

STOCKTON SCHOOL FOR ADULTS



SCHEDULE OF CLASSES
2024-2025

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GENERAL INFORMATION



MISSION STATEMENT

Our mission is to provide adult students with an education that prepares them to be college, career and community ready. We do this by creating a safe, supportive, and inclusive learning environment in which all students can succeed.

GENERAL INFO

BOARD OF EDUCATION

Cecilia Mendez, Area 1
AngelAnn Flores, Board President, Area 2
Alicia Rico, Area 3
Ray Zulueta, Area 4
Donald Donaire, Board Clerk, Area 5
Sofia Colón, Board Vice President, Area 6
Kennetha Stevens, Board President, Area 7

DISTRICT ADMINISTRATION

Dr. Michelle Rodriguez, Superintendent

ADULT EDUCATION

Brian Wright, Principal
John White, Assistant Principal
Kenneth Churchill, Counselor
Imelda Donato, Counselor
Cuong Nguyen, Counselor

PHONE: (209) 933-7455

WEBSITE: www.stocktonusd.net/schoolforadults

ADDRESS: 1525 Pacific Avenue, Stockton, CA 95204





OFFICE HOURS

7:00 am - 3:15 pm (Hours are subject to change)

5:00 - 9:00 pm (Tuesday & Thursday during evening courses)



REGISTRATION

7:15 am - 3:00 pm

DAY SCHEDULE OF CLASSES

August 1, 2024 - May 29, 2025

Monday - Friday, 8:00 - 11:15 am

Monday - Friday, 12:00 - 3:15 pm

EVENING REGISTRATION

5:00 - 8:30 pm (Tuesday and Thursday during evening hours)

EVENING SCHEDULE OF CLASSES

August 27, 2024 - November 21, 2024

January 7, 2025 - March 13, 2025

Tuesdays and Thursdays 6:00 - 9:15 pm

SUMMER CLASSES

June 2, 2025 - June 27, 2025

Monday - Friday, 8:00 - 12 Noon

Adult education classes are open to persons 18 years of age and older, emancipated minors and pregnant or parenting minors. School for Adults offers open entry/open exit classes. Registration may be completed on-line at <https://www.stocktonusd.net/domain/696>. Assessment testing may be required as part of the registration procedure. Course fees must be paid in advance prior to enrollment.

HOLIDAYS AND RECESSES

Labor Day	September 2, 2024
Non-instructional Days	September 19-20, 2024
Fall Break	October 7-11, 2024
School Break	November 1, 2024
Veterans Day	November 11, 2024
Thanksgiving Break	November 17-20, 2024
Winter Break	December 23, 2024 - January 3, 2025
Martin Luther King Jr., Day	January 20, 2025
Non-instructional Day	January 24, 2025
Lincoln's Birthday	February 10, 2025
Presidents' Day	February 17, 2025
Spring Break	March 17-21, 2025
School Break	April 18, 2025
Memorial Day	May 26, 2025
Juneteenth	June 19, 2025

ENGLISH AS A SECOND LANGUAGE

The English as a second language program offers six levels of ESL instruction. Students are placed in a level according to their current ability to read, write, and speak English. Students will progress through the levels as they improve their English language proficiency. Each ESL level offers:

- American Government and History education
- Civics instruction
- Citizenship/Naturalization preparation
- Workforce readiness
- Activities to strengthen language skills outside the classroom
- Online/digital support resources

INGLES COMO SEGUNDO LENGUAJE

El programa de inglés como segundo idioma ofrece seis niveles de instrucción de ESL. Los estudiantes se colocan en un nivel de acuerdo con su capacidad de leer, escribir y hablar inglés. Los estudiantes progresarán a través de los niveles a medida que mejoren su dominio del idioma inglés. Cada nivel de ESL ofrece:

- Educación sobre el gobierno estadounidense y la historia
- Instrucción cívica
- Preparación para la ciudadanía/naturalización
- Preparación de la fuerza laboral
- Actividades para fortalecer las habilidades lingüísticas fuera del aula
- Recursos de apoyo en línea/digitales



ADULT SECONDARY EDUCATION

HIGH SCHOOL DIPLOMA

The High School Diploma classes are open entry and self-paced. To be eligible for a high school diploma, a student must complete, with passing grades, the required course of study by Stockton Unified School District Board of Education. Credits earned from previous high schools are included in determining the outstanding requirements needed to earn a high school diploma. Elective credits may be earned through military experience or previous work experience. Physical education credits do not apply toward adult graduation requirements. Distance learning classes may be available to students who wish to study from home via online instruction.

