Vista Adult School is committed to protecting the health of our students, staff and community. To do this we follow the CDE and San Diego County Department of Health Safety & Health Guidelines. Due to the unpredictability of COVID-19, we have planned our winter session class schedule to be onsite; online and blended, yet reserve the right to make changes to class offerings in response to changes by health department officials as necessary.

Great Classes Offered This Winter!

- ESL / INGLÉS
  See page 7

- High School Diploma
  See page 7

- Business Education
  See pages 2-3

- Medical Occupations Program
  See page 4

Go to WWW.VISTAADULTSCHOOL.ORG on the internet for class information, registration, forms and more!
BUSINESS OCCUPATIONS CERTIFICATED PROGRAMS

Professional Business Pathways - Certification Requirements:

<table>
<thead>
<tr>
<th>Administrative Assistant</th>
<th>Bookkeeping / Accounting Technician</th>
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<tr>
<td>• Keyboarding or VAS verification of 35 wpm</td>
<td>• Keyboarding or VAS verification of 35 wpm</td>
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<td>• Microsoft Office Basics/Beginning</td>
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<td>• Microsoft Word Advanced</td>
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<td>• 3 Workshops for the Job Seeker</td>
<td>• Microsoft Excel Advanced</td>
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<td>MUST ALSO COMPLETE:</td>
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<td>• Fundamentals of Accounting 1</td>
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<td>• Fundamentals of Accounting 2</td>
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<td>• QuickBooks</td>
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*Contact the front office if you have questions about your previous business classes taken at VAS for these pathways.

BUSINESS EDUCATION COURSES

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

Keyboarding  Registration Fee: $30 (6 weeks class)
If you want to master the keyboard, but have not done so yet, this is the course for you. Keyboarding skills are a must have for personal use and career development, or just for fun. This course focuses on helping students gain data entry skills, accuracy, speed, and correct use of keyboarding techniques.
060937 M/W 6 - 9 pm 11/29-1/26 Schulthess Room 202

Microsoft Office Beginning  Registration Fee: $30 (Book required) (6 weeks class)
This course is a basic introduction to the applications of Word, Excel, and PowerPoint in a Microsoft environment. You will learn the basics of creating a Word document, an introduction to the power of Excel spreadsheets, and PowerPoint for creating presentations.
060939 M/W 6 - 9 pm 1/31-3/9 Schulthess Room 202

COMING SOON! Microsoft Word Intermediate
This is a comprehensive course providing real life, business, and office skills in Microsoft Word. Through the use of personal computers, students will use Word to create business letters, professional documents, and reports. In addition, they will learn navigating around Word, formatting, printing, creating tables and forms, and an introduction to applying fields.
Pre-requisite: Type 20 wpm and have a basic understanding of computers. Flash drive required for first day of class.

COMING SOON! Microsoft Word Advanced
In this fast paced, business oriented class we will expand your use of MS Word to advanced complex documents which include: Hyperlinks, columnar documents, create a mail merge efficiently and utilize for multiple operations, endnotes, templates, layout techniques, and working with pictures and illustrations. You will create specialized current documents proficiently and effectively which will prepare you for a professional position.
Pre-requisite: Computers 1, Word Intermediate or equivalent.

COMING SOON! Microsoft Excel Intermediate
This is a comprehensive course providing real life, business, and office skills in Microsoft Excel. Through the use of personal computers, students will use Excel to enter information, cut, copy and paste information, format worksheets, create spreadsheets, produce charts and graphs, work with formulas, explore relative, mixed and absolute references, produce financial reports, and print workbooks.
Pre-requisite: Flash drive required for first day of class.

COMING SOON! Microsoft Excel Advanced
This is a comprehensive course providing real life, business, and office skills in Microsoft Excel. Through the use of personal computers, students will use Excel to enter information, cut, copy and paste information, format worksheets, create spreadsheets, produce charts and graphs, work with formulas, explore relative, mixed and absolute references, produce financial reports, and print workbooks.

