PLACER
SCHOOL FOR ADULTS

Program Brochure
Spring 2020

New

Your Choice
Your Path
Your Skills

Accredited by Western Association of Schools and Colleges

Registration Starts January 6, 2020

530-885-8585 • www.PlacerOnline.org
"It is only after you’ve stepped outside your comfort zone that you begin to change, grow, and transform."
Roy T. Bennett

Bennett’s quote is well suited for the spring 2020 brochure. Last fall, PSA staff came to the realization that we needed to change the format of the catalog and we knew we would need to step outside of our comfort zone to do it. Those of you who have lived in the community for some time and have become accustomed to the 60- plus page catalog landing in your mailbox twice a year may find this condensed brochure a little outside of your comfort zone too. But there are very good reasons why the time has come to change the format.

Going Green
As much as we would like to think that every catalog ends up on the coffee table of each intended recipient, well worn from constant use, we know that is not the case. Each term, there are thousands of extra catalogs that eventually find their way to the trash can or recycle bin unused. By moving to a condensed brochure, PSA will have a much lighter environmental footprint.

Digital Literacy
One of the missions of adult schools throughout the state is to develop the digital literacy skills of all students. You will notice that this brochure gives general information about the four program areas in which classes are offered, but does not give specific class information (dates/times/locations). Instead, you will see references to the PSA website - PlacerOnline.org - that will allow you to search for specific classes and to register online. But never fear, the same great people are here to help should you hit a virtual roadblock - just call or stop by the office. We will even have kiosks available and can show you how to navigate, select, and register online.

Obsolete
The minute we print the paper catalog, it is obsolete. Typo? Can’t fix it. Change to a class schedule or location? Can’t update it. Add a new class? You won’t know if you are looking at the paper catalog. All of these issues are resolved by using PlacerOnline.org. Every update to class information is made in real time, allowing students to see the most current offerings as well as corrections. Accurate and timely information at your fingertips!

Dollars and “Sense”
The staff at PSA takes the responsibility of being good stewards of public funds very seriously. The transition to the condensed brochure is projected to save approximately $50,000 annually. This is money that can be reallocated to develop and grow educational programs. We simply cannot justify the cost of the traditional catalog any longer - it just doesn’t make sense.

So join us in stepping outside what has become comfortable but antiquated and allow for the opportunity to change, grow, and transform.

Eric Vereyken, Principal
Three Ways to Register

**Online**
Register online at our secure website with a Visa or MasterCard. www.PlacerOnline.org

**Walk-In**
Walk in to register at the PSA office at 3775 Richardson Drive, Auburn, CA 95602. We accept cash, check, Visa or MasterCard.

**Mail**
Mail registration form to the PSA office. Please see address above. Payment can be made by check, Visa or MasterCard.

---

**Early Bird Discount!**
Register by February 3rd and receive $5.00 off each class of $29 or more! *Classes in Partnerships excluded.*

---

### Registration Form

**One form for each person registering, please. This form may be copied.**

Name: ____________________________ Check here if new address □

Address: __________________________ City: __________ Zip Code: ________

Home Phone: __________________________ Cell Phone: __________________________

Email: __________________________ Date of Birth: ___ / ___ / ______

All information is secure and will not be released. Please note our refund policy on page 11.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Registration Fee</th>
<th>Discount*</th>
<th>Materials</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Take advantage of the Early Bird Discount! Register before February 3rd and take $5.00 off any class $29 and above (some exceptions apply).

Total: __________

Payment Type: Mastercard □ Visa □ Check □ Amount: __________________________

Card Number: __________________________ Expiration: __________________________

---

Make checks payable to Placer School for Adults.
Mail or deliver to: 3775 Richardson Drive, Auburn, CA 95602
Office Professional Pathway

Mandatory Orientations: Digital Literacy (IC3-GS5), Microsoft Office Specialist (MOS) and Quick-Books Certification (QBCU)

Office Assistant

Entry Level $23,000 (Glassdoor)
Office Assistants often serve as receptionists, greeting people, handling written correspondence, answering phones, forwarding calls and taking messages. Clerical work is generally the primary focus of an Office Assistant’s day. Typing, filing, entering data, are typical job responsibilities.