HIGH SCHOOL GRADUATION REQUIREMENTS

Subject	Credits
English	40.0
U.S. History	10.0
Economics	5.0
American Government	5.0
World History	10.0
Biological Science	10.0
Physical Science	10.0
Mathematics	20.0
Fine Arts, World Language, CTE	10.0
Electives	40.0
Total	160.0



HIGH SCHOOL EQUIVALENCY

Test preparation classes are open entry and self-paced. Classes will assist students in preparing for the high school equivalency tests, including the GED test and HiSET. The GED is made up of four subjects: Mathematical Reasoning, Reasoning through Language Arts, Social Studies, and Science. It is possible for students to study only the subjects with which they need help. Virtual classes may be available to students who wish to study from home via online instruction.

Los cursos de preparación diseñados para que los estudiantes adultos trabajen a su propio ritmo en las clases de materias múltiples; Las clases de preparación para exámenes mencionadas anteriormente lo ayudarán a prepararse para tomar los exámenes del GED. Se proporciona asistencia de maestros según sea necesario. El trabajo del curso de GED está disponible en línea, y se les sugiere a los estudiantes trabajar de la casa además del trabajo diario en clase.

Stockton School for Adults is an authorized Pearson Vue Test Center for the computer-based GED Test administration. Candidates please be aware all GED registration, payment and test scores are exclusively accessed through [GED.COM](https://www.ged.com) and do not have to be taken all at once. The exam may be scheduled at the candidates' own pace. Vouchers for the official GED tests, practice tests \$6.99 and retake tests \$15.00 are sold at the School for Adults.

Contest Areas	Prices	Duration of Test
Reasoning through Language Arts	\$41.00	150 minutes
Social Studies	\$41.00	70 minutes
Science	\$41.00	90 minutes
Mathematical Reasoning	\$41.00	115 minutes



ADULT BASIC EDUCATION

The **Adult Basic Education (ABE) Reading** course provides instruction to learners with a demonstrated need to improve their ability to read and write words, sentences, and paragraphs at a level necessary for entrance into the Adult Secondary Education program. Distance learning classes may be available to students who wish to study from home via on-line instruction.



CAREER TECHNICAL EDUCATION

GENERAL OFFICE

/ADMINISTRATIVE ASSISTANT

Career Technical Education classes are offered to assist those who wish to increase their employment potential. Classrooms feature computers with Windows operating systems. Classes are open entry and self-paced. Course fees must be paid in advance before enrollment in class. ***All step by step and instructional courses will be given in the AM***

Keyboarding (Typing) \$40 course fee

This course introduces the keyboard and document formatting. After completion, a student can produce business documents and operate the keyboard competently. This is a required course before word processing.

Business Calculations (10-Key Calculator) \$40 course fee

After completion a student can operate a calculator competently by touch, and complete basic record-keeping activities. Keyboarding or document skills are recommended.

Microsoft Word (Word Processing) \$40 course fee

Microsoft Word is designed to help students move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Microsoft Word to create and edit simple documents, format documents, add tables and lists, add design elements and layout options, and proof documents. This course may be taken to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Word. ***September 23 - November 15, 2024***

Microsoft Excel (Spreadsheet) \$40 course fee

This training provides all of the tools necessary to create and use basic spreadsheets. Students will receive an overview of the interface and learn the various methods for entering and editing data. This course may be taken to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Excel. ***August 1 - September 18, 2024***

