



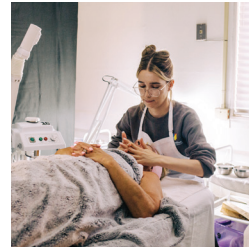
Simi Institute
FOR CAREERS & EDUCATION

FALL 2024

**ENROLLMENT
BEGINS JULY 9**



Be What's Possible.



FALL COURSES

ADULT EDUCATION

Academic Studies
GED Test Prep
High School Diploma

COMPUTER

Business & Computers
Free Computer Basics

COSMETOLOGY

Barber
Cosmetologist
Esthetician
Manicurist

ESL

Citizenship
English as a Second Language
Integrated Education Training

MANUFACTURING

Carpentry Trades
Machine Technology
OSHA and Cal/OSHA
Upholstery
Welding

MEDICAL

Certified Nursing Assistant
Electrocardiograph Technician
Emergency Medical Technician
Medical Administrative Assistant
Medical Assistant
Medical Terminology
Pharmacy Technician
Phlebotomist
Respiratory Therapist (Spring Only)
Surgical Technologist (Spring Only)

ONLINE

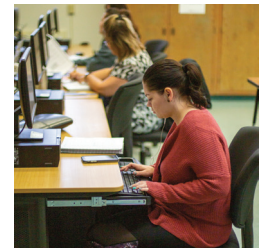
Bootcamp Course
Career Training Courses
Fundamentals Courses

PARENT + CHILD

Ages 1-5 Years Old

SPECIAL INTEREST

Boating Safety
CPR
Motorcycle Rider
Notary Public
Real Estate
Spanish in the Workplace
Stock Market Boot Camp



FALL REGISTRATION BEGINS JULY 9, 2024: [SIMIINSTITUTE.ORG](https://simiinstitute.org)

FALL SEMESTER 2024



STRUCTURED, INSTRUCTOR-LED ON-CAMPUS CLASSROOM COURSES

These courses are taught by expert instructors in their field and have a set class meeting schedule. Offsite locations vary for medical programs.

SELF-PACED, OPEN ENTRY ON-CAMPUS CLASSROOM COURSES

Start any time during the semester. Work at your own pace to achieve course goals and create your own schedule during our open lab times. Expert instructors are available in the classroom to answer your questions and provide you with feedback.

HYBRID OPEN ENTRY ON-CAMPUS / OFF-CAMPUS COURSES

Work at home to complete assignments. Check in with your teacher for feedback, questions and new assignments.

PLEASE NOTE

It may be necessary to change times and locations of classes or to cancel class after the publishing of this catalog. We regret any inconvenience this may cause.

Adult Basic Education & Academic Studies Page 3

- GED® Prep & Testing
- High School Diploma
- Adult Literacy

Boating Safety Page 24

Business & Computer Technology Page 4

- Career Certificates
- Free Computer Basics
- Microsoft Workshops
- Open Entry Courses
- Testing Service

Campus Map Page 33

Cosmetology Page 6

- Barber
- Cosmetologist
- Cross Over
- Esthetician
- Manicurist
- Salon Menu

CPR Page 24

English as a Second Language (ESL) Page 10

- Citizenship
- ESL Skill-Building
- IET Manufacturing
- Medical English

Finance Page 22

Frequently Asked Questions Page 11

Job & Career Center Page 11

Manufacturing Page 12

- Carpentry Trades
- Machine Technology
- NIMS© Testing
- OSHA 10/CalOSHA 10
- Upholstery
- Welding

Medical Programs Page 16

- Certified Nursing Asst.
- ECG
- EMT
- Medical Assistant
- Medical Terminology
- Online Medical Courses
- Pharmacy Technician
- Respiratory Therapy
- Surgical Technology

Motorcycle Rider Page 24

Notary Public Page 22

Online Courses Page 26

Parent and Child Enrichment Classes Page 21

- The Learning Garden

Real Estate Page 25

Spanish in the Workplace Page 23

Student Services & Policies Page 32

Testing Services Page 2

Testing Services

We are an official testing facility for GED® (High School Diploma), Pearson VUE®, NCCT (Medical Personnel), NIMS (Machine Technology) and numerous Welding certifications.

Pearson VUE® Test Center

Register online at home.pearsonvue.com

We offer a variety of educational and information technology tests including:

Adobe	CBEST	Comp TIA	GED®
C++	Cisco	CSET	RICA

National Center for Competency Testing (NCCT)

Competency Testing in areas of ECG Technician, Phlebotomy, Medical Assistant, Insurance and Coding Specialist. For information, please call 805.579.6200 ext. 1624. Application available at www.ncctinc.com

Simi Institute hosts the NCCT test for our medical program students every month.

2024 Dates: August 9; September 13; October 11; November 15; December 13

Time: 9:00 am - 12:00 pm

Room: 212

Fees: Paid directly to NCCT

Current / Grads With-in Last 6 months	All Others	Simi Institute Sitting Fee (Required)
\$90	\$135	\$35

National Institute for Metalworking Skills (NIMS) Certified Testing Center

Improve your earning potential by obtaining one of 11 nationally recognized metalworking credentials for machining level one.