Digital Literacy Certification Prep (IC3-GS5)
9 Sessions (27 hours of instruction)
The Digital Literacy pathway is designed to provide you with a fundamental understanding of computers. This course has 3 Modules: Computer Fundamentals, Living Online and Key Application.

Administrative Assistant

Entry Level $28,665 (Glassdoor)
Administrative Assistants generally have more of a leadership role in an organization. They often report to company presidents, chief executive officers, and chief financial officers. Knowledge of and experience with Microsoft Office is required.

Microsoft Office Specialist Certification (MOS)
9 Sessions (27 hours of instruction)
The Microsoft Office 2016 Specialist training program prepares you to take the Microsoft (Word, Excel, PowerPoint, Outlook, Access) Specialist Certification Exams.

Executive Assistant

Entry Level $57,351 (Glassdoor)
Executive Assistants support an executive or team of executives. Most Executive Assistants solve problems, devise business strategies, manage projects, plan events, and guide communications. Knowledge of accounting and QuickBooks is required.

QuickBooks Certificate User (QBCU) Certification Prep
9 Sessions (27 hours of instruction)
Students will learn how to manage lists, items, sales, purchases and payroll and will learn how to customize QuickBooks and much more...

PSA is going green.
For more information about classes visit www.PlacerOnline.org
Construction Pre-Apprenticeship Pathway

Entry Level $16.92 (Payscale.com)
Construction laborers work with their hands in a variety of construction work, usually related to the building trades that include carpenters, electricians, plumbers, and painters.

Construction Pre-Apprenticeship Program
8 Sessions - 4 weeks (24 hours of instruction)
Interested in the construction field? Several major construction trades are participating in this program. Starting pay range is $16 to $24 per hour. If you are interested and want to learn more about this exciting program, please call 530-885-8585 Ext 6002.

Clinical Medical Assistant Pathway

Employment of Clinical Medical Assistants is projected to grow faster than any other occupation in the coming decade. The average salary of a Medical Assistant is $36,080, with wages ranging from $25,600 to $55,830. (CareerExplorer.com)

Jobs for Medical Assistants are expected to increase by 29.2 percent or 24,800 jobs between 2016 and 2026.

Clinical Medical Assistant with Externship
44 Classroom Sessions (Total of 329 hours, includes 169 hours of classroom instruction, and for qualifying students, 160 hours of a medical assisting externship)
Students interested must register and attend the free mandatory orientation. Visit www.PlacerOnline.org to register.

Placer School for Adults offers additional courses that complement your Career Pathway, such as:

- Accounting
- Facebook for Business
- Property Management
- WordPress

PSA is going green.
For more information about classes visit www.PlacerOnline.org
Career Technical Education
For specific class information and to register go to www.PlacerOnline.org

- Meet the PC, Windows and File Management
- Google Suite
- iPhone
- Photoshop Elements
- How to Use a Digital Camera
- How to Use Your Samsung, Motorola, HTC and LG Smartphone

In conjunction with our partners, we offer a series of classes and workshops that are designed to help you expand your skills and increase opportunities for employment and promotion.

Career Technical Education Partners

In partnership with Placer County Employment Services, we offer FREE workforce readiness courses.

Visit www.PlacerOnline.org to learn more about these classes.

In Partnership with Destiny Community Center, we offer Career Technical Education classes and English as a Second Language (ESL).

Visit www.PlacerOnline.org to learn more about these classes.

PSA is going green.
For more information about classes visit www.PlacerOnline.org
Academics
For specific class information and to register
go to www.PlacerOnline.org

Academics Classes

PSA offers academic classes free of charge! Students must be 18 years or older and not currently enrolled in another high school program.

High School Diploma

Is not having your diploma keeping you from getting that job you want or advancing your career? It’s never too late to continue your education! Our friendly counselors can help you map out a pathway including career guidance/post-secondary education. Enrollment is ongoing. Please call 530-885-8585 and ask to speak to a counselor.