Microsoft PowerPoint (Presentation) \$40 course fee

PowerPoint is a slideshow presentation program that's part of the Microsoft Office suite of tools. PowerPoint makes it easy to create, collaborate, and present ideas in dynamic, visually compelling ways. Create exciting themed presentations with slides, animation, and sound linked with Excel charts and graphs.. This course may be taken to prepare for the Microsoft Office Specialist (MOS) Certification exams

for Microsoft PowerPoint. **November 18 - January 17, 2025**

Microsoft Access (Database) \$40 course fee

Students will learn to design and develop database applications that organize and control data. Students will gain the skills to develop and use Microsoft Access, manipulate data, perform queries, develop forms, and design sophisticated data analysis reports for professionally-produced presentations. Students will be able to create and integrate macros into applications, quickly modify forms and reports with selective filtering, sorting and grouping, and link to SharePoint and SQL Server data systems.

Microsoft Publisher (Desktop Publishing) \$40 course fee

Microsoft Office Publisher used to create professional flyers, newsletters, and brochures for print, mail, or mail-merges. Microsoft Publisher makes it easy to use pictures, wrap text, make greeting cards, certificates, newsletters, and other printed publications. Microsoft Publisher includes a large collection of templates that provide a great way to start a new publication.

In this course, students will create, format, edit, and share publications. Students will perform basic tasks in the Microsoft Publisher interface, add content to a publication, format text and paragraphs in a publication, manage text in a publication, work with graphics in a publication, and prepare a publication for printing and sharing.

CAREER TECHNICAL EDUCATION

ACCOUNTANTING

Accountanting courses cover the fundamentals of basic accounting theory, procedures, and terminology, as well as an introduction to business transactions and financial procedures.

College Accounting \$50 course fee plus \$40 book fee

This course delivers lessons and examples to build accounting skills such as accounting terminology, revenue, expenses, net income, accounting equations, debits, credits, balancing the formula, accounting structure, accounting cycles, journals, ledgers, trial balances, and more.

The course also guides students to learn how to read financial statements properly and interpret meaningful information from income statements and balance sheets, leading to entry-level employment as an accounting clerk. **March 3 - April 25, 2025**

Integrated Accounting \$50 course fee

Students will use the computerized accounting software (Integrated Accounting) in maintaining accounting records, making management decisions, and processing common business applications with an emphasis on a general ledger package. Students will develop further skills in maintaining accounting records, provide in-depth exposure to accounts receivable/accounts payable, payroll and inventory modules.

April 28 - May 29, 2025

QuickBooks® \$50 course fee

Online Basics is an introductory-level course designed to build a foundation of essential skills in QuickBooks® Online. In this course, learners will develop a greater understanding of the basic bookkeeping and accounting functions that the software enables. The course content

focuses on mastering the fundamental tasks performed in QuickBooks®, including setting up a company file and chart of accounts, entering customer and vendor information, recording sales, creating invoices, managing payables and receivables, creating and customizing reports, and using the Audit Log.

ADMINISTRATIVE MEDICAL ASSISTANT/FRONT OFFICE

Administrative Medical Assistant/Front Office courses prepare students for entry-level employment in the front office of hospitals, private practices, and clinics. Emphasis is on basic terminology, medical billing, international classification of disease, current procedure terminology, appointment scheduling, filing, Microsoft Word, Excel, and PowerPoint. The student will practice skills in classroom activities, practical work, tests, and preparing written reports and other documents. Students also have opportunities to improve their interpersonal skills. Students earn stackable certificates building up to the AMA Certificate. Students may enroll in an individual component.

Keyboarding & Medical Terminology \$160 course fee

Competency in the touch method of keyboarding. This course is designed to increase student keyboarding skills through drill practice and reinforcement of correct techniques. Students learn to describe the human body and associated components, conditions, processes, and procedures in a science-based manner. This systematic approach to word building and term comprehensions is based on the concept of: (1) Word roots, (2) prefixes, (3) suffixes.

Medical Office Computing \$120 course fee

Students prepare to work with computers in a medical office using Microsoft Office (Word, Excel, and PowerPoint). Students create simulated documents, reports, and presentations.

Medical Office Administration \$120 course fee

This course introduces medical office administration duties. Emphasis is placed on telephone procedures and etiquette, patient reception, scheduling and documentation, filing, records management, mail processing, ICDs and CPTs and insurance billing.