Professional Communications

This course teaches the knowledge and skills necessary to communicate effectively, think critically and work with others, resulting in an employee with greater interpersonal and customer service skills. Those who earn the certification are more qualified and prepared to enter any work environment, regardless of industry interest. Additionally, the certification allows employers to identify and connect with more skilled candidates, filling gaps in the labor market and jump-starting individuals’ careers.

COMING SOON! Professional Communications for Business & Beyond
This course teaches the knowledge and skills necessary to communicate effectively, think critically and work with others, resulting in an employee with greater interpersonal and customer service skills. Those who earn the certification are more qualified and prepared to enter any work environment, regardless of industry interest. Additionally, the certification allows employers to identify and connect with more skilled candidates, filling gaps in the labor market and jump-starting individuals’ careers.

COMING SOON! Professional Communications for Business & Beyond
This course teaches the knowledge and skills necessary to communicate effectively, think critically and work with others, resulting in an employee with greater interpersonal and customer service skills. Those who earn the certification are more qualified and prepared to enter any work environment, regardless of industry interest. Additionally, the certification allows employers to identify and connect with more skilled candidates, filling gaps in the labor market and jump-starting individuals’ careers.

PROFESSIONAL COMMUNICATIONS

Yuri C., Excell Intermediate Student
I would advise anybody that needs help with Excel to take the class.
She explained everything with a lot of details and was very patient and friendly.
The class was very helpful and easy to understand. The instructor was very helpful.
I would advise anybody that needs help with Excel to take the class.

Please note that we adhere to all of the safety guidelines put forth by County Health Department and CDC to maintain a safe and secure campus including increased cleaning protocols.
WORKSHOPS FOR THE JOB SEEKER

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

Career Planning
Registration Fee: No Cost
This workshop will assist you in figuring out how to get from where you are to the career of your dreams. In this workshop, you will learn how to develop a career plan based upon your interests, values, skills and labor market information. You will also learn how to create SMART goals and manage your time effectively in order to facilitate your plan. You will leave with helpful resources to continue on your journey.

042031 W 6 - 8 pm 1/12 DuBreton Room 106

Interview Essentials
Registration Fee: No Cost
This workshop will focus on the essentials of interviewing. We will discuss interview protocol and how to avoid common pitfalls. We will guide participants through the steps necessary in achieving a successful interview including preparation, dress, answering interview questions with confidence, and appropriate post interview follow up. Be sure to bring a copy of your most current resume, as we plan to leave time for mock interviews.

042032 T 6 - 8 pm 2/1 Figueroa Room 106

Ayuda Durante La Búsqueda de Empleo
Cuesta de Registro: Gratis
En este taller aprenderás técnicas para buscar empleo y también se hablará acerca de los sitios web en donde se buscan empleos. Los participantes de este taller aprenderán cómo preparar un historial de trabajo.

042033 Th 6 - 8 pm 2/24 Mendoza Room 106

VISTA ADULT SCHOOL OFFERS TYPING TESTS!

Typing Test Fee: $15
Please contact our office at (760) 758-7122. Call to inquire about the typing test schedule during orientations, holidays and breaks.

BOOKKEEPING CERTIFICATE PROGRAM

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

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

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

Fundamentals of Accounting 2
Registration Fee: $65 (Book required).
Accounting for Business – Emphasis in Accounts Payables, Accounts Receivables and Payroll for a Corporation, must be complete in Excel/Intermediate class.
This course will emphasize the manual double-entry bookkeeping cycles for A/P, A/R and Payroll as well as creating an End of Year Worksheet to determine adjustments and closing entries. We will utilize Excel to complete and create spreadsheets to do analysis of the business’s progress through the accounting cycle. This is a NEW concept and will incorporate Excel as the tool as it is used in an actual business environment. (Continues in the same book as Level 1).

