Formulas
- Pivot Tables
- Data Analysis
- Automatic Functions
- Charts
- Sorting, Filtering and VLOOKUP
- IF and Nested Functions

**Daytime 4 weeks**
Monday – Thursday: 8:30am – 1:00pm
#5020.106 April 6, 2020-May 7, 2020, Room 9

**18 Evenings**
Mondays: 6:00pm – 9:00pm
#5020.305 March 2, 2020-July 13, 2020, Room 9

$450

Textbooks Included!

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)
IT Career Certificates
All classes taught on PC’s

Be ready for the A+ exam

IT Support Technician I
Welcome to the beginning of a career in Information Technology! There is a growing need for those who understand how computers work and how to keep them working!

This introductory course will examine the basics of computer:
- Components
- Maintenance
- Installations
- Troubleshooting
- Virtual Computers

This class is for everyone already using computers.

10 Evenings: Wednesday, 6:00pm-9:00pm
#5300.302 March 25, 2020-June 3, 2020
(no class: 4/15/20)
Room 9 $499

IT Support Technician II
After taking IT Basics, get ready to dig deeper! In this intermediate course, you will be able to present yourself as an IT Professional and will learn:
- Network Security
- Configuring Laptops and Mobile Devices
- Installation of Printers
- Advanced Troubleshooting

This class is for everyone already using computers.

10 Evenings: Wednesday, 6:00pm-9:00pm
#5301.302 June 10, 2020-August 12, 2020
Room 9 $499

IT Support Technician Certificate Package
Get ready to start working in IT as a Field Service Technician or Help Desk! By successfully completing the IT Basic and Intermediate courses, you will be ready to sit for the CompTIA A+ exam. This industry recognized certification will solidify your place in the IT market! This package includes:
- IT Basics
- IT Intermediate
- Computer Repair Tool Kit
- Free CompTIA A+ Test Prep Workshop

20 Evenings: Wednesday, 6:00pm-9:00pm
#T550.302 March 25, 2020-August 12, 2020
Room 9 $899
(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)

Many certificates are approved for funding by WIOA, DOR, CTB, and Worker’s Comp! Call Wendy (805) 497-2761 ext. 1011
Photoshop Part 1
Adobe Photoshop is a popular graphics and image editing software and paint program. Learn to edit graphics as well as create and manipulate images.

**Prerequisites:** Current version of Photoshop on home computer and a working knowledge of file navigation & windows operating system.

**Course includes:**
- Understand the Photoshop Interface
- Repair and Retouch Basics
- Adjust Light and Color
- Work with Layers
- Toolbars & Panel Menus
- Learn the Workflow

6 Evenings: Thursday 6:00pm-9:00pm
#5215.302 February 20, 2020-March 26, 2020
Room 9

$199

Photoshop Part 2
Must be proficient in Photoshop or have taken Photoshop Part 1. Learn advanced techniques for repairing and retouching images.

**Prerequisites:** Current version of Photoshop on home computer and a working knowledge of file navigation & windows operating system.

**Course includes:**
- Layer Styles
- Blending Modes
- Replacing Backgrounds
- Creating Composites
- Masks

6 Evenings: Thursday 6:00pm-9:00pm
#5230.302 April 2, 2020-May 14, 2020
Room 9

$199

InDesign
Create a variety of print materials such as brochures, posters and flyers!

**Course includes:**
- How to set up new documents
- Importing text & graphics
- Creating paragraph and character styles
- Create PDF’s for printing and the web

3 Evenings: Thursday 6:00pm-9:00pm
#5225.302 May 21, 2020-June 4, 2020
Room 9

$139

Illustrator
Learn to use Adobe’s powerful drawing software program to draw shapes and lines, create text, or import graphics and pictures. Create layouts for a book, create a web page, logos, cartoons and fonts.

**Course includes:**
- How to use Drawing Tools
- The Type Tools
- Image Trace
- Using Artboards
- The Pen and Curvature Pen Tools

3 Evenings: Thursday 6:00pm-9:00pm
#5220.302 June 11, 2020-June 25, 2020
Room 9

$139

Computer Graphic Design Discount Package
This comprehensive package will get you started with the fundamentals you need to create unique graphic pieces from concept to completion!

**Program includes:**
- Photoshop Parts 1 & 2
- InDesign
- Illustrator

18 Evenings: Thursday 6:00pm-9:00pm
#T533.302 February 20, 2020-June 25, 2020
Room 9

$625

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)
Website Design
Explore what is essential for your website to be successful. Understand how to choose a website host, register a domain name, and optimize your website so search engines show it (SEO). Master the details that are important for your website to present a professional, polished image to your audience.

Course includes:
- Website Host Selection
- Registering Domain Name
- Optimize your Websites SEO (Search Engine Optimization)

6 Evenings: Tues 6:00pm-9:00pm
#5261.302 February 18, 2020-March 24, 2020
Room 9
$199

HTML
Learn HTML5 and CSS3 and create portable websites that run on any web host. Fill your pages with titles, paragraphs, pictures, and more! Appreciate how adding format, style, and color makes a web page distinctive. Recognize the benefits of creating standard headers, menus, and footers. Unravel the techniques that make your web pages look great on any device.

Course includes:
- Create Portable Websites
- Add Format, Images and Color
- Make your Website look Great on any Device

6 Evenings: Tues 6:00pm-9:00pm
#5505.302 March 31, 2020-May 12, 2020
Room 9
$199

JavaScript
Bring your web pages to life with JavaScript! JavaScript is a fully functional programming language supported by all modern browsers. JavaScript lets you change your webpage on the fly and interact with your users. Know how to use variables and functions, control program flow, handle mouse and keyboard events, process forms, and more!

Windows 10 desktop computers and Wifi provided.

Course includes:
- Change your web page “on-the-go”
- Interact with your users
- Begin your programming journey

Prerequisite: HTML or equivalent

6 Evenings: Tues 6:00pm-9:00pm
#5270.302 May 19, 2020-June 23, 2020
Room 9
$199

Website Development Discount Package
Gain the skills you need to become a Web Developer all at a discounted package price! Equip yourself with the skills you need to begin a new career in Website Development.

Package includes:
- Website Design
- HTML
- JavaScript

18 Evenings: Tuesday 6:00pm-9:00pm
#T522.302 February 18, 2020-June 23, 2020
Room 9
$525

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)

It's easy to enroll! Call 805-497-2761, online www.ConejoAdultEd.org, or come in to our school office!
## BASIC COMPUTER CLASSES

Learn to use your computer!
Straightforward, slow paced and easy to follow classes!

### Computer Basics

- **3 weeks**
- In today's digital world, it is easy to be intimidated by technology. Learn to be more comfortable on the computer. This class is especially designed for beginners with little or no computer experience.

**Class includes:**
- How to log on and off
- Basic emailing
- Basic Mouse and keyboarding skills
- Attachments
- Basic computer terminology
- How to use the internet
- Creating and saving files
- Using storage devices

**6 afternoons:** Mondays & Wednesdays, 2:00-4:00pm
#5002.203 February 3, 5, 10, 12, 19, 24, 2020
Room 9

**$99**

### Computer Basics 2.0

- **3 weeks**
- Keep learning to use your computer! Expand your understanding and confidence.

**Class includes:**
- Organizing your information
- Organizing files and folders
- Improving your email skills
- Searching the Internet easily
- Backing up your files to the cloud
- Intro to Windows

**6 afternoons:** Mondays & Wednesdays, 2:00-4:00pm
#5003.203 March 2, 4, 9, 11, 18, 23, 2020
Room 9

**$99**

### Computer Basics 3.0

- **3 weeks**
- Learn how to connect with family, friends and the community through the use of social media.

**Class includes:**
- Account set up
- Logging in
- Facebook
- Twitter
- Do’s and Don’ts
- Security and privacy
- Instagram
- Pinterest

**6 afternoons:** Mondays & Wednesdays, 2:00-4:00pm
#5004.202 March 30, April 1, 6, 8, 20, 22, 2020
Room 9

**$99**

### Complete Computer Basics Discount Package

- **9 weeks**
- Solidify your basic computer skills with this all-inclusive discounted package.

**18 Afternoons:** Mondays and Wednesdays, 2:00-4:00pm
#T517.202 February 3, 2020-April 22, 2020
Room 9

**$247**

(No classes on 1/20/20, 2/14/20, 2/17/20, 3/16/20, 4/10/20-4/17/20, 5/22/20, 5/25/20)

It's easy to enroll! Call 805-497-2761, online www.ConejoAdultEd.org, or come in to our school office!
**NOTARY IN ONE DAY**

**Friday, February 21**
Conejo Valley Adult School, Room C

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 most current laws.

Renewing Notaries
(3 hours of training required)

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 state issued driver’s license or ID card or passport.
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.

**First Time Notaries**
8:00am – 4:00pm
Seminar: $99
Material Fee: $35
Registration & Test: $40

**Renewing Notaries**
12:45 – 4:00pm
Seminar: $50
Material Fee: $35
Registration & Test: $40

**Cost:**
Seminar: $50
Material Fee: $35
Registration & Test: $40

**Material Fee:** $35 payable to instructor

**#8040.103 #8041.203**

**Savvy Social Security Planning**

**Wednesday, March 4, 6:00 – 8:00pm**

Alliance Advisory Conference Room
Westlake Village 91362

Instructor: Hoby Pearce is a Certified Financial Planner serving Ventura County since 2000.

Hoby will address.

**Program Fee:** $99

Presented by Notary Public Seminars, Inc.

#8045.102

**Introduction to 3D Printing**

The phrase “3D printing” refers to a group of technologies for printing solid objects from digital designs. Today 3D printers are more accessible, less expensive and are being used by businesses and hobbyists. Students will learn the basics of 3D printing including how to make printable 3D models using OpenSCAD, finding models online, and how to get items 3D printed. Be an Inventor!

Instructor: Christopher Deel is a computer consultant and owner of DeelTech.com.

3 Wednesdays, 6:30 – 8:00pm
February 19 – March 4
Conejo Valley Adult School, Room 10A
Cost: $65 + $25 material fee to instructor

#8124.302

**Loan Signing Agent**

**Friday, February 28**
9:00am – 4:00pm
Conejo Valley Adult School, Room C

**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.

#8039.105

**New**

**The Art of Grantwriting**

Learn the key to successful grantwriting and identify funds to benefit important community interests. Students will address some of Ventura County’s most pressing community issues by developing a competitive grant proposal for a local non-profit of their choosing.

Instructor: Elaine Himelfarb is a professional grantwriter and taught graduate level business classes at American University.

3 Tuesdays, 5:45 – 7:15pm
February 4 – 18
Conejo Valley Adult School, Room B
Cost: $55

#8056.301

**Become a Seller on ebay**

ebay is both the world’s garage sale for used items and a competitive online marketplace for new items. In this beginning class, you will create an ebay and Paypal account, and learn to buy, sell, and navigate the ebay universe safely.

Instructor: Howard Horwitz has sold 50 – 75 items per month on ebay for the past 10 years. His ebay seller account has a 98.8% positive feedback rating with over 3900 customers reporting.

3 Mondays, 10:00am – 12:00pm
March 23 – April 6
Conejo Valley Adult School, Room 10A
Cost: $60

#8039.105

**Prototype and Prototyping**

**Wednesday, March 4, 6:00 – 8:00pm**

Alliance Advisory Conference Room
Westlake Village 91362

Instructor: Elaine Himelfarb is a professional grantwriter and taught graduate level business classes at American University.

Hoby will address.

**Program Fee:** $99

Presented by Notary Public Seminars, Inc.