Computers in the Medical Office (MediSoft 9E) \$120 course fee*

**Disclaimer: There is an additional online \$90 course fee. MediSoft is medical billing used by healthcare professionals to input, submit, and manage insurance claims and patient accounts receivable. Designed to support independent physicians, MediSoft is a proven practice management solution. MediSoft offers an all-in-one interface combining scheduling, billing functions, as well as integrated revenue management capabilities. Students will have access to both the practice management system and an advanced electronic health record solution. Students will also learn the basics of CPT and ICD coding.*

After completing the Administrative Medical Assistant Program students meet the qualifications established by the California Certifying Board for Medical Assistants (CCBMA) to take the comprehensive objective examination administered by CCBMA to become a certified Administrative Medical Assistant.



DAY SCHEDULE OF CLASSES

August 1, 2024 - May 29, 2025

Monday - Friday, 8:00 - 11:15 am

Monday - Friday, 12:00 - 3:15 pm



EVENING SCHEDULE OF CLASSES

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January 7, 2025 - March 13, 2025

Tuesdays and Thursdays, 6:00 - 9:15 pm



CAREER TECHNICAL EDUCATION

JOB SKILLS

Job Skills English is provided for students who want to improve their English Language Arts skills, specifically writing and critical reading. Classes are free of charge.

Job Skills Math is provided for students who want to improve their basic math skills and reasoning abilities. Curriculum is determined based on each student's individual needs and goals. Classes are free of charge.

TYPING CERTIFICATE TESTING

Typing Test: \$10 cash with a picture ID. Appointment is required. Please call the school office for available dates and times.

IN-HOME CAREGIVER

This class is for any adult student who has the goal of working in the in-home care industry for the health career pathway. Students will learn the skills necessary to be an effective and employable in-home caregiver. Students will study many career choices, the requirements, client conditions, client communication, documentation, professional communication, and cultural diversity. This is a non-credit class providing information and training to prepare for an entry level in-home caregiving job. **Call the school office for more information.**

DELTA SIERRA ADULT EDUCATION ALLIANCE

Delta Sierra Adult Education Alliance supports the educational and economic success of adult learners in the San Joaquin Delta Community College District. The overall goal is to promote seamless transitions so adult learners can access the widest array of opportunities for educational advancement, employment, and community contributions. Stockton School for Adults is a member of DSAEA.

DELTA SIERRA
Adult Education Alliance



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Instagram: *stocktonschoolforadults*



Twitter: *@SUSDAAdultSchool*



GENERAL INFORMATION

REGISTRATION: Adult education classes are open to persons 18 years of age and older, emancipated minors, and pregnant or parenting minors. Stockton School for Adults offers open entry/open exit classes. Registration may be completed online at <https://www.stocktonusd.net/domain/696>. Assessment testing may be required as part of the registration procedure. Course fees must be paid in advance prior to enrollment.

ATTENDANCE: Students attending class in-person are expected to attend every class session. Online students need to log in and produce work daily. Hours missed for illness, tardiness, emergencies, etc., are all considered absences.

CANCELLATION OF CLASSES: Classes may be canceled if attendance is below minimum levels.

COUNSELING SERVICES: Educational and career counseling is available through the School for Adults.

NONDISCRIMINATION: Stockton Unified School District programs and activities shall be free from discrimination based on gender, sex, race, age, color, religion, creed, ancestry, national origin, ethnic group identification, marital or parental status, pregnancy, physical or mental disability, medical condition, sexual orientation or the perception of one or more such characteristics or any other lawful consideration.

TOBACCO FREE: Use of tobacco products is not permitted on school property.

SCHOOL RULES AND REGULATIONS: A list of school rules is available at the Stockton School for Adults office.



*HOURS AND CLASS SCHEDULES ARE SUBJECT TO CHANGE.
FOR MORE INFORMATION, PLEASE VISIT*

WWW.STOCKTONUSD.NET

OR CALL THE SCHOOL OFFICE AT

(209) 933-7455.