040914 T/Th 6 - 9 pm 11/30-3/10 deRochemont Room 203

Computerized Accounting - QuickBooks
Virtual Class
Registration Fee: $75 (Book required).
Students will learn how to apply accounting practices and business transactions using accounting software (QuickBooks) through the use of a simulated business. Students will be trained in entering transactions, making corrections, creating and analyzing fiscal reports, creating and comparing financial statements, creating and managing files, payroll calculations, and end-of-year adjustments. Pre-requisite: Computer skills required. Excel required.

061000 M/W 6 - 9 pm 11/29-3/12 Lewis Virtual Class

PROPERTY MANAGEMENT

Property Management
Registration and Materials Fee: $50
Our Property Management course provides students with the knowledge and training to obtain an entry-level multi housing management position. In addition, this course is designed to upgrade the knowledge and skills of anyone who owns, manages, and markets their own income producing property.

Teacher’s Bio: I have been in the Apartment Management industry for more than 20 years. In 2000 I was awarded the Accredited Residential Manager Title, and in 2002 I received my Vocational Teacher Credentials, which I used to teach property management at Vista Adult School for more than 13 years. I have received a number of awards and certificates during my career, but these two are the ones that I consider my greatest accomplishments thus far.
049001 T/Th 6 - 9 pm 11/30-3/10 Villagrana Room 301

Lupes has great passion for property management and teaching us the correct way it should be done. She likes to give us simple techniques to use to "understand" the business of property management and organization of the multiple papers, notices etc., that can be involved. She also covers many aspects of Fair Housing and the great importance it plays in our expected property management. You get a lot of great information at VAS for a very small cost, and you can’t really put a price on knowledge.
Donna S., Property Management Student

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CompTIA Information Technology Technician

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

CompTIA Cyber Security (CSA+)

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

Interested in being trained in one of San Diego’s sought after technology skills for employment? Sign up today in one of our CompTIA classes!

Security+ Preparation Course

Registration & Materials Fee $3165 (Book required)

The CompTIA Security+ training provides the skills necessary to apply and implement technical knowledge of security concepts in today’s security environment. Students will gain an in-depth knowledge of systems security, access control, network infrastructure, assessments and audits, cryptography and organizational security across all vendor products. These skills have become increasingly important, as additional safeguards such as intrusion detection systems, physical access control and multi-factor authentication become standard methods of protection. Students are given real world scenarios to reinforce the material covered and will learn how to apply the concepts to their daily operations. This course helps prepare students for the CompTIA Security+ SY0-501 certification exam.

Registration Fee: $165 (Book Required.

Server+ Preparation Course

Blended Class

Registration Fee: $3165 (Book Required)

Does not include Certification Testing Fee.

The CompTIA Server+® (Exam SK0-004) course builds on your existing professional experience with personal computer hardware support to present the next tier of server-related career. It provides the primary knowledge and skills you will require to be successful. The CompTIA® Server+® (Exam SK0-004) course can also benefit you if you are preparing to take the CompTIA Server+ examination (Exam SK0-004).

Upon successful completion of this course, you will be able to perform the duties of a server administrator. In this course, you will:

- Manage server hardware.
- Plan and test disaster recovery.
- Install server hardware and operating systems.
- Troubleshoot server issues.
- Secure the server.
- Administer servers.
- Implement server storage solutions.
- Configure networking hardware and protocols.
- Perform basic server configuration tasks.
- Create a virtual server environment.
- Formulate and implement complex technology and business solutions to meet and exceed a diversity of needs.
- Supervisory and technical expertise with demonstrated ability

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

This is an amazing school to attend. The staff is extremely friendly and helpful. If you need help, they will offer to help you. Thanks to Vista Adult School, I became a Nationally Certified Pharmacy Technician back in 2010. I enjoy my work as a Pharmacy Technician; however, I decided to return to VAS to pursue the Billing and Coding Pathway. Now I am looking forward to working on that side of the Pharmacy world. Kimi Collins, Healthcare Essentials Student