#8045.102

**Business & Finance**

**The Art of Grantwriting**

Learn the key to successful grantwriting and identify funds to benefit important community interests. Students will address some of Ventura County’s most pressing community issues by developing a competitive grant proposal for a local non-profit of their choosing.

Instructor: Elaine Himelfarb is a professional grantwriter and taught graduate level business classes at American University.

3 Tuesdays, 5:45 – 7:15pm
February 4 – 18
Conejo Valley Adult School, Room B
Cost: $55

#8056.301

**Become a Seller on ebay**

ebay is both the world’s garage sale for used items and a competitive online marketplace for new items. In this beginning class, you will create an ebay and Paypal account, and learn to buy, sell, and navigate the ebay universe safely.

Instructor: Howard Horwitz has sold 50 – 75 items per month on ebay for the past 10 years. His ebay seller account has a 98.8% positive feedback rating with over 3900 customers reporting.

3 Mondays, 10:00am – 12:00pm
March 23 – April 6
Conejo Valley Adult School, Room 10A
Cost: $60

#8039.105

**Savvy Social Security Planning**

Social Security decisions made now can have a tremendous impact on the total amount of benefits received over a lifetime. Learn the strategies to maximize your benefits. Recent changes to Social Security will be addressed.

Instructor: Hoby Pearce is a Certified Financial Planner serving Ventura County since 2000.

Wednesday, March 4, 6:00 – 8:00pm
Alliance Advisory Conference Room
3390 Auto Mall Drive
Westlake Village 91362
Cost: $35

#8090.304
**Business/Creative Arts**

**ABCs of Medicare**
Medicare – We all pay into it and as we reach 65 we are all entitled to enjoy its benefits. You have some choices to make and making the wrong choices at the wrong times can be very costly and potentially unhealthy. Discover how you can make the right choices for you. Workshop is purely educational; no insurance products will be discussed.

*Instructor: Daniel Ruben, MD, MBA, MPH is a medical physician and business professional with a passion for teaching.*
Tuesday, February 4, 6:30 – 8:30pm
Conejo Valley Adult School, Room C
Cost: $35
#8094.303
OR
Thursday, March 12, 1:00 – 3:00pm
Conejo Valley Adult School, Room 5
Cost: $35
#8094.204

**Taxes in Retirement**
Learn how to generate tax-free income by using overlooked tax tips per IRS guidelines. This course is ideal for those who want to retain more of their hard-earned nest egg. Taxes are scheduled to increase by 25% on 1/1/2026. Plan ahead while taxes are still on sale!

*Instructor: Mark A. Basile is a Registered Investment Advisor, whose family business since 1960, has been helping people mitigate taxes in their retirement accounts.*
Wednesday, February 12, 6:30 – 8:30pm
Conejo Valley Adult School, Room 5
Cost: $35
#8097.302

**Wills & Trusts**
Protect and plan for yourself and your family. This seminar is designed for all ages and explores essential estate planning documents, such as a personal will, revocable living trust and a durable power of attorney. Additional topics include community property laws, taking title to real estate, probate, special needs planning and conservatorships.

*Instructor: TBD, check website for more information.*
Monday, February 10, 6:30 – 8:30pm
Conejo Valley Adult School, Room 5
Cost: $35
#8060.301
OR
Friday, March 6, 9:30 – 11:30am
Conejo Valley Adult School, Room 5
Cost: $35
#8060.102

**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 camera and the instruction manual.

*Instructor: Tom Ferguson is both a commercial and fine art photographer. He has appeared in over 100 exhibitions nationwide.*
4 Mondays, 9:00am – 12:00pm
February 24 – March 16
Conejo Valley Adult School, Room 10A
Cost: $95 + $5 material fee to instructor
#8131.103
OR
4 Wednesdays, 6:00 – 9:00 pm
March 18 - April 8
Conejo Valley Adult School, Room 10A
Cost: $95 + $5 material fee to instructor
#8131.304

**Silk Scarf Painting Workshop**
Create a beautiful unique gift for yourself or a best friend. Hand-painted silk scarves are wearable art which are easy to paint. You will learn different tie dye techniques and go home with one wonderful scarf each week. This pleasing class is for beginners and advanced students alike. Please bring an apron.

*Instructor: Anu Subramanian has been a professional artist and instructor since 2004, selling her work locally, nationally and internationally.*
4 Wednesdays, 12:30 – 2:30pm
February 12 – March 4
Conejo Valley Adult School, Room 5
Cost: $70 + $45 material fee to instructor
#8192.202

**Leatherworking 1**
This class requires no prior experience with the creative art. Get a foundation and hands-on introduction to leatherworking skills and tools by making a custom tooled belt. This class covers leather types, grades and weights, leatherworking tools and their applications, fasteners and hardware, and dyeing leather.

*Instructor: Howard Horwitz is an avid metalworker, woodworker and leatherworker. He specializes in a variety of leather holsters, sheathes, guitar straps, saddle bags, and is excited about passing on this quickly fading art.*
4 Wednesdays, 3:15 – 5:15pm
February 19 – March 11
Cost: $70 + $30 material fee to instructor
Conejo Valley Adult School, Room 5
#8142.202

**Leatherworking 2**
Previous experience is required for this opportunity to build on your leatherworking skills. Practice pattern making, leather molding, case construction, sewing and bonding, plus dyeing and finishing as you construct a small belt pouch or purse for small items. The skills in this class are scalable and can lead you on to larger and more complex projects.

*Instructor: Howard Horwitz (for bio, see previous listing).*
4 Wednesdays, 3:15 – 5:15pm
April 1 – 29
(no class Apr 15)
Conejo Valley Adult School, Room 5
Cost: $70 + $30 material fee to instructor
#8127.202

**Get to Know Your Camera**
Make friends with your camera and its lenses to take better pictures! Let’s face it, digital SLR cameras can be intimidating. There are so many buttons and dials, and that manual is a novella! Learn the basics about shutter speed, aperture and ISO, and how they work magic in your camera. Easy techniques to photograph flowers, landscape and outdoor portraits will be presented. Bring your DSLR camera (one with interchangeable lenses), manual, and any lenses you may have.

*Instructor: Berkeley Gray is a freelance photographer. She earned her Bachelor of Fine Art majoring in Paint, Photography and Print.*
5 Tuesdays, 9:00am - 12:00pm
February 11 – March 10
Conejo Valley Adult School, Room 5
Cost: $120
#8120.102

**CreativeArts**

**Leatherworking 1**
This class requires no prior experience with the creative art. Get a foundation and hands-on introduction to leatherworking skills and tools by making a custom tooled belt. This class covers leather types, grades and weights, leatherworking tools and their applications, fasteners and hardware, and dyeing leather.

*Instructor: Howard Horwitz is an avid metalworker, woodworker and leatherworker. He specializes in a variety of leather holsters, sheathes, guitar straps, saddle bags, and is excited about passing on this quickly fading art.*
4 Wednesdays, 3:15 – 5:15pm
February 19 – March 11
Cost: $70 + $30 material fee to instructor
Conejo Valley Adult School, Room 5
#8142.202

**Leatherworking 2**
Previous experience is required for this opportunity to build on your leatherworking skills. Practice pattern making, leather molding, case construction, sewing and bonding, plus dyeing and finishing as you construct a small belt pouch or purse for small items. The skills in this class are scalable and can lead you on to larger and more complex projects.

*Instructor: Howard Horwitz (for bio, see previous listing).*
4 Wednesdays, 3:15 – 5:15pm
April 1 – 29
(no class Apr 15)
Conejo Valley Adult School, Room 5
Cost: $70 + $30 material fee to instructor
#8127.202

**Silk Scarf Painting Workshop**
Create a beautiful unique gift for yourself or a best friend. Hand-painted silk scarves are wearable art which are easy to paint. You will learn different tie dye techniques and go home with one wonderful scarf each week. This pleasing class is for beginners and advanced students alike. Please bring an apron.

*Instructor: Anu Subramanian has been a professional artist and instructor since 2004, selling her work locally, nationally and internationally.*
4 Wednesdays, 12:30 – 2:30pm
February 12 – March 4
Conejo Valley Adult School, Room 5
Cost: $70 + $45 material fee to instructor
#8192.202
**Community Enrichment**

**Hand Building with Clay**
Create special decorative and functional pottery pieces with hand building. Instruction will be given in the pinch pot, coil and slab construction techniques and students will learn how to use household objects as molds for “hump” and “slump” construction. Final projects will be bisque fired, then painted with glaze in class before a final firing to make them shiny and functional!

**Beginning Italic 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 for weddings, greeting cards, envelopes and pieces of art. Please contact sjlaporte@verizon.net for first class supply list.

**Instructor:** Shirley LaPorte (for bio, see previous listing).
Conejo Valley Adult School, Room 5
Cost: $95 + $5 material fee to instructor
8 Tuesdays, 12:30 – 2:30pm
February 11 – March 10
Conejo Valley Adult School, Room 5
Cost: $95 + $5 material fee to instructor
#8211.203

**New Spring Crafts with Modern Calligraphy**
Learn how to apply the modern calligraphy style while creating special Spring gifts and decorations. Projects include writing on eggs and ribbon, decorating a picture frame or flowerpot, paper crafts and more. All tools and supplies are included in your material fee.

**Instructor:** Kristina Virtue (for bio, see previous listing).
3 Fridays, 1:00 – 3:00pm
March 20 – April 3
Conejo Valley Adult School, Room 5
Cost: $55 + $25 material fee to instructor
#8221.201

**Marbled Papers and Projects**
In this class you will learn 2 ways to marble paper and other objects quickly and easily. The last 2 meetings will be spent turning the marbled papers students have made into projects like books, bookmarks, cards and other exciting projects. These papers are great backgrounds for stamping, sketching and make a wonderful framed gift. All materials provided, please bring your own apron.

**Instructor:** Shirley LaPorte (for bio, see previous listing).
4 Thursdays, 9:00 – 11:00am
March 5 - 26
Conejo Valley Adult School, Room 5
Cost: $75 + $15 material fee to instructor
#8166.101

**Knitting for Beginners**
Learn how to cast on, knit and purl stitches, bind off, read a pattern, and choose the correct yarn and needles for a project. Students need to bring one skein of #4 worsted weight/4-ply light color yarn, and size US 8 knitting needles.

**Instructor:** Penny Atkinson earned a B.A. in Clothing, Textiles & Environmental Arts, and has 25 years of experience as an artisan and costume supervisor in theater, opera, TV and film.
8 Mondays, 2:30 – 4:30pm
March 2 – April 27
(no class Apr 13)
Conejo Valley Adult School, Room B
Cost: $105    Seniors: $90
Plus $10 material fee to instructor
#8177.203

**Crochet**
Learn how to crochet using the basic stitches or refresh your skills in this fun and relaxed class. Make projects that reinforce the basic stitches, while learning to read and follow patterns with confidence. Bring one skein of #4 worsted weight/4-ply yarn and an I-hook to the first class, or bring your work-in-progress.

**Instructor:** Marcia Bucaro learned the craft from her Grandmothers and loves passing on the art of crocheting.
8 Wednesdays, 9:30 – 11:30am
February 19 – April 8
Conejo Valley Adult School, Room C
Cost: $105    Seniors: $90
Plus $5 material fee to instructor
#8175.102

**Creative Arts**

**Modern Calligraphy**
Learn the popular art of Modern Calligraphy or refine your technique. With brush pens and markers you will learn the alphabet and tricks to do faux calligraphy on chalkboards, wood, acrylic, and even more challenging surfaces like balloons, and flowerpots. E-mail instructor prior to first class for supply list kristinavirtue@yahoo.com.

