Placer School For Adults
Fall 2020
Registration Starts August 3rd

Destination Success!

- EMPLOYMENT
- CERTIFICATE
- COLLEGE/TRAINING

CREATE YOUR OWN PATHWAY

YOUR CHOICE
YOUR PATH
YOUR SKILLS

Clinical Medical Assistant
Accounting QuickBooks
Office Professional Microsoft Office Specialist
Welding
Construction Pre-Apprenticeship
Digital Literacy
Career Math & Literacy
Job Readiness
Job Search Essentials
21st Century Skills

CHOOSE YOUR STARTING POINT

ESL
GED
High School Diploma

Placer School for Adults Support Network

Counseling Services
Sierra Joint Consortium
COUNTY of Placer
DESTINY Community Center
DOR Department of Rehabilitation
Employment, Independence & Equality
“Big Potential reminds us that only by surrounding ourselves with other stars are we able to truly shine”
Shawn Achor

I cannot think of a time in my professional life when Shawn Achor’s quote is more applicable than now. After a year of unique challenges, I find myself reflecting on the remarkable partnerships Placer School for Adults (PSA) has developed with other public agencies, as well as the dedication of the gifted teachers and staff who work to make this school a better place for our students. Amid public safety power outages and a global pandemic, PSA met the challenges with the help of many superstars in our galaxy.

We are fortunate to be surrounded by stars like the Department of Rehabilitation, Destiny Community Center, Golden Sierra Job Training Agency, Kaiser Permanente, Lennar Homes, Placer County Employment Services, Placer County Sheriff’s Office, Sierra College, Soroptomist International American River, Sutter Health, and the United Auburn Indian Community who value partnership and collaborate to braid resources, such as funding, facilities, training, equipment, and services to support our shared clients. We know that when the economy falters, we see more adults in need of assistance. With budgets stretched, this shared approach is more important than ever as we support our students in achieving their personal, educational, and occupational goals.

In addition to our community partners, our teachers and staff shine brightly in the PSA constellation. Their efforts over the spring to quickly transition our High School Diploma, GED, English as a Second Language, Clinical Medical Assistant, and Microsoft Certification classes to an online distance learning instructional delivery model were both inspiring and highly effective. Their service and dedication provided another vital point of light for our students at a difficult and unprecedented time. Was the transition perfect? No, but we learned a great deal that will help us as we prepare for the Fall 2020 term.

In closing, I wish to express my profound gratitude to all of the stars that help make PSA shine and to express my sincere optimism for the future. We are better together and we will overcome the challenges that lie ahead. Shine on!

Eric Vereyken, Principal
Three Ways to Register

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

**Walk-In**
Walk-in to register at PSA office at 3775 Richardson Drive, Auburn, CA 95602. We accept cash, check, Visa or MasterCard. To limit exposure during Fall registration, you are strongly encouraged to register for classes online at placeronline.org.

**Mail**
Mail registration form to the PSA office at 3775 Richardson Drive, Auburn, CA 95602. Payment can be made by check, Visa or MasterCard.

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**Early Bird Discount!**
Register before September 1st and receive $5.00 off each class of $29 or more! *Classes in partnerships excluded.*

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**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.

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<th>Course Title</th>
<th>Registration Fee</th>
<th>Discount*</th>
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*Take advantage of the Early Bird Discount! Register before September 1st 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
Digital Literacy Certification Prep (IC3-GS5)
The Digital Literacy pathway is designed to provide you with a fundamental understanding of computers. This course has 3 modules:
• Computer Fundamentals
• Living Online
• Key Applications

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

Office Assistant
Entry Level $34,478 (Payscale.com)
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, and entering data are typical job responsibilities.

Office Professional

Executive Assistant
Entry Level $55,451 (Payscale.com)
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 is designed for the small business owner, self-employed, sole proprietor, entrepreneur, hair stylist, realtor, house cleaner, etc.

Accounting
You will complete a comprehensive accounting problem that covers the accounting cycle from beginning to end. This process will correlate to understanding the data entry that is in the QuickBooks platform.