This has been the easiest transition from stay-at-home mom/part-time employee to taking the first steps in a professional career. This school is so attentive to their students’ needs. It is affordable, easily accessible, and very clean among many other things. Please do not be discouraged. Your future starts here. The staff is waiting to help you like Kathy, as well as Mr. Navez, who has us much knowledge to share. He’s a great teacher. I’m glad I’m here for myself, my son, and my family. Thank you, VAS, for supporting my vision for my future. Manzel Canada, Healthcare Essentials Student

Vista Adult School has helped me expand my knowledge and skill sets regarding this specific position in the medical field. Ms. Kathy helped me find a way to afford my classes and Ms. Celina helped me apply for a scholarship. Our instructor, Karen Medina, is the kindest and most attentive teacher that I have had in a while. She really cares but is also very strict about our safety. The atmosphere of the class is always calm, even while we are performing phlebotomy draws and procedures. Thanks to Vista Adult School, I am excited to see what the future holds for me. Victoria, Phlebotomy Student

Advance your career as an IT Professional with CompTIA Certification! Vista Adult School is a CompTIA Approved Training Site.
Medical Assistant

- Healthcare Essentials
- Anatomy & Physiology or Medical Terminology
- Patient Service Representative/ Front Office
- MA Clinical - A
- Medical Billing (25 wpm)
HD/GED required by employers Internships Available

Medical Administrative

- Healthcare Essentials
- Anatomy & Physiology or Medical Terminology
- Patient Service Representative/ Front Office
- Paperless Medical Records (25 wpm)
HD/GED required by employers Internships Available

Medical Billing and Coding

- Healthcare Essentials
- Anatomy & Physiology or Medical Terminology
- Patient Service Representative/ Front Office
- Paperless Medical Records (25 wpm)
Medical Billing
HD/GED required by employers Internships Available

Pharmacy Technician

- *Pharmacy Technician I
- *Pharmacy Technician II
- High School reading level required
HD/GED Verification Required on the 1st Day of Pharmacy Class Internships Available

Phlebotomy Technician

- *Healthcare Essentials
- *Anatomy & Physiology or Medical Terminology
- *Phlebotomy Didactic
- *Phlebotomy Internship

Verification Required on the 1st Day of Phlebotomy Class: Immunizations & HSD/GED

Patient Service Representative

Blended Online Class

Registration Fee: $300 (Book required)
Students will learn how to become part of the care team and be challenged with real-world projects, simulations, specific knowledge and skills needed to work as a Patient Service Representative. This hybrid (or blended) course will incorporate face to face instruction in addition to an online independent format by meeting on campus one day a week. Students will acquire skills and knowledge in HIPAA, NDC, Medisoft 17, Microsoft Office 2007/2010, keyboarding, internet, email, file management, and medical terminology; learn how to electronically schedule patient appointments, prepare medical records, enter diagnostic and procedure codes, patient charges, payments, print statements and receipts, complete the patient referral process and medical forms. Students must have keyboarding and computer skills to enter this course.
Pre-requisite: Healthcare Essentials

Phlebotomy Technician

Registration Fee: $655 (Book required)
In this class students are introduced to the field of medical assisting and the history of medicine. Students learn medical terminology, pharmacology, medical law and ethics. This course discusses how to assist the physician with minor treatment or diagnostic testing, patient preparation, and use of various supplies and equipment such as electrocardiograph and audiometer. The proper handling of specimens, vital signs, and administering injections, and laboratory procedures will be discussed.
Registration Fee: $65 (Book required/Same book used in A&P Foundations).

Medical Assistant, Clinical - Part A

Registration Fee: $165 (Book required)
In this class students are introduced to the field of medical assisting and the history of medicine. Students learn medical terminology, pharmacology, medical law and ethics. This course discusses how to assist the physician with minor treatment or diagnostic testing, patient preparation, and use of various supplies and equipment such as electrocardiograph and audiometer. The proper handling of specimens, vital signs, and administering injections, and laboratory procedures will be discussed.
Registration Fee: $65 (Book required).