**Instructor:** Kristina Virtue is a local calligrapher with over 15 years of experience in wedding related stationary and signage. Check out her website at www.kristinavirtuedesigns.com
4 Mondays, 6:30 – 8:30pm
February 24 – March 16
Conejo Valley Adult School, Room 5
Cost: $65 + $30 material fee to instructor
#8205.302

**Seasonal Simple Stroke Watercolor**
Let the brush and paint do the work using the simple stroke watercolor technique. With the simple stroke of a brush you can learn to create lovely flowers, grasses, flowerpots and more. No art experience needed, contact the instructor at sjlaporte@verizon.net in advance of class for supply list.

**Instructor:** Shirley LaPorte (for bio, see previous listing).
5 Tuesdays, 12:30 – 2:30pm
February 11 – March 10
Conejo Valley Adult School, Room 5
Cost: $95 + $5 material fee to instructor
#8211.203

**Marbled Papers and Projects**
In this class you will learn 2 ways to marble paper and other objects quickly and easily. The last 2 meetings will be spent turning the marbled papers students have made into projects like books, bookmarks, cards and other exciting projects. These papers are great backgrounds for stamping, sketching and make a wonderful framed gift. All materials provided, please bring your own apron.

**Instructor:** Shirley LaPorte (for bio, see previous listing).
4 Thursdays, 9:00 – 11:00am
March 5 - 26
Conejo Valley Adult School, Room 5
Cost: $75 + $15 material fee to instructor
#8166.101

**Knitting to the Next Level**
If you already know the knitting basics of knit, purl, cast on, bind off, increase and decrease, you are welcome to join this intermediate class. Students need one skein of #4 worsted weight/4-ply light color yarn, and size US 8 knitting needles, and are welcome to bring a work-in-progress project.

**Instructor:** Penny Atkinson (for bio, see previous listing).
8 Wednesdays, 2:30 – 4:30pm
March 4 – April 29
(no class Apr 15)
Conejo Valley Adult School, Room B
Cost: $105    Seniors: $90
Plus $5 material fee to instructor
#8178.203

**Crochet**
Learn how to crochet using the basic stitches or refresh your skills in this fun and relaxed class. Make projects that reinforce the basic stitches, while learning to read and follow patterns with confidence. Bring one skein of #4 worsted weight/4-ply yarn and an I-hook to the first class, or bring your work-in-progress.

**Instructor:** Marcia Bucaro learned the craft from her Grandmothers and loves passing on the art of crocheting.
8 Wednesdays, 9:30 – 11:30am
February 19 – April 8
Conejo Valley Adult School, Room C
Cost: $105    Seniors: $90
Plus $5 material fee to instructor
#8175.102

**NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School**
Mah Jongg for Beginners
Learn the fundamentals of mah jongg in this 6-week class — the tiles, their function, the “Charleston”, and critical basic strategies of the game. Through hands-on instruction and the National Mah Jongg League Card of America, you will discover the fun and excitement of declaring your first “mah jongg”. The class will be limited to 10 participants.

Instructor: Merrily Lewis brings her teaching skills and enthusiasm for Mah Jongg to those who are curious about this interesting game.
6 Tuesdays, 10:00am – 12:00pm
February 25 – March 31
Boys & Girls Club
1980 E Avenida de las Flores
Cost: $120 + $16 material fee to instructor
#8144.103

Comedy Improvisation
Improv is for everyone — actors and non-actors alike. In this supportive and fun theatrical environment, students will learn to trust their instincts, develop comedic characters, and increase confidence through theory, exercises, and games.

Instructor: Catherine Wolff, M.A., has been performing comedy for over 15 years. Catherine also currently studies and performs improvisational comedy at the Groundlings Theatre and School in Hollywood.
2 Tuesdays, 5:45 – 8:45pm
March 3 – 10
Conejo Valley Adult School, Room A
Cost: $75
#8195.303

Astrology
This class about Western Astrology will focus on the understanding of your Natal Birth Chart, including what it reveals about you, your destiny, and your special gifts. Learn about the 10 planetary-energy influences in your life, the 12 signs and their meanings, and the 12 houses. The history of Astrology and current influences for 2020 will also be covered. Bring your exact birth time and location to the first class.

Instructor: Lisa Ianiro, LMT, LE, BA is a professionally licensed Massage Therapist, Reiki Master, Aromatherapist, Holistic Nutritionist, Kundalini Yoga Instructor, Esthetician, Astrologer and Numerologist.
5 Fridays, 1:00 – 3:00pm
February 21 – March 20
Conejo Valley Adult School, Room B
Cost: $85 + $15 material fee to instructor
#8880.202

Create With Colored Pencils
Create high quality drawings through the compact and versatile medium of colored pencil. Learn layering, burnishing, and impressed-line techniques, and explore various drawing surfaces. Bring a set of 48 Prismacolor Premier pencils to first class.

Instructor: Judith Crowe, Ed.D, is a career educator and an award-winning artist who has been honored for her work with pastels, oils, acrylics and colored pencil. Check out her website at www.judithcrowe.com
6 Thursdays, 9:30 – 11:30am
April 2 – May 14
(no class Apr 16)
Conejo Valley Adult School, Room 5
Cost: $90 + $10 material fee to instructor
#8233.104
Pen and Watercolor
Combine the loose fluidity of watercolor with precise fine line work of pen while painting scenes of towns and cities. Some paintings will be created with vignette style. Bring your own supplies and waterproof pigma micron pen (02 Black-0.30mm), or pay $30 to instructor for new materials.

Instructor: Day Steinhart is an accomplished watercolor teacher and artist who brings creativity, humor and passion to her art class; she holds a BA in Fine Art & Design.

6 Fridays, 1:00 – 3:30pm
January 31 – March 13
(no class Feb 14)
Conejo Valley Adult School, Room 5
Cost: $110 + optional $30 material fee
#8249.201

Beginning Pencil Drawing
Join this introductory, individually focused and interactive course on learning to draw with a single pencil. Students will use creativity and imagination to put onto practice the basic principles of drawing; topics include shading and rendering texture, proportions and perspective. Please bring your own HB pencil, drawing paper and eraser if available.

Instructor: Steve Tanaka worked as an artist in industry for more than thirty years. He enjoys helping others maximize their artistic abilities through drawing and sketching.

8 Mondays, 9:30 – 11:30am
March 9 – May 4
(no class Apr 13)
Conejo Valley Adult School, Room 5
Cost: $110
#8235.103

Pencil Portrait Workshop
This intermediate, individually focused and interactive course on pencil portraiture will concentrate on the fundamentals - covering general shapes and facial features, proportions and shading with the goal of capturing the subject’s personality. Prerequisite: completion of a basic drawing course. Please bring your own HB pencil, drawing paper and eraser if available.

Instructor: Steve Tanaka (for bio, see previous listing).

8 Wednesdays, 12:30 – 2:30pm
March 11 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room 5
Cost: $110
#8238.202

Pastels
Learn to paint with the expressive medium of soft (chalk) pastels, favored by Impressionist artists including Degas and Monet. Explore various creative mark-making techniques and materials using pastels and charcoal. Instruction will be provided for beginners, and more advanced students will benefit from demos and critiques. Bring your own supplies or pay $30 in class for new materials.

Instructor: Virginia Kamhi is a much awarded pastel artist whose work has been juried into numerous international, national and local exhibitions. View her work at www.virginiaakamhifineart.com

8 Mondays, 3:30 – 5:30pm
February 24 – April 20 (no class Apr 13)
Conejo Valley Adult School, Room 5
Cost: $110 + $30 material fee to instructor
#8230.201

Oils & Acrylics
Practice the basic techniques of oil painting, along with learning the theories of color and composition. Students may also choose to work with acrylic paints. Materials furnished for first class; supply list for additional items provided at that time.

Instructor: Stella Violano is a published artist whose artwork is licensed and sold on greeting cards, garden flags and puzzles. Her work painting animals and wildlife is award winning.

7 Thursdays, 12:00 – 2:30pm
March 17 – April 28
(no class Apr 14)
Conejo Valley Adult School, Room 5
Cost: $90+ $20 material fee to instructor
#8213.203

Intermediate Watercolor Painting
Continue your exploration of watercolor painting with this intermediate class designed for the student who has basic skills and experience and who is ready to move on to more challenging assignments. The instructor will give step-by-step instruction in creating paintings from photographs (provided through email). Bring your own supplies; a materials list will be e-mailed about a week before class begins.

Instructor: Sharon Maguire (for bio, see previous listing).

6 Tuesdays, 10:00am – 12:00pm
March 17 – April 28
(no class Apr 14)
Conejo Valley Adult School, Room 5
Cost: $90 + $2 material fee to instructor
#8217.103
**Interpretive Nature Hike**

The Santa Monica Mountains and the Conejo Valley are exciting ecological and historical areas to explore. On this intermediate level hike, you’ll learn about flora and fauna, the geology of our area, fire ecology, and the Chumash.

Instructor: Fred Nuesca began hiking our local mountains at eight years old and has never stopped. He works with the National Park’s Botany and Archaeology Department and is an Archaeologic Dig Site Steward.

5 Saturdays, 10:00am – 12:00pm
February 29 – March 28
Cost: $80
#8349.101

**Hiking for Wellness**

Motivational instruction encourages participants to look at life from a different perspective, empowering and inspiring positive change as Liane enthusiastically shares personal, relatable experiences before leading the group on a fun hike.

Instructor: Liane Olin uses nature as a gateway to introduce holistic life practices that empower and inspire positive change. She is a Life Coach and Motivational Speaker.

Beginning, 2-3 miles
6 Mondays, 8:30 – 10:30am
March 16 – April 27 (no class Apr 13)
Cost: $95
#8308.103

Intermediate, 2-5 miles
6 Tuesdays, 8:30 – 10:30am
March 17–April 28 (no class Apr 14)
Cost: $95
#8314.102

**Forest Bathing**

Come and join this peaceful, guided walk through nature, while performing meditative exercises that will relieve stress and calm the mind. Meditations are in a gentle, walking format designed to help release tension, open your senses, and deepen your relationship with yourself and nature. Class concludes with a hot herbal tea and open questions about nature.

Instructor: Laura Pasetta, owner of Wild Rootz, brings passion and years of outdoor experience to her nature hikes and specialty workshops. Laura is a Certified California Naturalist, Certified Chaparral Naturalist, Wellness Coach, and professionally trained in therapeutic herbal medicine.

3 Thursdays, 9:00 – 11:00am
March 5 – 19
Cost: $55 + $5 material fee to instructor
#8809.102

**Hatha Yoga**

Hatha Yoga is a mixed level class that teaches the classic yoga postures (asanas) with a deep awareness of correct alignment, and breathing exercises (pranayama). The practice works to increase flexibility and strength, improve breathing and quiet the mind, striving for total fitness and mindfulness. Suitable for all practitioners. Bring a yoga mat, two blocks, a strap, and a towel.

Instructor: Bita Peck is a 500-hour Registered Yoga Instructor with Yoga Alliance (RYT-500) who teaches Hatha, Vinyasa Flow, Yin, Alignment, and Restorative Yoga classes.

8 Weeks, Mon/Wed, 12:30 – 1:30pm
February 24 – April 22
(no class Apr 13, 15)
Conejo Valley Adult School MPR
Cost: $135
#8351.205

OR
10 Fridays, 12:30 – 1:30pm
February 21 – May 8
(no class Apr 10, 17)
Conejo Valley Adult School MPR
Cost: $95
#8351.204

**Pilates Plus**

This popular class is a seamless workout which includes Traditional Pilates, Standing and Mat Pilates plus Sculpting, Strengthening and Lengthening exercises. You can expect to experience more energy, improve circulation, lose inches, have better balance and coordination skills plus improve your posture. Bring mat, small body ball, and 3 lb. hand weights. Call 805-494-6418 with class related questions.