GED High School Equivalency Exam

Our GED® prep classes are designed to help prepare students to pass the GED® (High School Equivalency) exam. Our classes are a blend of in-class and computer-based instruction. Call 530-885-8585 and ask to speak to a counselor to reserve a spot in our next orientation!

GED® in Spanish

Prepararse para su GED® en Español. ¿Sabía usted que tener su GED® puede ayudarle a ganar más dinero? Permítanos ayudarle a prepararse para su prueba de GED® gratis.

Career Math

80% of Americans stop moving forward in their careers due to low math skills. Fill in the blanks with math skills you have forgotten or never fully understood so you can continue on your career path. This class supports math needed for the medical field, trades, and civil service testing.

English as a Second Language

Beginning to intermediate levels. Understand American speech and culture and improve your reading, writing and pronunciation. These classes are fun and FREE! Call 530-885-8585 to sign up for classes or show up and register in class.

PSA is going green.
For more information about classes visit www.PlacerOnline.org
Personal Enrichment courses give you the opportunity to explore new interests, further your passions, improve your skills, and make new friends in a fun, low-pressure learning environment. We have a wide variety of course offerings and scheduling options to accommodate your busy life, including:

- One Book One Community
- Culinary
- Dance
- Fitness
- Home Buying
- Basic Organ and Keyboarding
- Family History
- Writing
- Art, Drawing and Painting
- Introduction to Ceramics
- Blacksmithing
- Knitting and Crocheting
- Welding

To learn more about the Personal Enrichment offerings and to register, please visit PlacerOnline.org

Engage Your Mind and Expand Your Horizons!

PSA is going green.
For more information about classes visit www.PlacerOnline.org
## PSA List of Classes

| Accounting 1 | Introduction to Ballroom Dancing |
| Accounting 2 | Introduction To Ceramics |
| Accounting and Financial Review | Introduction to Gas Metal Arc Welding (MIG) |
| Advanced Beginning Watercolor | Introduction to Selling on eBay |
| Advanced Painting | iPhone Level 1 |
| Africa: Senegalese Lemon Chicken and Groundnut Stew | iPhone Level 2 |
| Argentine Tango and Latin Dance | iPhone Photography for eCommerce |
| Basic Mac Skills | Jam Session: Making Blackberry Cabernet Jams |
| Basic Organ and Keyboarding | Jam Session: Making Strawberry Margarita Jams |
| Become a Notary Public | Job Search Essentials: |
| Beginning Artistic Landscape Drawing | Career Planning |
| Beginning Calligraphy | Creating a Resume and Cover Letter |
| Beginning Drawing - The Vanishing Old West | Interviewing Strategies |
| Beginning Watercolor | LinkedIn and Job Search using Social Media |
| Blacksmithing | Make a Naked Cake and More |
| Career Math | Master Two Pies in Two Hours |
| Clinical Medical Assistant with Externship | Meet the PC, Windows and Managing Files and Folders |
| Construction Pre-Apprenticeship Program | Microsoft Office Specialist Certification (MOS) |
| Copper Repousse | Money Matters |
| Country Western and Irish Linedancing | More Advanced Beginning Watercolor |
| Designing Hex Signs in Watercolor | NAMI Family to Family |
| Digital Literacy and Microsoft Office (Word, Excel, PowerPoint) | Narrative Drawing |
| Digital Literacy Certification Prep (IC3-GS5) | New World of Work - 21st Century Skills: |
| Drawing and Painting with Colored Pencils | Adaptability and Empathy |
| ESL | Communication and Collaboration |
| Facebook for Business | Digital Fluency and Analysis/Solutions |
| First Time Home Buyers Workshop | Mindset |
| GED in Spanish | Entrepreneur Mindset and Social/ Diversity Awareness |
| GED Prep | Self-Awareness and Resilience |
| Getting Started with Your First Work of Fiction | Not Your Granny’s Tunisian Crochet |
| Google Suite Level 1 | Notary Public Renewal Course |
| Google Suite Level 2 | One Book One Community: Ghosts of Gold Mountain |
| Hands-on Art History | Photoshop Elements Level 1 |
| High School Diploma | Photoshop Elements Level 2 |
| How to Sell on Etsy-Handmade, Vintage, and Supplies | Plan, Shop, Save, and Cook |
| How to Use a Digital Camera-From Basics to Advanced | Property Management |
| How to Use Your Samsung, Motorola, HTC and LG Smartphone | QuickBooks Certificate User Certification Prep |
| Intermediate Knitting - Finish in Style | Researching Your Family History 1-3 |
| Intermediate Knitting - Knitting from the Aran and Shetland Islands | South America: Baked Fish with Hearts of Palm and Avocado and Tres Leches |
| Intermediate Mac Skills | Southeast Asia: Fresh Salad Rolls and Cilantro Lime Sauce with Phat Thai Noodles |
| Intermediate/Advanced Drawing - The Vanishing Old West | The Cookie Box Project |
| Intermediate/Advanced Watercolor | WordPress |
Classroom Locations