Medical Assistant, Clinical - Part B

Registration Fee: $165 (Book required)
In this class students are introduced to the field of medical assisting and the history of medicine. Students learn medical terminology, pharmacology, medical law and ethics. This course discusses how to assist the physician with minor treatment or diagnostic testing, patient preparation, and use of various supplies and equipment such as electrocardiograph and audiometer. The proper handling of specimens, vital signs, and administering injections, and laboratory procedures will be discussed.
Registration Fee: $65 (Book required/Same book used in A&P Foundations).

Medical Assistant, Clinical - Part C

Registration Fee: $165 (Book required)
In this class students are introduced to the field of medical assisting and the history of medicine. Students learn medical terminology, pharmacology, medical law and ethics. This course discusses how to assist the physician with minor treatment or diagnostic testing, patient preparation, and use of various supplies and equipment such as electrocardiograph and audiometer. The proper handling of specimens, vital signs, and administering injections, and laboratory procedures will be discussed.
Registration Fee: $65 (Book required/Same book used in A&P Foundations).

Paperless Medical Records Online Class

Registration Fee: $500 (Book required)
Learn the fundamentals of entering/managing Electronic Health Records (EHR) on the computer. As of 2014, all medical records went through a mandated conversion to EHR. This course will introduce both Patient Service Representatives and Clinical Medical Assistant students to the field of Electronic Health Records by learning the required steps to implementation and EHR frame work, content, visit management, problem list/medication list/calligraphy management, examination entry, vital sign graphs, chart notes, treatment plans, order entry, patient communication documentation, reports, registry, and continuing care of the patient. Students must have intermediate computer skills, be able to type a minimum of 25 wpm and have an email account. Students must attend orientation to register.

Pre-requisite: Patient Service Rep/Front Office.
040701 Online 11/29-3/1
Weirather Online

Anatomy & Physiology - Foundations

Registration Fee: $65 (Book required)
Anatomy and Physiology is a basic course that investigates the structure and function of the human body. Topics covered will include the basic organization of the body, biochemical composition, and major body systems along with the impact of diseases on certain systems. Students will engage in many topics and competencies related to truly understanding the structure and function of the human body. Working from the topics of basic anatomical terminology to the biochemical composition of the human body, all the way into great detail of each of the major systems of the body, students will learn through reading materials, study guides, unit worksheets, group work, and projects. After finishing this class, students should be comfortable with several human anatomical structures which will be preparation for the Intermediate Anatomy and Physiology coursework.
040398 Online 11/29-3/1
Weirather Online

Anatomy & Physiology - Systems

Registration Fee: $65 (Book required/Same book used in A&P Foundations)
Students who enroll in this entry-level anatomy and physiology course can expect a general overview of the human body systems and structures, including the cells, tissues, skeletal, muscular, integumentary, and nervous systems. After finishing this class, students should be comfortable with several human anatomical structures which will be preparation for the Intermediate Anatomy and Physiology coursework.
040398 Online 11/29-3/1
Weirather Online

Please note that we adhere to all of the safety guidelines put forth by County Health Department and CDC to maintain a safe and secure campus including increased cleaning protocols.

I have had a very positive experience as a student at Vista Adult School this past year. I have had Mr. Edward Nieves as an instructor for two classes, which were virtual, and my current class, which is on campus. Having the experience of returning to school in my 60's has given me hope and a positive view of the next chapter in my work career.