Instructor: Gail Arias is a credentialed fitness expert who teaches Pilates, group fitness and dance classes.

10 Mondays, 5:30 – 6:25pm
February 24 – May 4
(no class Apr 13)
Conejo Valley Adult School MPR
Cost: $95
#8331.305

or
10 Tuesdays, 11:15am – 12:15pm
February 25 – May 5
(no class Apr 14)
Conejo Valley Adult School MPR
Cost: $95
#8331.106
**Beginning Salsa and Merengue**  
Learn to dance the Salsa and Merengue to Latin rhythms! The steps will be explained in an easy to understand manner. Singles and couples of all ages are welcome and no prior dance experience is necessary. Call 805-494-6418 with class related questions.

Instructor: Gail Arias is a credentialed dance and fitness expert who teaches Pilates, group fitness and dance classes. She is also a World Champion Dancer and two-time Gold Standard Award recipient for Excellent Instruction and Service. Find out more at www.dancedancedance.com.

**10 Mondays, 6:30 – 7:25pm**  
February 24 – May 4  
(no class Apr 13)  
Conejo Valley Adult School MPR  
Cost: $95  
#8736.301

**Beginning Cha Cha Cha and Rumba**  
These popular dances are fun and easy to learn! No longer will you want to sit on the sidelines at the wedding reception, the company party or the club social. Singles and couples of all ages are welcome and no prior dance experience is necessary. Call 805-494-6418 with class related questions.

Instructor: Gail Arias (for bio, see previous listing).

**10 Mondays, 7:30 – 8:25pm**  
February 24 – May 4  
(no class Apr 15)  
Conejo Valley Adult School MPR  
Cost: $95  
#8736.301

**Zumba**  
Zumba is a fun dance fitness class that is great for the mind, body and soul! It has been called “Exercise in Disguise” as it incorporates music and dance and provides an exhilarating and effective workout. You don’t need to be a dancer or do it “right” – it is designed to motivate everyone!

Instructor: Justine Bennett who loves to dance.

**Instructor: Justine Bennett is a certified personal trainer who loves to dance.**

**10 Tuesdays, 8:45 – 9:45am**  
February 25 – May 5  
(no class Apr 14)  
Conejo Valley Adult School MPR  
Cost: $95  
#8315.104

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**Yin Yoga**  
Yin Yoga is a slow-paced practice where mostly passive postures are held for longer periods of time, typically from 3-5 minutes. The aim is to increase circulation in the joints, reduce osteoporosis, improve flexibility and help restore mobility. The practice also creates an arena of mindfulness and opens a gateway to seated meditation practice. Bring a yoga mat, 2 blocks, a strap, and a towel.

Instructor: Bita Peck (for bio, see previous listing)

**10 Tuesdays, 12:30 – 1:30pm**  
February 25 – May 5  
(no class Apr 14)  
Conejo Valley Adult School, Room A  
Cost: $95  
#8307.203

**Silver and Fit**  
Do you want to build stronger muscles and reduce body fat while having fun? Then Silver and Fit is for you. This class is designed to increase metabolism and to teach balancing techniques by incorporating half the class to build strength using an exercise band and 2-pound or light weights (bring your own or use school-provided ones), while the other half is focused on dancing to a variety of music. Let’s get fit together and have fun. Focused on Seniors but all ages are welcome.

Instructor: LoAn Rabinowitz is a certified fitness instructor, teaching since 2010.

**8 weeks, Mon/Wed, 11:15am - 12:15pm**  
February 24 – April 22  
(no class Apr 13, 15)  
Conejo Valley Adult School MPR  
Cost: $110  
#8324.103

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**Qi Gong (Chi Kung)**  
Qi Gong is an ancient Chinese exercise system which promotes relaxation, inner peace, and positive energy. The 18 delightful movements and their effects are presented, along with simple Chi Gong and warm-up stretching, incorporating standing poses, breathing, and movement in a positive environment. Chi Gong is easy to learn and takes no special equipment.

Instructor: Frank Davanzo has spent years studying Qi Gong and loves to share his passion for the practice with students.

**10 Tuesdays, 2:00 – 3:00pm**  
February 25 – May 5  
(no class Apr 14)  
Conejo Valley Adult School MPR  
Cost: $95  
Seniors: $65  
#8365.203

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**Tai Chi**  
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 since 2000 and is certified by a San Francisco master instructor.

**10 Tuesdays, 5:15 – 6:10pm**  
February 25 – May 5  
(no class Apr 14)  
Conejo Valley Adult School MPR  
Cost: $95  
#8360.306

**OR**  
**10 Fridays, 9:00 – 10:00am**  
February 21 – May 8  
(no class Apr 10, 17)  
Conejo Valley Adult School MPR  
Cost: $95  
#8360.105

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**Tai Chi II**  
Explore new levels of Tai Chi – 42 form and 108 Yang Style. Prerequisite is knowledge of the 24 form. Please wear comfortable clothing and footwear.

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

**10 Tuesdays, 6:15 – 7:10pm**  
February 25 – May 5 (no class Apr 14)  
Conejo Valley Adult School MPR  
Cost: $95  
#8361.303

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**Please Arrive on Time!**  
CVAE classes start promptly at their scheduled time. Please be courteous to others – arrive 5-10 minutes early to park and get to the classroom.
Beginning Yoga
Two times a week! Come build stability, increase flexibility, relax and have fun in this supportive and safe beginner’s class. We will explore the foundational poses of yoga, yoga breathing, and relaxation techniques. This class is suitable for beginners and for those who want to refresh and deepen their understanding of yoga. Bring a mat, block, and a towel. We practice in bare feet or sticky socks.

Instructor: Gloria Escover is a certified yoga instructor with 16 years teaching experience. She incorporates gentle yoga poses, breathing and alignment exercises to her class.
9 Weeks, Tue/Thu 7:30 – 8:30pm
February 25 – April 30
(no class Apr 14, 16)
Conejo Valley Adult School MPR
Cost: $120
#8340.304

Mindfulness Meditation
Mindfulness is a particular way of paying attention in the present moment with openness and curiosity. Researched benefits of meditation include reduced stress, depression, anxiety, increased ability to manage and regulate emotions, increased ability to manage and improve pain, and improved sleep. This class will offer conscious movement, mindful meditation, and conversation to reflect on how we can be more peaceful and joyful. No prior experience necessary. Wear comfortable clothing.

Instructor: Jenny Klossner, MA, certified yoga instructor, has been devoted to the practice of yoga and meditation since 2000. She has completed UCLA Marc Meditation Classes MAPS I and MAPS II.
10 Wednesdays, 11:15 – 12:15pm
February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room A
Cost: $95
#8830.302

Introduction to Meditation
There are many kinds of meditation and many benefits such as lowering blood pressure, reducing stress, feeling more emotional balance, increasing creative thinking and awakening our inner spirituality. Meditation is an individual journey that is unique to each person. This class will offer several different kinds of meditation and provide suggestions and tools for creating one’s own meditation practice.

Instructor: Carmen Joy has been devoted to the practice of yoga and meditation for many years. As a student in India, she immersed herself in the inner science of yoga and meditation, experiencing a variety of practices. Check out her website: www.carmenjoy.com
10 Wednesdays, 5:30 – 6:30pm
February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room A
Cost: $95
#8830.302

New Balance and Strength Training on the Ball
This is a low impact challenging workout to upbeat music. Bring weights, a mat, and a Swiss 55cm ball (also known as a Resist-a-Ball), and build core strength along with muscle tone in your arms, back, butt and legs.

Instructor: Jodai Saremi is a certified group fitness instructor and personal trainer with over 15 years in the fitness industry. She has been a fitness model and her articles about exercise and health have appeared in numerous publications online and in print.
9 Thursdays, 9:45 - 11:00am
February 27 – May 7
(no class Mar 26, Apr 16)
Conejo Valley Adult School, Room A
Cost: $70
#8394.101

Chair Yoga
Chair Yoga is designed for those who have never taken yoga before, cannot comfortably be on the floor, have arthritis or are recovering from illness or injury. Gentle mindful movements and working with your breath will allow your body to become stronger, more open and flexible. Please bring a yoga mat to safely place your chair.

Instructor: Ruth Piper is a registered instructor with Yoga Alliance and has been teaching for the past 10 years.
10 Thursdays, 3:45 – 4:45pm
February 27 – May 7
(no class Apr 16)
Conejo Valley Adult School MPR
Cost: $95
#8341.203

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 helping 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 (for bio, see previous listing).
10 Thursdays, 5:00 – 6:00pm
February 27 – May 7
(no class Apr 16)
Conejo Valley Adult School MPR
Cost: $95
#8350.303

Dance for Fitness
Have fun while dancing yourself into shape! This workout is designed to keep the student in motion which helps the body burn more calories and raise the metabolism. The result is getting rid of excess inches, losing weight and firming up! This seamless dance fitness workout offers a variety of dance music from around the world and easy to follow choreography that varies week to week.

Instructor: Gail Arias (for bio, see previous listing).
10 Thursdays, 6:15 – 7:15pm
February 27 – May 7
(no class Apr 16)
Conejo Valley Adult School MPR
Cost: $95
#8316.303

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 C-IAYT Yoga Therapist, and a member of the International Association for Yoga Therapists. She also holds a Physical Therapy degree from Germany.
10 Fridays, 9:30 – 10:45am
February 21 – May 8
(no class Apr 10, 17)
Boys & Girls Club
1980 E Avenida de las Flores
Cost: $110
#8355.103
Hip-Hop Cardio Fitness
A high energy follow along dance class set to chart topping hip hop/pop songs. Students will sweat out their stress while they sculpt and strengthen their bodies. 55 minutes of nonstop fun. No experience necessary for this high impact class.

Instructor: Megan Timm is a certified fitness instructor who focuses on upbeat cardio exercise.
10 Fridays, 10:15 – 11:15am
February 21 – May 8
(no class Apr 10, 17)
Conejo Valley Adult School MPR
Cost: $95
#8327.103

New Zumba Gold
Zumba® Gold is the low impact dancing program targeting those who are beginning dancers or those with “two left feet”. You will learn to dance the merengue, salsa, cha cha cha, cumbia and contemporary dance. It is so much fun you forget that you are actually exercising. This 45-minute class is perfect for all ages.

Instructor: LoAn Rabinowitz (for bio, see previous listing).
10 Fridays, 11:30am – 12:15pm
February 21 – May 8
(no class Apr 10, 17)
Conejo Valley Adult School MPR
Cost: $75
#8320.101

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 since 1991 at CLU. Certified in 1991 at the Alexander Foundation in Philadelphia, she is a teaching member of Alexander Technique International.
3 Fridays, 12:30 – 2:30pm
March 20 - April 3
Conejo Valley Adult School, Room A
Cost: $65 + $5 material fee to instructor
#8831.103

Start with Sign Language
Sign language can be rewarding and fun! Learn the basics of American Sign Language, fingerspelling, and build your vocabulary.

Instructor: Betsy Ceurvorst is a graduate of the Pierce Sign Language Program and has experience working with the Deaf community.
8 Wednesdays, 2:15 – 3:45pm
March 4 – April 29
(no class Apr 15)
Conejo Valley Adult School, Room C
Cost: $85  Seniors: $70
#8601.202

American Sign Language
Discover how to communicate using American Sign Language. Learn fingerspelling, 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 Thursdays, 7:30 – 9:00pm
February 27 – May 7
(no class Apr 16)
Conejo Valley Adult School, Room B
Cost: $100 + $15 material fee to instructor
#8600.302

New Greek for Travelers
“it’s all Greek to me!” will be a good thing as you learn key words and essential phrases commonly used by travelers visiting Greek speaking countries and regions. Practice pronunciation and gain confidence with basic communications. Join us as we embark on this enriching journey. Opa!