Front of Campus

3775 Richardson Drive Auburn 95602
Who May Attend: Classes are open to all adults. Residents of other districts are welcome to enroll with no additional out-of-district fees. With the exception of high school subjects, classes are designed for students age 18 and over.

Refunds: You may request a full refund up to 8 days before the class start date. There is a $10.00 processing fee for all refunds. Please allow 2-3 weeks for processing. In the final 7 days before the class start date you may receive a credit for the full amount on your PSA account. Lab and material fees are not eligible for refund or credit. Refund requests made after the class has started are not eligible for credits or refunds.

Returned Check Fee: All returned checks are assessed a $25 handling charge.

Book Refund Policy: Refunds for books purchased through Placer School for Adults will be processed after the book(s) are returned to the adult school unmarked/undamaged.

Class Changes: We reserve the right to reduce hours of instruction, change instructors or location, increase fees, or cancel classes if minimum enrollments are not met.

Canceled Classes: PSA reserves the right to cancel a class. If a class is canceled you will receive a full refund.

Attendance & Credits: To receive credit in a class, students must attend all class sessions and do all required work, both in-class and homework.

Children In Class: Unless otherwise noted, children are not allowed in class.

Waiting Lists: When a class fills, we begin a waiting list with names and phone numbers of students still interested in enrolling. If a student drops out before the first class starts, we contact the first student on the wait list.

No Smoking/Vaping Policy: Placer Union High School District enjoys a tobacco-free environment, and we respectfully request that all students honor our no smoking/vaping policy.

Auxiliary aids and services are available upon request: Auxiliary aids and services are available upon request to individuals with disabilities. To request a reasonable accommodation, please call our office and discuss this at the time of class registration, allowing a minimum of 72 hours prior to the first class event. TDD/TTY users please call the California Relay Service at 711.

Uniform Complaint Procedure: The Placer Union High School District is committed to complying with state and federal laws and regulations governing education programs. Complaints alleging unlawful discrimination based on actual or perceived sex, age, ancestry, color, ethnic group identification, gender, mental and/or physical disability, national origin, race, religion, or sexual orientation should be addressed to the compliance officer, Dr. George Sziraki, Superintendent, 13000 New Airport Road, Auburn, CA 95603. In some cases, complaints may be addressed directly to the California State Department of Education. Additionally, civil law remedies may also apply. Information about applicable civil law remedies and appeals may be obtained from the compliance officer at the above address. The Placer Union High School District prohibits retaliation in any form for the filing of a complaint, the reporting of instances of discrimination, or for participation in complaint procedures.

Filing of Complaints: Any individual, public agency or organization may file a written complaint of alleged non-compliance. If the complaint is against an employee, the complainant or a representative should first attempt to discuss and resolve the complaint with the employee. If unsuccessful, the complainant should attempt to discuss and resolve the issue with the employee’s immediate supervisor. Complaints to the compliance officer or designee concerning an employee shall be submitted in writing. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff will help him/her file the complaint.
Placer School for Adults
3775 Richardson Drive
Auburn, CA 95602
530-885-8585

Hours:
Monday 8:00 AM – 4:30 PM
Tuesday – Thursday 8:00 AM – 7:00 PM
Friday 8:00 AM – 4:00 PM

Your Choice • Your Path • Your Skills
PLACER SCHOOL FOR ADULTS