QuickBooks Certificate User (QBCU) Prep
You will learn how to create a company, navigate through the program making entries, and set up accounts and list fields. You will learn how to run, modify, and create reports and invoices.

Accounting and QuickBooks Bundle
In this combination Accounting/QuickBooks course, you will begin building a strong foundation by learning the basics of accounting, that you will need to run and properly use QuickBooks.

Administrative Assistant
Entry Level $39,441 (Payscale.com)
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)
The Microsoft Office 2016 Specialist training program prepares you to take the Microsoft (Word, Excel, PowerPoint, Outlook, Access) Specialist Certification Exams.
Clinical Medical Assistant

Entry Level $32,944 (Salary.com)
Employment of clinical medical assistants is projected to grow faster than any other occupation in the coming decade.

Clinical Medical Assistant with Externship
Clinical medical assistants perform a variety of functions to assist the physician with procedures, care for patients, perform simple laboratory tests, and administer medications. A clinical medical assistant can pursue employment as a healthcare professional in a physician's office or clinical setting. This program which is aligned with current industry standards offers students relevant instruction and hands-on experience. Get your education and training quickly to begin earning a salary of $30,000 or more a year!

Construction Pre-Apprenticeship

Entry Level $39,938 (Payscale.com)
Construction laborers work in support of skilled trade contractors. Trades include carpentry, electrical, plumbing and painting.

Construction Pre-Apprenticeship Program
Curriculum emphasizes entry-level construction skills needed to enter into a construction trade. Topics covered include personal skills needed to succeed, practical working knowledge of tools and equipment, construction industry math, introduction to reading blueprints, and job site safety.

Welding

Entry Level $38,147 (Salary.com)
An entry level welder complies with all safety rules and fabricates, joins, and repairs materials to make sure there is structural soundness. They work on various structures including pipelines, bridges, buildings and in the automotive industry as well. Wages can vary depending on education and certifications.

Welding 1A Introductory Welding for Metalworking
Focuses on the three common metalworking processes of Stick, MIG, and TIG welding, including correct setup and "how to" techniques. Plasma arc cutting and Oxy-fuel cutting processes are also covered. Designed for both students interested in the metal art field and for students wishing to pursue a career in welding. This is a dual enrollment course in partnership with Sierra College - students will earn two units of credit with Sierra College upon successful completion of this course. If you are interested in a hobbyist course, please check our Introduction to Gas Metal Arc Welding on Page 8.
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 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 placeronline.org to learn more about these classes.

COVID 19 Safety Measures

- Social Distancing in all “in-person” classes
- Staff and students wear masks
- Hand sanitizer in all rooms
- Frequent cleaning of “high touch” surfaces
- Student health screener review questions
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. For more information email khogan@puhsd.k12.ca.us or blanning@puhsd.k12.ca.us

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

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!

Career Math

Low math and literacy levels are barriers to employment and promotion. Learn or refresh your computation and communication skills in order to continue on your career path. This class supports math and literacy skills needed in the medical field, trades, office, and civil service testing.

COVID 19 Safety Measures

- Social Distancing in all “in-person” classes
- Staff and students wear masks
- Hand sanitizer in all rooms
- Frequent cleaning of “high touch” surfaces
- Student health screener review questions

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.

For specific class information and to register go to placeronline.org
Personal Enrichment
For specific class information and to register go to placeronline.org

Learning to Enhance Your Life!

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:

- A Look into Video Editing
- Advanced Painting
- Advanced iPhone Photography
- Basic Mac Skills
- Blacksmithing
- Drawing and Painting with Colored Pencils
- Drawing the Old West 1
- Drawing the Old West 2
- Fire Insurance: What You Need to Know
- Gold Country Band
- How to Use a Digital Camera - From Basics to Advanced
- How to Use Your Samsung, Motorola, HTC, and LG Smartphone
- Intermediate Blacksmithing
- Intermediate/Advanced Watercolor
- Introduction to Gas Metal Arc Welding (MIG)
- iPhone
- Jam Session: Making Strawberry Margarita Jam
- Money Matters
- NAMI Family-to-Family: Understanding Mental Illness
- Narrative Drawing
- Photoshop for iPhone and iPad
- The Economy and All Things Money