Instructor: Angie Stamos is a bilingual Greek-American who has formally studied Greek and has experience teaching others this special language.
8 Thursdays, 7:30 – 9:00pm
February 20 – April 9
Conejo Valley Adult School, Room C
Cost: $85
#8668.301

Japanese for Travelers
This class is perfect for people who are planning on visiting Japan. Each session focuses on a specific situation such as ordering at a restaurant or asking directions. In just 10 weeks, one will feel confident to interact in Japanese!

Instructor: Michelle Malizaki is a native of Japan and has been teaching Japanese for over 10 years. She is a Second City graduate and makes learning Japanese fun!
10 Tuesdays, 7:30 – 9:00pm
February 18 – April 28
(no class Apr 14)
Conejo Valley Adult School, Room C
Cost: $100 + $10 material fee to instructor
#8650.302

Conversational Japanese
This class is designed for people who have already learned basic Japanese phrases and want to practice their speaking skills. Topic in each class can vary by student's interests. Some reading and writing covered upon request.

Instructor: Michelle Malizaki (for bio, see previous listing).
10 Tuesdays, 5:45 – 7:15pm
February 18 – April 28
(no class Apr 14)
Conejo Valley Adult School, Room C
Cost: $100 + $10 material fee to instructor
#8611.302

Chinese
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 and the Adult School for many years.
10 Wednesdays, February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room 5
Cost: $100 + $10 material fee to instructor
#8616.301

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
### Language

#### German

**Learn the basics of German in a fun and interactive environment while getting introduced to German and Swiss culture. Essential grammar, key phrases, listening and reading skills, comprehension and simple conversation will be practiced.**

**Instructor:** Andrea Rondestvedt is a German tutor in Thousand Oaks who taught school in her native Switzerland.

- **German Beginning 1**
  - 10 Mondays, February 24 – May 4
  - Conejo Valley Adult School, Room B
  - Cost: $100 + $25 material fee to instructor

- **German Beginning 2**
  - 10 Mondays, February 24 – May 4
  - Conejo Valley Adult School, Room B
  - Cost: $100 + $25 material fee to instructor

#### 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 Languages, has extensive experience teaching Italian.

- **Italian Beginning 1**
  - 10 Mondays, February 24 – May 4
  - Conejo Valley Adult School, Room B
  - Cost: $100 + $25 material fee to instructor

- **Italian Beginning 2**
  - 10 Mondays, February 24 – May 4
  - Conejo Valley Adult School, Room B
  - Cost: $100 + $25 material fee to instructor

#### 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.

**Instructor:** Valentin Castillo, a native of Costa Rica with a Master’s in Spanish Literature, has taught Spanish since 2001.

- **Spanish Beginning 1**
  - 10 Mondays, February 24 – May 4
  - Conejo Valley Adult School, Room B
  - Cost: $100 + $25 material fee to instructor

**Beyond Italian 3**

A continuation of our engaging Italian series, this class will help students perfect their speaking, listening, reading and writing skill in la bella lingua. A new program will be offered with each new session to help students build on different aspects of Italian language and culture. Class is appropriate for those with 1-2 years of previous experience.

**Instructor:** Elisa Degli Angeli-Henke (for bio, see previous listing).

- **Beyond Italian 3**
  - 10 Mondays, February 24 – May 4
  - Conejo Valley Adult School, Room C
  - Cost: $100 + $25 material fee to instructor

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**Spanish Conversation**

Parliamone insieme! A fun, engaging course designed for intermediate and advanced Italian students who wish to improve their speaking skills while learning new vocabulary. With a new topic presented every week, students will be encouraged to talk about different aspects of Italian culture, current events, traveling and everyday life. Classes will be held entirely in Italian.

**Instructor:** Elisa Degli Angeli-Henke (for bio, see previous listing).

- **Spanish Conversation**
  - 10 Tuesdays, February 24 – May 4
  - Conejo Valley Adult School, Room C
  - Cost: $100 + $25 material fee to instructor

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**Cost:** $100 + $25 material fee to instructor

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Spanish Beginning 2
This class is suitable for those who have completed Spanish Level 1 (15 hours of instruction) or have previous study of the language.

Instructor: Judy Gold is a very motivating teacher with much experience. She acquired Spanish living in Mexico and Central America.
10 Tuesdays, 2:15 – 3:45pm
February 25 – May 5
(no class Apr 14)
Conejo Valley Adult School, Room C
Cost: $100 + $25 book fee (Spanish is Fun 1) available in office
#8641.205
OR
Instructor: Kyra Sovero (for bio, see previous listing).
10 Tuesdays, 7:30 – 9:00pm
February 25 – May 5
(no class Apr 14)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee (Spanish is Fun 1) available in office
#8641.306

Spanish Beginning 3
This class is suitable for those who have completed Spanish Level 2 (30 hours of instruction) or have previous study of the language. The class will build on reading, speaking and listening skills.

Instructor: Judy Gold (for bio, see previous listing).
10 Tuesdays, 4:00 – 5:30pm
February 25 – May 5
Conejo Valley Adult School, Room C
Cost: $100 + $25 book fee (Spanish is Fun 1) available in office
#8640.105
OR
10 Wednesdays, 12:30 – 2:00pm
February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room C
Cost: $100 + $25 book fee (Spanish is Fun 1) available in office
#8640.206
OR
Instructor: Kyra Sovero grew up in Argentina and has traveled extensively. She has a Master's degree in Spanish from UCLA.
10 Tuesdays, 5:45 – 7:15pm
February 25 – May 5
(no class Apr 14)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee (Spanish is Fun 1) available in office
#8640.307

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 7
(no class Apr 16)
Conejo Valley Adult School, Room C
Cost: $100 + $25 book fee (Spanish is Fun 2) available in office
#8643.203

Spanish Level 5
This class is for students with 2 plus years of Spanish and will highlight verb tenses and vocabulary.

Instructor: Judy Gold (for bio, see previous listing).
10 Thursdays, 2:15 – 3:45pm
February 27 – May 7
(no class Apr 16)
Conejo Valley Adult School, Room C
Cost: $100 + $25 book fee (Spanish is Fun 2) available in office
#8644.203

Spanish Level 6
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 Tuesdays, 12:30 – 2:00pm
February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee (Spanish is Fun 2) available in office
#8642.306

Spanish Level 7
This class is for students who have studied these tenses: Present, Preterit, Imperfect, Future, Conditional and Present Perfect.

Instructor: Judy Gold (for bio, see previous listing).
10 Mondays, 10:45am – 12:15pm
February 24 – May 4
(no class Apr 13)
Conejo Valley Adult School, Room C
Cost: $100
#8651.103

Beyond Spanish Level 8
This class is for students who have progressed beyond Spanish Level 8.

Instructor: Judy Gold (for bio, see previous listing).
10 Mondays, 12:30 – 2:00pm
February 24 – May 4
(no class Apr 13)
Conejo Valley Adult School, Room C
Cost: $100
#8652.204

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 and advanced students welcome!

Instructor: Valentin Castillo (for bio, see previous listing).
10 Saturdays, 9:00 – 10:30am
February 22 – May 9
(no class Apr 11, 18)
Conejo Valley Adult School, Room C
Cost: $100 + $10 material fee to instructor
#8646.105

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Language

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, a native of Canada with degrees in French and Linguistics, is a fluent French speaker with extensive experience teaching foreign languages here and abroad.

10 Wednesdays, 12:30 – 2:00pm
February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room B
Cost: $100 + $25 material fee to instructor #8620.203

French Beginning 1
Bonjour! This course is for anyone who has not taken French before or would like to learn the basics. It’s fun and relaxed...perfect for travel, work or personal enrichment.

Instructor: Soraya Thenoz is a native French speaker who teaches the language locally to students of all ages.

10 Wednesdays, 10:45am – 12:15pm
February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee* #8622.305

French Beginning 2
This class is suitable for students who have had a minimum of 15 hours previous exposure to French language study. It is designed to build on basic skills related to speaking, listening, reading and writing and to increase proficiency in grammar and vocabulary.

Instructor: Soraya Thenoz (for bio, see previous listing).

10 Mondays, 7:30 – 9:00pm
February 24 – May 4
(no class Apr 13)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee* #8622.305

French Beginning 3
This class is for those with a minimum of 30 hours of study or extensive travel to a French speaking country. The class will build on skills needed for conversation and written language.

Instructor: Liane Laville Morse (for bio, see previous listing).

10 Mondays, 7:30 – 9:00pm
February 24 – May 4
(no class Apr 13)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee* #8622.106

Intermediate French
This class continues to advance the material covered in previous sessions. Students in this level have generally had several years of study.

Instructor: Liane Laville Morse (for bio, see previous listing).

10 Mondays, 7:30 – 9:00pm
February 24 – May 4
(no class Apr 13)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee* #8622.106

Beyond French 4
Do you want to become more fluent in French? This class is for students who have studied French, and want to improve their speaking, listening, reading and writing skills. Students will have the opportunity to practice their French and to learn new tools to communicate more easily and effectively. Each session offers new material to help students deepen their understanding of the French language and culture, and to communicate more fluently.

Instructor: Liane Laville Morse (for bio, see previous listing).

10 Thursdays 4:00 – 5:30pm
February 27 – May 7
(no class Apr 16)
Conejo Valley Adult School, Room B
Cost: $100 + $20 material fee to instructor #8624.203

French Conversation
Come and learn more about French culture and the differences when traveling to France. This course is designed for French students who have studied the beginning levels and want to feel more comfortable conversing in the language. The class will explore how to have every day conversations.

Instructor: Soraya Thenoz (for bio, see previous listing).

10 Thursdays, 10:45am – 12:15pm
February 26 – May 6
(no class Apr 15)
Conejo Valley Adult School, Room B
Cost: $100 + $25 book fee* #8623.105

French Conversation
This is the ideal opportunity for intermediate and advanced students to practice speaking French in a comfortable, relaxed setting. With a new topic introduced each week, you will develop new vocabulary and improve fluency. This conversation course is for people with a good command of basic verbs in present, past and future tenses who would like to participate in discussions held entirely in French.

Instructor: Soraya Thenoz (for bio, see previous listing).

10 Mondays, 4:00 – 5:30pm
February 24 – May 4
(no class Apr 13)
Conejo Valley Adult School, Room A
Cost: $100 + $10 material fee to instructor #8625.203

*Text book Alter Ego 1 is available in main office.

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
**Gardening with Native Plants**
Landscape your garden with California native plants — reduce watering, maintenance, and bring the wild things to your garden. Learn how to select from our California natives, plants that are easy to grow and are long flowering, as well as those that will flower in the "off season" so there will always be colorful flowers in your garden. Feed hummingbirds, butterflies, and make excellent cut flowers for your house. We'll cover the "how too" as in how to select, layout and plant, and maintain.

**Instructor:** Bob Sussman is the owner of Matilija Nursery specializing in native plants for over 25 years. Learn more at www.matiljanursery.com
**Cost:** $35 + $10 material fee to instructor
**Conejo Valley Adult School, Room C**
**February 6 - 20**
**3 Thursdays, 7:30 – 9:00pm**

**Room Design for Art Lovers**
If you aren’t sure how to hang or place art in your home, then this is the class for you! Come discover how to showcase what you already own, and learn how to have fun creatively adding other pieces to your collection. Great art can be found anywhere for any budget (e.g., galleries, flea markets, discount retail stores, to name a few). In this class you will also learn how to hang and care for your art properly, and how to practice the art of being your own curator.