Kim K., Medical Student
Basic Auto Maintenance  Fee: $40
This course is for anyone who would like to learn how to check their vehicle for routine maintenance including tips on what to do and what to look for in buying and selling a vehicle. Students will learn how to identify common car problems and how not to overpay for car repairs. Students will explore what to look for under the hood of the car and familiarize themselves with their car and its (unique) specifications. In addition, we'll discuss monthly preventative maintenance checks that should be performed in accordance with their automobiles owner’s manual. How to sell your car and get the most value out of it will be addressed as well as how to get the most bang for your buck when buying a new or used car. Common myths regarding car repair and maintenance will be covered.
Instructor Duane is a semi-retired Teacher and Counselor who has 45 years of experience working on cars including rebuilding/restoring his classic 1969 Mustang Mach 1. He has completed several Automotive Technology courses. Duane has extensive experience trouble shooting and repairing a variety of different makes and models of both foreign and domestic cars. He has conducted Automotive Maintenance Seminars in the community. Also, Duane taught Work Experience Education at Poway High School for twelve years. The course included a unit on how to buy and sell a new or used car including strategies to get the best bang for your buck and how to avoid certain pitfalls in purchasing a car. Duane is looking forward to bringing his years of experience and wealth of knowledge to VAS's Community Ed programming.

Clear Your Clutter: Personality and Procrastination  Fee: $40
Are you overwhelmed with too much stuff? Would you like to create more space or time in your life, but don't know how or where to start? In this class, we will explore how to work with your personality to overcome procrastination, so you can clear your clutter.
Instructor Marguerite Smith is a residential organizer, and owner of Aim to Organize, LLC. She is a member of the National Association of Productivity and Organizing Professionals (NAPO), and has served on the Board of the San Diego Chapter. She holds NAPO Specialist Certificates in Brain-Based Conditions and Life Transitions. She loves teaching clients skills for getting and staying organized.

Culinary Program

Vista Adult School is looking forward to start our Culinary Arts program in November. We are planning to offer individual specialty classes later in our Winter Session so follow us on social media to stay updated on our culinary training classes:
Twitter @VistaAdultEd
Facebook /vistaadultschool

Clear Your Clutter: Personality and Procrastination  Fee: $40
Are you overwhelmed with too much stuff? Would you like to create more space or time in your life, but don't know how or where to start? In this class, we will explore how to work with your personality to overcome procrastination, so you can clear your clutter.
Instructor Marguerite Smith is a residential organizer, and owner of Aim to Organize, LLC. She is a member of the National Association of Productivity and Organizing Professionals (NAPO), and has served on the Board of the San Diego Chapter. She holds NAPO Specialist Certificates in Brain-Based Conditions and Life Transitions. She loves teaching clients skills for getting and staying organized.

Soul Line Dance - Beginners  Fee: $46 (8 weeks Session)
Wish you knew how to dance? Well here's your chance. Our Soul Line Dance class is great for beginners and experienced dancers too. Starting with the very first class you'll learn to rock soul line dances to popular R&B, Jazz, Latin and Gospel tunes. Let the SOUL in you come out and dance! Join Soul Line Dancing today! No experience or partner required.
Instructor Pam Jackson has been teaching Soul Line Dancing for more than 10 years and just loves sharing her passion for soul line dancing with others. She gets just as much of a thrill dancing in the aisles of the grocery store as she does dancing at weddings and social events. She's confident that you will enjoy this very addictive dance experience.
Session 1: 1/11-3/1
7771.42 T 9 am - 10:30 am  Jackson Room 506

Soul Line Dance - Intermediate  Fee: $46 (8 weeks Session)
Tired of the same old line dances and ready to learn something new? Then grab your dancing shoes and come learn SOUL line dances containing fun and intricate choreography. Prior experience or quick learning ability are highly recommended.
Instructor Pam Jackson has been teaching Soul Line Dancing for more than 10 years and just loves sharing her passion for soul line dancing with others. She gets just as much of a thrill dancing in the aisles of the grocery store as she does dancing at weddings and social events. She's confident that you will enjoy this very addictive dance experience.
Session 1: 1/14-3/11
7771.03 T 10:45 am - 12:15 pm  Jackson Room 506