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

COVID 19 Safety Measures
- Social Distancing in all “in-person” classes
- Staff and students wear masks
- Hand sanitizer in all rooms
- Frequent cleaning of “high touch” surfaces
- Student health screener review questions
PSA List of Classes

A Look into Video Editing
Accounting
Accounting and QuickBooks (Bundle)
  Certificate User (QBCU) Certification
Advanced iPhone Photography
Advanced Painting
Basic Mac Skills
Basic Organ and Keyboard
Blacksmithing
Career Math
Clinical Medical Assistant
Construction Pre-Apprenticeship Program
Digital Literacy (IC3-GS5) Windows 10 and Office 2016/365
Digital Literacy (IC3-GS5) Windows 10, Office 2016, and Microsoft Office Specialist 2016
Drawing and Painting with Colored Pencils
Drawing the Old West 1
Drawing the Old West 2
ESL All Levels
Fire Insurance: What You Need to Know
GED Preparation
High School Diploma Classes
How to Use a Digital Camera - From Basics to Advanced
How to Use Your Samsung, Motorola, HTC, and LG Smartphone
Intermediate Blacksmithing
Intermediate/Advanced Watercolor
Introduction to Digital Literacy and Microsoft Office (Word, Excel and PowerPoint)
Introduction to Gas Metal Arc Welding (MIG)
iPhone
Jam Session: Making Strawberry Margarita Jam
Job Search Essentials Series: Session 1 - Effective Job Search
Job Search Essentials Series: Session 2 - Resumes and Cover Letters
Job Search Essentials Series: Session 3 - Interviewing Strategies
Job Search Essentials Series: Session 4 - LinkedIn and Job Search Using Social Media
Microsoft Office 2016/365 Specialist Certification - Microsoft Excel
Microsoft Office 2016/365 Specialist Certification - Microsoft Word
Microsoft Office Specialist (MOS 2016/365) Certification (Microsoft Word and Excel)
Money Matters
NAMI Family-to-Family: Understanding Mental Illness
Narrative Drawing
New World of Work - 21st Century Job Skills: Adaptability and Empathy
New World of Work - 21st Century Job Skills: Communication and Collaboration
New World of Work - 21st Century Job Skills: Digital Fluency and Analysis/Solutions Mindset
New World of Work - 21st Century Job Skills: Self-Awareness and Resilience
Photoshop for iPhone and iPad
Plan, Shop, Save, and Cook
QuickBooks Certificate User (QBCU) Certification Prep
The Economy and All Things Money
Welding 1A Introductory Welding for Metalworking (Dual enrollment with Sierra College)

COVID 19 Safety Measures
  ■ Social Distancing in all “in-person” classes ■ Staff and students wear masks
  ■ Hand sanitizer in all rooms ■ Frequent cleaning of “high touch” surfaces ■ Student health screener review questions
Classroom Locations

3775 Richardson Drive Auburn 95602

COVID 19 Safety Measures
- Social Distancing in all “in-person” classes
- Staff and students wear masks
- Hand sanitizer in all rooms
- Frequent cleaning of “high touch” surfaces
- Student health screener review questions
**PSA Policies**

**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.

In the event that in-person classes must be suspended due to a spike in COVID 19, PSA will make every effort to shift to online delivery of the course. Refunds will not be provided to students if the course shifts to an online delivery model. Prorated refunds will be provided if the course cannot shift to online delivery.

**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.

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**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.
COVID 19 Safety Measures

The Placer Union High School District and Placer School for Adults have been working closely with the Placer County Health Department and Placer County Office of Education to adhere to COVID 19 safety guidelines. Upon our return to classes this Fall, the following safety measures will be implemented:

- Social distancing in classrooms and common areas
- Staff and students wear masks (recommended)
- Hand sanitizer in all rooms
- Frequent cleaning of “high touch” surfaces
- Student health screener review questions (self directed)

These measures may change depending upon health conditions throughout the term.

To limit exposure during Fall registration, you are strongly encouraged to register for classes online at placeronline.org.