**Instructor:** Susan Pritchard has been designing for Ventura County clients since 1996. She was voted a Ventura County Favorite in 2015 and has been featured on episodes of "Famous Homes and Hideaways".
**Cost:** $45
**Conejo Valley Adult School, Room A**
**Wednesday, February 24, 12:30 – 3:30pm**

**Bath Design Workshop**
This one-day workshop will give you the basics to tackle your bathroom makeover or re-design. Learn about new products, design layout, the latest colors and how to hire the best contractor. We will discuss how to stage your kitchen for resale as well.

**Instructor:** Eileen Gould is owner of Eileen Gould Design & Construction Inc. A credentialed teacher and licensed General Contractor, Eileen practices both commercial and residential design, and retrofits homes and offices for clients who are aging, handicapped or disabled.
**Cost:** $45
**Conejo Valley Adult School, Room 5**
**Wednesday, March 2, 9:00am – 12:00pm**

For more information or to register, please contact the Conejo Valley Adult School at 805-987-5454 or visit www.cva.edu.
New Young and Healthy Skin...
Without Expensive products or Facials! Learn how to obtain young, glowing skin using natural products you may have around your home. These beauty secrets have been practiced by ancient Eastern cultures and include how to get incredible results making your own toner and moisturizer, how brunettes/redheads can use natural botanicals to color their hair, also how to whiten your teeth without toxic fluoride toothpaste or hydrogen peroxide.

Instructor: LoAn Rabinowitz is a fitness instructor who has finally learned that beauty does not have to cost an arm and a leg or involve appointments with beauty professionals.
Friday, February 28, 9:30 – 11:00am
Conejo Valley Adult School, Room 5
Cost: $35 + $5 material fee to instructor #8290.101

New Intro to Music Meditation
Sounds and music are our first form of communication with the world. It can relax us and stimulate us. It can also bring us to different levels of creativity and memories, and even raise or lower our metabolism. Join in this engaging workshop where you’ll learn to listen deeply and receive insight from the music you hear.

Instructor: Elide Beltran, PhD is an author, lecturer and scientist researching responses to music. As a psychologist in New York City, she practiced many modalities of healing including music therapy.
3 Tuesdays, 10:00 – 11:30am
February 11 - 25
Conejo Valley Adult School, Room A
Cost: $55
#8388.101

Basics of Numerology
Learn how the four major elements of Life Path, Destiny, Soul Urge, and Birthdate can be examined and calculated through numerology. Understand how these elements interact and show up in personal relationships or career, and how to best leverage this knowledge in different areas of life.

Instructor: LeAnn Walters, PhD practices as a certified numerologist, advising clients in improving personal and professional relationships through the use of numerology.
3 Tuesdays, 7:30 – 9:00pm
February 4 – 18
Conejo Valley Adult School, Room B
Cost: $60 + $10 material fee to instructor #8868.302

Intro to Dream Work
Get acquainted with your dream self! The symbolic language of dreams and exploration of dream images can help you discover patterns, concerns and hidden beliefs in your waking life. Learn how to go to sleep and how to wake up with the intent of remembering a dream, even if it is just a snippet of that dream.

Instructor: Marin Miura has been practicing in dream circles for over 20 years and trained at the Institute of Dreams and Tarotpy.
3 Tuesdays, 10:00 – 11:30am
March 3 - 17
Conejo Valley Adult School, Room A
Cost: $45 + $2 material fee to instructor #8865.102

Secrets for Speakers: Public Speaking Lessons from Stand-up Comedy
This is not your average public speaking class. By studying techniques of stand-up comedians, we will learn to be more confident on stage and connect with audiences of any size. Comedians do more than make people laugh; they are among the best storytellers and orators in the world. Learn some of their tricks to deliver captivating speeches, pitches, or presentations on any topic.

Instructor: Catherine Wolff, M.A., has been performing comedy for over 15 years. Along with speaking and writing on the topic of how to improve public speaking through comedy, Catherine also currently studies and performs improvisational comedy at the world-famous Groundlings Theatre and School. For more information, please visit www.standupsecretsforspeakers.com
2 Saturdays, 9:00am – 12:00pm
March 14 – 21
Conejo Valley Adult School, Room C
Cost: $75
#8846.102

Finding Your Inner Peace Through Mindfulness and Philosophy
Learn how the enlightening wisdom of ancient Eastern philosophy can be applied today as we seek to explain the apparent injustice, suffering and inequality in our world. Gain an understanding of cause and effect, impermanence, and why we suffer and stress. We will explore how to negate our suffering through wisdom, ethical behavior, and mindful mental skill. Basic mindful meditation will be taught. The goal is to foster inner peace, equanimity, and kindness in ourselves.

Instructor: Lindsay Leimbach has 25 years of teaching and speaking experience. She currently teaches and lectures on Mindfulness and is a Mindful Living Coach working with all ages.
4 Wednesdays, 5:45 – 7:15pm
February 5 – 26
Conejo Valley Adult School, Room C
Cost: $65 + $10 material fee to instructor #8837.302

Hand Analysis – Your Imprint to Peaceful Relationships
Based upon scientific research, your hand patterns reveal your innate nature and how to create a life you love. In this class you’ll learn about the four Heart Lines, which ones are on your hands, what they mean, how they influence you emotionally, and affect all your relationships. This is not palm reading or fortune telling.

Instructor: Linda Salazar is a certified Hand Analyst, Relationship Coach, speaker and author. As Founder of Your Peace is in Your Hands, Linda has been featured in the L.A. Times, Parent magazine and Women’s Faith and Spirit magazine.
Tuesday, February 11, 6:30 – 8:30pm
Conejo Valley Adult School, Room C
Cost: $35
#8836.302

New NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
Show, Don’t Tell.  Whether you write fiction or nonfiction, take your craft to the next level by learning how to incorporate the technique commonly known as “show, don’t tell” into your writing. Please bring paper and pen or a fully-charged laptop to practice several, practical writing devices that you will be able to integrate into your own projects.

Instructor: Dr. Karen Gorback is an award winning author. Her memoir titled “The Jackpot” appears in Chicken Soup for the Soul - My Amazing Mom, and her novel, Freshman Mom, was a finalist in the Readers’ Favorite Book Awards. Her latest book, Nathan and Nana Cassandra Take the Lead, will make children giggle while introducing the concept of leadership. Contact Karen through her website at www.karengorback.com.

Tuesday, February 4, 9:30 – 11:30am  Conejo Valley Adult School, Room B  Cost: $35  #8939.101

Screenwriting Secrets Revealed!

Ever wondered how to get that idea out of your head onto the page? How TV writers manage to produce good stories so quickly? Learn the secrets of foundational structure, character dynamics, and obligatory scenes. Whether you are a rank beginner or a seasoned writer, this course will help you understand visual storytelling in a whole new way and take your writing to a professional level. Text books for the class - Atomic Story Method Books 1 and 2 are available through Amazon.com.

Instructor: P.E. YoungLibby is an award-winning author, developmental editor and produced screenwriter. In addition to several fiction series, YoungLibby authored the revolutionary new Atomic Story Method, available in both e-book and print formats through Amazon.com.

9 Wednesdays, 4:00 – 5:30pm  March 4 – May 13  (no class March 18, April 15)  Conejo Valley Adult School, Room C  Cost: $100 + $20 book fee  #8918.202

Creative Writing Workshop

This class offers exercises in creative expression, improvisation, visualization, and spontaneous writing based on your personal experiences, or not. 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.

Instructor: Kathleen Galloway Rogan is a writer, stand-up comedienne, and creator of one-person shows.

10 Wednesdays, 7:30 – 9:00pm  February 26 – May 6  (no class Apr 15)  Conejo Valley Adult School, Room B  Cost: $110 + $15 material fee to instructor  #8930.303

E-Book Publishing – Beginner’s Guide

The publishing industry is changing rapidly. E-books and print on demand publishing are on the forefront of this transformation. Learn the basic skills and knowledge needed to publish an e-book on Amazon, including obtaining ISBNs, copywriting your work, formatting for upload, designing book covers, and marketing strategies. Bring your laptop to class for hands-on help with navigating the ever-changing Amazon landscape and get in on this publishing revolution!

Instructor: P.E. YoungLibby is an award-winning novelist and screenwriter with several books published through Amazon both in ebook and paperback formats. Credits include the thriller Playing Faith and the revolutionary Atomic Story Method for fiction writing, both available through Amazon.com.

5 Tuesdays, 1:00 – 2:30pm  March 24 – April 28  (no class April 14)  Conejo Valley Adult School, Room B  Cost: $65 + $20 material fee to instructor  #8950.202

Writing Dazzling Dialogue

Readers love dialogue – one of the most intimate components of storytelling. In this hands-on workshop, you will learn and practice the basic elements of writing an engaging dialogue that will keep readers glued to your pages. Please bring paper and pens or a laptop with a fully-charged battery, and get ready to have some fun!

Instructor: Dr. Karen Gorback (for bio, see previous listing).

Tuesday, February 11, 9:30 – 11:30am  Conejo Valley Adult School, Room B  Cost: $35  #8940.101

Fundamentals of Fiction: Forty Lines

Have you thought to yourself: “That would make a great story!” but struggled with the daunting task of writing it down? Learn how forty simple lines can get the fire that’s in your head into your fiction. These secrets of structure are the keys to creating powerful, enduring and award-winning stories. Avoid the most common pitfalls writers make, banish writer’s block and make your fiction shine. Text books for the class - Atomic Story Method Books 1 and 2 are available through Amazon.com.

Instructor: P.E. YoungLibby (for bio, see previous listing).

9 Wednesdays, 5:45 – 7:15pm  March 4 – May 13  (no class March 18, Apr 15)  Conejo Valley Adult School, Room C  Cost: $100 + $20 book fee  #8972.302

Become a Community Enrichment Instructor

Do you have a hobby, talent or knowledge of a foreign language that you would love to share with others? Come to this informative seminar and learn how classes are developed. No teaching credential is required although experience is a plus. Ideas will be discussed and course proposal forms provided.

Instructor: Anne Bartholomew is Coordinator of the Community Enrichment Program.

Saturday, March 14, 9:30 – 11:00am  Conejo Valley Adult School, Room B  Cost: FREE (Pre-registration required)  #8068.102

NO REFUNDS Unless Class Cancelled by Conejo Valley Adult School
**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, 3:00 – 5:00pm
February 25 – May 5
(no class Apr 14)
Conejo Valley Adult School, Room 5
$75 for Seniors / $110 for Non-Seniors
Plus $12 material fee to instructor
#9340.205
OR
10 Tuesdays, 6:30 – 8:30pm
February 25 – May 5
(no class Apr 14)
Conejo Valley Adult School, Room 5
$75 for Seniors / $110 for Non-Seniors
Plus $12 material fee to instructor
#9340.306

**Painting Workshop**
Develop and improve your painting skills with oil, acrylic or watercolor. Individual attention is provided for students at all levels. Please bring your own materials; new students invited to contact kathleen.grs@gmail.com or lindal@conejoadulted.org in advance of class for a supply list.