Soul Line Dance - Intermediate  Fee: $46 (8 weeks Session)
Tired of the same old line dances and ready to learn something new? Then grab your dancing shoes and come learn SOUL line dances containing fun and intricate choreography. Prior experience or quick learning ability are highly recommended.
Instructor Pam Jackson has been teaching Soul Line Dancing for more than 10 years and just loves sharing her passion for soul line dancing with others. She gets just as much of a thrill dancing in the aisles of the grocery store as she does dancing at weddings and social events. She's confident that you will enjoy this very addictive dance experience.
Session 1: 1/14-3/11
7771.05 T 9:30 - 11 am  Jackson Room 506
ENGLISH AS A SECOND LANGUAGE

VISTA ADULT SCHOOL SUNSET CAMPUS 510 Sunset Drive, Vista, CA 92081

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

REGISTRATION PROCESS:
- Attend an orientation.
- Arrive early as seating is limited.

ESL ORIENTATIONS
Day Orientations: 9 am
November 16 & 17
January 25 & 26
March 15 & 16
Night Orientations: 6 pm
November 15 & 16
January 25 & 26
March 15 & 16

CLASSES OF CITIZENSHIP

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

- Attend one of the Day or Night Orientations.

REGISTRATION PROCESS: Attend an ESL orientation

MISSION STATEMENT

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

STUDENT LEARNING OUTCOMES (SLO’S):

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

MENTORING

Diana Ramos, Advanced ESL

My experience at Vista Adult School has been a good one. My ESL class has helped me improve my speaking skills, and become more confident at my job. I have been attending classes for three months and I love it!

Please note that we adhere to all of the safety guidelines put forth by County Health Department and CDC to maintain a safe and secure campus including increased cleaning protocols. Tenga en cuenta que cumplimos con todas las pautas de seguridad establecidas por el Departamento de Salud del Condado y CDC para mantener un plantel seguro y protegido incluido un aumento de los protocolos de limpieza.

CLOSE OF ENROLLMENT

End of term 2022, 5/14

END OF SCHOOL YEAR

End of term 2022, 5/14

Addenda

- Orientation
- Class Announcements
- Student Learning Outcomes
- Student Success
- Security Policies
- Emergency Procedures
- Health Policies
- Code of Conduct

Please note that we adhere to all of the safety guidelines put forth by County Health Department and CDC to maintain a safe and secure campus including increased cleaning protocols. Tenga en cuenta que cumplimos con todas las pautas de seguridad establecidas por el Departamento de Salud del Condado y CDC para mantener un plantel seguro y protegido incluido un aumento de los protocolos de limpieza.
HIGH SCHOOL PROGRAM:

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

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

Day Orientations: 9 am
Night Orientations: 6 pm
November 15 & 18
January 24 & 27
March 14 & 17
November 16 & 17
January 25 & 26
March 15 & 16

The high school program provides a flexible schedule, which allows students to attend classes on campus and work on completing their high school requirements.

Alberto Gonzalez, High School Diploma Student

HIGH SCHOOL EQUIVALENCY EXAM:

Vista Adult School is a testing center for two California approved High School Equivalency (HSE) Exams - the GED and the HiSET. A HSE exam is for adults who do not have a high school diploma. Those who pass the exam will receive a California High School Equivalency Certificate. Anyone 18 years of age or older, or 17 under certain circumstances, is eligible to take a HSE exam.

CA residency and acceptable ID is required to take the exam. Be sure the name you register for the exam matches the name on your ID. In addition to being a testing center, Vista Adult School can help to prepare you to pass these HSE exams. To enroll, attend a High School Program orientation.

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

HiSET
We are an ETS authorized testing center and offer the HiSET exam via computer or paper/pencil. The State of California has recently approved the HiSET exam, which is an alternative to the GED. To sign up you must first register through www.hiset.org; all registration, scheduling and payment is done through the HiSET website. The exam consists of five parts: Language Arts Reading, Language Arts Writing, Mathematics, Science and Social Studies. More information can be found at the www.hiset.org website.

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GO TO WWW.VISTAADULTSCHOOL.ORG ON THE INTERNET FOR CLASS INFORMATION, REGISTRATION, FORMS AND MORE!