Instructor: Kathy Rogers, MA, is a long-time art educator. She is active with the California Art Education Association and has served as its president and board member for 12 years.
10 Mondays, 9:00am – 12:00pm
February 25 – May 4
(no class Apr 13)
Goebel Center, Lupine Room
$85 for Seniors / $125 for Non-Seniors
Plus $12 material fee to instructor
#9310.105
OR
10 Mondays, 12:30 – 3:30pm
February 24 – May 4
(no class Apr 13)
Goebel Center, Lupine Room
$85 for Seniors / $125 for Non-Seniors
#9310.206

**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 exposure to Spanish through travel.

Instructor: Valentin Castillo, a native of Costa Rica with a Master’s in Spanish literature, has taught Spanish for 16 years.
10 Mondays, 11:30am - 1:30pm
February 24 – May 4
(no class April 13)
Goebel Center, Wild Lilac Room
$70 for Seniors / $85 for Non-Seniors
#9100.103

**Tone and Balance**
Improve your strength, balance, and mobility. Some exercises are done sitting and some standing. Wear tennis shoes and bring a set of hand-held weights, a yoga block, a mini band, and a thera-band. Mini and thera-bands can be purchased from the instructor.

Instructor: Jenny Klossner is a certified yoga instructor and is also certified through the Arthritis Foundation.
10 weeks, Mon/Wed, 8:45 – 9:45am
February 24 – May 11
(no class April 13, 15, May 4)
Conejo Valley Adult School MPR
$70 for Seniors / $100 for Non-Seniors
#9010.103

**Gentle Yoga**
Become stronger, more flexible, and improve your balance and sense of well-being. Bring a mat, a Mexican blanket or thick towel, 2 yoga blocks, and a yoga strap. Students must be able to go up and down independently.

Instructor: Jenny Klossner (for bio, see previous listing).
10 weeks, Mon/Wed, 10:00 – 11:00am
February 24 – May 11
(no class April 13, 15, May 4)
Conejo Valley Adult School MPR
$70 for Seniors / $100 for Non-Seniors
#9000.109

**Crochet**
Learn how to crochet using the basic stitches or refresh your skills in this fun and relaxed class. Make projects that reinforce the basic stitches, while learning to read and follow patterns with confidence. Bring one skein of #4 worsted weight/4-ply yarn and an I-hook to the first class, or bring your work-in-progress.

Instructor: Marcia Bucaro learned the craft from her Grandmothers and loves passing on the art of crocheting.
8 Wednesdays, 9:30 – 11:30am
February 19 – April 8
Conejo Valley Adult School, Room C
$90 for Seniors / $105 for Non-Seniors
Plus $5 material fee to instructor
#8175.102

**Dance Fitness**
This fun low impact class is choreographed to music of all genres and improves strength, balance, flexibility, and aids in weight control.

Instructor: Del Herrera is a Senior Fitness Specialist who holds numerous fitness certifications.
10 weeks, Tue/Thu, 10:45 – 11:45am
February 24 – May 11
(no class April 13, 15, May 4)
Conejo Valley Adult School MPR
$70 for Seniors / $100 for Non-Seniors
#9000.210

**Note:** Each class/session uses same code # for Seniors (62+) and Non-Seniors
ESL CLASSES

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

**Morning Classes:**
- 9:00am-12:15pm

**Evening Classes:**
- 5:45-8:45pm

**Intermediate High**
- Listening and Speaking.
- Advanced High
- Conversation

**Intermediate Low**
- Beginning High
- Pronunciation
- Functional Writing
- Advanced

**Beginning High**
- Basic Computer Skills:
  - Tuesdays, 9:00am-12:15pm
  - Wednesdays, 9:00am-12:15pm

**Beginning Literacy**
- HSE Reading:
  - Mondays, 9:00am-12:15pm or 6:00-9:00pm
- HSE Writing:
  - Tuesdays, 9:00am-12:15pm or 6:00-9:00pm

**Beginning Low**
- HSE Science:
  - Thursdays, 9:00am-12:15pm

**Adult Basic Education**

**English as a Second Language**

Class Dates: January 13-May 22, 2020
Registration must be in person.

**Registration**

There is no online registration for ESL classes

**Registation dates:**
- January 6-9, 2020, Rm 6

**Times:**
- 9:00-11:00am and 5:00-7:00pm

Classes will be held January 13-May 22, 2020
No registration will be accepted after February 6, 2020

**Inscripción**

No hay inscripción electrónica para clases de ESL.

**Inscripciones:**
- 6-9 de enero, 2020, en salon seis

**Horario:**
- 9:00-11:00am y de 5:00-7:00pm en salon seis

Las clases serán del 13 enero-22 Mayo, 2020
No habrá inscripciones después del 6 de febrero, 2020

**ESL CLASS**

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

**Morning Classes:**
- 9:00am-12:15pm

**Evening Classes:**
- 5:45-8:45pm

**Intermediate High**
- Listening and Speaking.
- Advanced High
- Conversation

**Intermediate Low**
- Beginning High
- Pronunciation
- Functional Writing
- Advanced

**Beginning High**
- Basic Computer Skills:
  - Tuesdays, 9:00am-12:15pm
  - Wednesdays, 9:00am-12:15pm

**Beginning Literacy**
- HSE Reading:
  - Mondays, 9:00am-12:15pm or 6:00-9:00pm
- HSE Writing:
  - Tuesdays, 9:00am-12:15pm or 6:00-9:00pm

**Beginning Low**
- HSE Science:
  - Thursdays, 9:00am-12:15pm

**Adult Basic Education**

**High School Equivalency (HSE) Prep Classes**

**HSE test. GED test.** By passing either test, you earn a High School Equivalency (HSE) Certificate. We offer Prep Classes for the HiSET high school equivalency test.

**Inscripción**

No hay inscripción electrónica para clases de HSE.

**Inscripciones:**
- 6-9 de enero, 2020, en salon seis

**Horario:**
- 9:00-11:00am y de 5:00-7:00pm en salon seis

Las clases serán del 13 enero-22 Mayo, 2020
No habrá inscripciones después del 6 de febrero, 2020

**ESL CLASSES**

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

**Morning Classes:**
- 9:00am-12:15pm

**Evening Classes:**
- 5:45-8:45pm

**Intermediate High**
- Listening and Speaking.
- Advanced High
- Conversation

**Intermediate Low**
- Beginning High
- Pronunciation
- Functional Writing
- Advanced

**Beginning High**
- Basic Computer Skills:
  - Tuesdays, 9:00am-12:15pm
  - Wednesdays, 9:00am-12:15pm

**Beginning Literacy**
- HSE Reading:
  - Mondays, 9:00am-12:15pm or 6:00-9:00pm
- HSE Writing:
  - Tuesdays, 9:00am-12:15pm or 6:00-9:00pm

**Beginning Low**
- HSE Science:
  - Thursdays, 9:00am-12:15pm

**High School Equivalency (HSE) Prep Classes**

These Prep Classes are offered:

**HSE Reading:**
- Mondays, 9:00am-12:15pm or 6:00-9:00pm

**HSE Writing:**
- Tuesdays, 9:00am-12:15pm or 6:00-9:00pm

**HSE Social Studies:**
- Thursdays, 9:00am-12:15pm

**HSE Science:**
- Tuesdays, 9:00am-12:15pm or Thursdays, 6:00-9:00pm

**Basic Math Skills:**
- Mon/Wed, 6:00-7:30pm

**HSE Math Prep:**
- Mon/Wed, 6:00-7:30pm

Concepts and procedures covered on the HSE test

*A placement test will be given to help determine the appropriate math level. For additional information, contact counselor Sam Kane: 818-203-0826 or SamK@ConejoAdultEd.org

**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
- 6:00-9:00pm

**LITERACY**

**Basic Tutor Workshop**

February 14, 2020, 12:00-2:00pm

The literacy center provides one-on-one tutoring for adults who need help in basic literacy skills. One program is designed to meet the needs of English-as-a-second-language (ESL) students in reading comprehension, writing, spelling or math skills. A second program is designed to help English speakers with language processing difficulties, who read and spell below expected level. Tutoring is offered by trained volunteers for two hours per week in the Literacy Center.

For information call (805) 497-2761 ext. 1105.

**CITIZENSHIP**

This course covers an overview of United States history and the structure of Federal, State, County and City government. It includes the responsibilities of citizens living under a democratic form of government. It also addresses the procedure for applying for naturalization and provides test taking practice in preparation for the INS approved Basic Skills Citizenship Examination. Intermediate English required.

**Friday, 9:00am-12:00pm**
Learning Center Academics

Adult High School Diploma
Our Learning Center offers independent-study-based courses for students needing credits toward an Adult 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 course, unless otherwise noted. Students take courses via the APEX online learning system, completing assignments at home and taking tests in our Learning Center. Each student meets with a credentialed teacher periodically in the Learning Center, by appointment.

Program Dates & Location
Dates: Ongoing
Days: Monday through Thursday
Time: See website: ConejoAdultSchool.org; click on High School & Beyond
Location: Adult School's Learning Center

Earn Your Diploma
More at: ConejoAdultSchool.org >High School & Beyond >Adult High School Diploma

A student age 18 years or older aspiring to earn an 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 40 credits of having met all requirements; see below. For an appointment, contact Sam Kane, counselor, at 818-203-0826.

Both of these requirements must be met:
• Earn 180 credits (at least three classes to be taken at the Adult School).
• Pass subject-specific courses in the above areas:

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</td>
<td>30</td>
</tr>
<tr>
<td>(including 10 credits Algebra)</td>
<td></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
> High School & Beyond > Course Descriptions

HiSET and GED test
An alternative to an Adult High School Diploma is earning a High School Equivalency (HSE) Certificate by passing the HiSET or GED test. We offer formal HiSET prep classes mornings and evenings. A student should make an appointment with counselor Mr. Kane at 818-203-0826 to discuss the program and options best tailored to his or her needs.

HiSET test
The HiSET, which is computer-based, is administered in our Test Center, located on our campus. Registration is a two-step process:
1) Create a test-taker account: Go to hiset.ets.org; click the “For Test Takers tab at the top; click the brown “Sign In/Sign Up button on the right; click the blue “Create an Account” button and follow the onscreen directions. Print the HiSET demographic information page, which shows your HiSET ID#. Or else, you can just write the ID# on a piece of paper. This ID# is assigned at the time you create your account.
2) Come in person to the Conejo Valley Adult School main office during normal business hours to register for the HiSET, bringing the following items: A government-issued identification; the printout of the demographic page with your HiSET ID#, or just the handwritten ID#. Test with us.

For HiSET test fees & other info, check our school website, www.ConejoAdultEd.org From the home page, click the HiSET Testing button, then click HiSET Official Test Center.

GED test
The GED is administered only on computer, in our Test Center, located on our campus. To register to take the GED: Go to www.GED.com and establish a free MyGED® account, and follow the onscreen directions. (We do not do GED registration at our school office.) As part of the registration process, you will be informed of dates/times that our Conejo Valley Adult School’s GED Test Center is open, and be given a choice of when to take your test. The website will state the cost to take the test, acceptable payment methods, identification requirements, and other information.

Alternatively, you may register to take the GED by calling 1-877-EXAM-GED (please do not call the school for registration).
Cooperative Learning Environments at Horizon Hills

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

Parent co-operative classes where experiences are structured so parents and children learn together

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Teacher(s)</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent &amp; Infant</td>
<td>Infants born November, 2018-March, 2019</td>
<td>Bonnie Vandenberg</td>
<td>M/T – 9am-12pm once per week</td>
</tr>
<tr>
<td>Parent &amp; Toddler</td>
<td>Toddlers born July, 2018-February, 2019</td>
<td>Bonnie Vandenberg</td>
<td>W/Th/F – 9am-12pm once per week</td>
</tr>
<tr>
<td>Parent &amp; Older Toddlers</td>
<td>Toddlers born January, 2018-August, 2018</td>
<td>Debbie Owens</td>
<td>M/T/W/Th/F – 9am-12pm once per week</td>
</tr>
<tr>
<td>Parent &amp; Two Year Olds</td>
<td></td>
<td>Kandy Ono</td>
<td>M/T/W/Th/F – 9am-12pm once per week</td>
</tr>
<tr>
<td>Parent &amp; Two Day Twos</td>
<td></td>
<td>Dana Harris</td>
<td>M/W or T/Th – 9am-12pm twice per week</td>
</tr>
<tr>
<td>Parent &amp; Multiage (3-5 year olds)</td>
<td></td>
<td>Carolyn Moody, Danielle Senffner, Cheri LaGrotta, Jen Anderson, Susan Morge, Kathy Stelmar</td>
<td>M/W/F or T/TH – 9am-12pm noon, Noon-3pm</td>
</tr>
</tbody>
</table>

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

Enrichment Classes
See website for details
Positive Discipline
Preventing Power Struggles
Community Garden Classes
Evening Parenting Classes
One-on One consultation
Parent Workshops & Discussions

Call Now!
Registration on-going until classes are filled
Visit our website for schedule and fees

Registration by phone or in person
Parents are encouraged to visit and observe classes

(805) 492-8837
www.ConejoAdultEd.org
Horizon Hills Campus
33 Greta Street
Thousand Oaks, CA 91360

PERINATAL PARENTING CLASSES
Baby & I Class (0-3 months)
Baby & I Class (3-6 months)
Childbirth Preparation Classes
Babycare & Breastfeeding Class for Expecting Families

BREASTFEEDING SUPPORT
Breastfeeding Café - weekly drop-in breastfeeding support provided by a Certified Lactation Counselor. In home lactation consultations.

FOR MORE INFORMATION ABOUT THE CLASSES & SERVICES
Please contact the Horizon Hills office at 805-492-8837.
Call / Text Rina Yardeny at 818-584-6414
Website: www.butterflycenter.org
Email: info@butterflycenter.org

2019-2020 School year is August 26, 2019–May 30, 2020
NOW ACCEPTING
SCHOOL CHOICE APPLICATIONS & INTERDISTRICT PERMIT FORMS
FOR THE 2020-2021 ACADEMIC YEAR
*Priority deadline for application submissions is January 31, 2020
WORLD CLASS ACADEMICS • SAFE SCHOOLS ENGAGING STUDENT ACTIVITIES
• National Blue Ribbon Schools, California Distinguished Schools and California Gold Ribbon Schools
• Innovative programs and choices, such as International Baccalaureate, GATE (Gifted and Talented Education) & magnet schools
• Lowest public school class sizes: 21 to 1 (Grades K-3)
• On-site child care at every campus from 7:00 a.m. to 6:00 p.m. (based on availability)
• Differentiated strategies designed to develop the whole child
• Access to state-of-the-art technology, upgraded science, mathematics & career preparation labs & modern, flexible learning spaces thanks to ongoing Measure I projects
SCHOOL TOURS AVAILABLE - LEARN MORE ABOUT CVUSD SCHOOLS:
www.EnrollCVUSD.com
We believe ALL students deserve an exceptional educational experience filled with opportunity and choices.

At Conejo Valley Unified School District, we have a right fit for every family and we believe each child has unique gifts to discover.

Our schools are positive, safe and inviting learning environments.

We believe in a partnership between the community, parents, students and faculty. Doing things “The Conejo Way,” ensures ideal academic outcomes for our students as we use teamwork, relationship building, trust and accountability to together lead the way into a bright future.

SCHOOL TOURS AVAILABLE - LEARN MORE ABOUT CVUSD SCHOOLS:

www.EnrollCVUSD.com
As part of our CAREER PATHWAYS PROGRAM, our secondary level schools proudly offer students unique academic offerings to follow their passions, and master strategic employability skills. This coursework guides students as they form essential career connections and can act as a gateway to employment. Through coursework in the below fields of study, students have the opportunity to follow their passions as they build valuable skill sets in:

- Arts, Media & Entertainment
- Information and Communications Technology
- Health Science and Public Services
- Business and Finance/Marketing, Sales & Service
  - Engineering & Architecture
  - Building & Construction
- Hospitality, Tourism and Recreation
- Energy, Environment and Utilities
- Manufacturing and Product Development

SCHOOL TOURS AVAILABLE - LEARN MORE ABOUT CVUSD SCHOOLS:
www.EnrollCVUSD.com
At Conejo Valley Unified School District, we believe innovation in learning is key. From the diverse academic and extra-curricular offerings available at our TK-12 campuses, to our Magnet Schools, and Specialty School Programs, we have a right fit for every family. Our Magnet Schools focus on unique areas of study and our Specialty School Programs, like SHINE Homeschool (grades K-5) and Century Academy (grades 6-12), offer premier academic learning experiences in both traditional, and non-traditional classroom settings.

Century Academy provides flexible, personalized learning experiences for students in grades 6–12

Blended Learning, the backbone of Century’s model, is a hybrid teaching methodology which combines traditional classroom methods and independent study, with the majority of course resources online. Individualized learning plans are developed for all Century students.

- NCAA & WASC accredited.
- College Prep, Honors & AP courses.
- Sports participation at CVUSD schools.
- Personalized college counseling.
- Student & parent college application support.
- Individual graduation plans.
- Individual & group social-emotional support

Century Academy is located at 33 Greta Street in Thousand Oaks, CA 91362
Learn more: conejousd.org/CenturyAcademy • (805) 496-0286

SHINE HOMESCHOOL offers a personalized and flexible approach to learning with grade appropriate curriculum in a home-based environment. It is a tuition-free program for students in grades K-5. Shine also offers $1,000 for students to pursue their extracurricular and academic enrichment passions.

www.shinehomestudy.com
(805) 241-4417 Ext. 227

www.enrollCVUSD.com
Conejo Valley Adult Education

CVAE is a Division of the Conejo Valley Unified School District

MISSION STATEMENT

Conejo Valley Adult Education is dedicated to providing adults with opportunities to improve and enrich their lives, including skills to transition successfully into the workforce, college or vocational programs, and to attain personal goals.

Spring 2020

Conejo Valley Adult School will be closed:

- Martin Luther King Jr. Day: January 20, 2020
- President’s weekend: February 14-17, 2020
- Spring Break: April 13-17, 2020
- Memorial Day: May 25, 2020

TO REGISTER

1. **Phone:** 805-497-2761
   - You may use your credit or debit VISA or MASTERCARD to register by phone.

2. **Online:** For Medical, Business & Technology, Community Enrichment and SAT prep classes. Go to [www.ConejoAdultEd.org](http://www.ConejoAdultEd.org). You may use your credit or debit VISA or MASTERCARD.

3. **In Person:** On campus at the main office. Use your credit or debit VISA or MASTERCARD, personal check or cash.
   - Main office hours: 8:00 am – 7:30 pm Mon-Thur
   - 8:00 am – 4:00 pm Fri

REGISTRATION FEES & COSTS

- All registration, book, and lab fees must be paid at time of enrollment.
- A registration payment is required for all classes.

REFUND POLICY

(unless otherwise noted in class description)

- NO REFUNDS will be made to a student who withdraws voluntarily from a class.
- 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.

Conejo Valley Adult School is a smoke-free campus.

**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 the 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 the residential area. Come to a four-way stop at Old Farm Road and turn right. The campus is straight ahead.

**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:

**CVUSD Compliance Officer**

(805) 497-9511 • www.conejousd.org

1400 E.Janss Rd., Thousand Oaks, CA 91362

**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 or ethnic group identification, race, 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. 1011.

**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. Contact Wendy Summerfield (805) 497-2761 ext. 1011.

**ADMINISTRATION**

Superintendent: Dr. Mark McLaughlin
Principal: Mike Sanders
Counselor/Administrative Coordinator: Sam Kane

**BOARD OF EDUCATION**

Dr. Betsy Connolly
Cindy Goldberg
Sandee Everett
Bill Gorback
Jenny Fitzgerald

**ACCREDITATION**

Conejo Valley Adult School is accredited by the Western Association of Schools and Colleges (WASC). WASC is the accrediting body for schools and colleges in the Western United States and territories.
SAT® College Entrance Exam
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 Reading, Language and Math. The workshop, conducted by District teachers, will include specific techniques and strategies for the these areas. The College Board’s book The Official SAT® Study Guide will be issued to students and used in the course. See our website for details:

Saturday, March 28, 2020 and Saturday, April 4, 2020*
each from 8:30 a.m. to 1:00 p.m. *Must attend both days
Location: Adult Ed Auditorium • Fee: $150  Course #: 2850.102

SAT® Intensive Writing Prep
Designed to prepare students for the optional SAT® Essay Writing test. An added benefit is that skills learned in the workshop are applicable to essay writing for college applications. See website for details.

Saturday, March 21, 2020
8:30 am to 1:00 pm
Location: Adult Ed, Room E
Fee: $85
Course #: 2810.102

SAT Prep Combo
Our SAT Prep Workshop + SAT Intensive Writing Prep. Discounted price when you sign up at the same time for both workshops.

Saturdays, March 21, 28 and April 4, 2020
8:30 am to 1:00 pm
Location: Adult Ed Auditorium
Regular fee: $235
Special Price: $200 • Savings of $35
Course #: S280.102

To register for the SAT® Prep, or SAT Intensive Writing, or Combo
If paying by Visa or MasterCard, you may register online: Go to www.ConejoAdultEd.org and click High School & Beyond, then click SAT® Prep Workshops; click the Registration link & follow the onscreen directions. Or, register by phone: 805-497-2761.

Critical Reading and Writing
A preparation for college reading and writing assignments.
Includes:
• Writing paragraphs and short essays
• Sentence structure and punctuation
• Academic reading & text comprehension
• Reviewing basic grammar,
• Critical thinking for college level papers
• Vocabulary development, Study 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. Reading materials are from college texts.

January 14 – May 22, 2020 • Tuesdays, Thursdays, Fridays, 9:30am-12:00pm

We administer the CBEST, CSET, RICA, TOEFL
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. We also administer the RICA, NES and other exams. For additional info on teacher certification exams,start with our website, ConejoAdultEd.org, and click the testing link, which will take you to the State credentialing website.

Conejo Valley Adult School offers offers prep classes and testing for the Test of English as a Foreign Language (TOEFL), a widely respected English-language test, recognized by more than 9,000 colleges and agencies in some 130 countries. We are an official TOEFL Test Center, giving the exam via the Internet. Details: www.ConejoAdultEd.org > Test with us > TOEFL Test.

For more information call (805) 497-2761 ext 1101
Registration (in person): Conejo Valley Adult School, Room 6
January 6-9, 2020, 9:00-11:00am and 5:00-7:00pm

Critical Reading and Writing
A preparation for college reading and writing assignments.
Includes:
• Writing paragraphs and short essays
• Sentence structure and punctuation
• Academic reading & text comprehension
• Reviewing basic grammar,
• Critical thinking for college level papers
• Vocabulary development, Study 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. Reading materials are from college texts.

January 14 – May 22, 2020 • Tuesdays, Thursdays, Fridays, 9:30am-12:00pm
Enrichment Classes
Pages 17-32

Business
Creative Arts
Creative Outlets
Fine Art
Fitness
Home & Garden
Languages
Personal Interest
Writing Classes
Classes for Seniors

Classes starting now!

Conejo Valley
Unified School District
1400 E. Janss Road
Thousand Oaks, CA 91362

Conejo Valley Adult Education, 1025 Old Farm Road, Thousand Oaks, CA 91360 • (805) 497-2761
www.ConejoAdultEd.org • Facebook.com/ConejoValleyAdultSchool