- Measurement, Material and Safety
- Job Planning, Benchwork & Layout
- Drill Press Skills I
- Manual Milling Skills I
- Turning Between Centers
- Turning Chucking Skills
- Grinding Skills I
- CNC Milling Operator
- CNC Milling Programming Setup & Operations
- CNC Turning Operator
- CNC Turning Programming Setup & Operations

Welding Certifications

- LA Department of Building & Safety
- American Petroleum Institute
- American Welding Society
- American Society of Mechanical Engineers Section IX

Visit SimiInstitute.org for Full List

GED® Testing Information

Test candidates who pass the exam will be issued a High School Equivalency Credential from the State of California.

Test Requirements: Must be 18 years of age or older (or within 60 days of 18th birthday); must not be a graduate of a U.S. High School; must be a California resident with valid driver's license, identification card or government-issued photo ID.

Registration: GED.com or call 1.877.EXAMGED

Cost: \$164 (covers all four tests; each test is \$41) - not recommended to take all four subject tests on the same day. Payment and scheduling are done online. Examinees only come to the school on their selected test date.

Adult Basic & Secondary Education

Adult Basic Education

Need help with reading, writing or math skills? Our free Adult Basic Education program is designed to prepare students to enroll in GED, High School Diploma, or a job training program. Mandatory state pre and post testing is required to determine the appropriate level of service.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Adult Basic Education	212	August 19 - December 19	Monday - Thursday	12:30 pm - 2:30 pm	Free	None

Academic Studies Center

Is your goal to earn a High School Diploma or GED®? Are you seeking a higher paying job and need to build your skills? Are you striving to pursue higher education, attain a career certificate or enroll in community college? We can help you meet your goals! Register at any time. Mandatory state pre and post testing is required.



SCAN TO REGISTER FOR
DIPLOMA OR GED PREP

General Education Development (GED)® Test Preparation

This Open Entry independent study program includes the GED® practice tests, teacher support as needed, online resources and extended hours for the learning lab. Both a traditional classroom lab and a blended home study program are available. Students will be given online access to GED® test preparation and the blended home study program after taking a standardized math and reading test and completing 12 hours of attendance. The blended home study program has attendance requirements and requires a minimum of five hours of study per week. Mandatory state pre and post testing is required to determine the appropriate level of service. **To register, scan QR code above or visit the Adult Secondary Education page on our website: SimiInstitute.org**

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
GED Preparation Adults 18 and over	404	August 6 - December 19	Monday - Thursday	T: 9:00 am - 6:30 pm M/W/Th: 9:00 am - 7:30 pm	Free	None

High School Diploma Program

Our free, fully accredited, Open Entry program offers adults a flexible schedule to complete their high school diploma. Students may apply credits earned from other schools or colleges. Submit your transcripts to get a credit evaluation when you register online. The program has an attendance requirement of 5 hours of study per week. Mandatory state pre and post testing is required to determine the appropriate level of service. **To register, scan QR code above or visit the Adult Secondary Education page on our website: SimiInstitute.org**

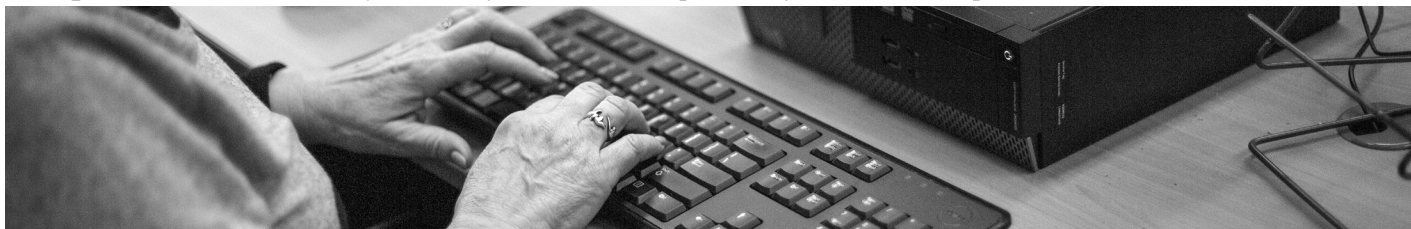
Course Title	Room	Dates	Days	Times	Fees	Prerequisites
High School Diploma - Adults 18 and Over	404	August 6 - December 19	Monday - Thursday	T: 9:00 am - 6:30 pm M/W/Th: 9:00 am - 7:30 pm	Free	Read at an 8th grade level

Business & Computer Technology

Instructor-Led & Open-Entry Courses

Simi Institute offers over 30 self-paced courses in our Business and Computer Training Center. Each of these individual classes culminates in a course completion certificate. Career Certificates are issued to students who have completed a series of courses. We also offer instructor-led sessions each semester. Classes are designed for everyone from beginner students to office professionals. Gain the skills needed to compete in today's job market!

Computer Lab Hours: Monday - Thursday: 9:00 am - 8:00 pm; Friday: 9:00 am - 1:00 pm



FREE Computer Basics Class

In partnership with EDC Upskill, this six week course teaches adults essential computer skills that are needed to get a job or move into a higher-paying position. It's specifically designed for individuals with minimal or no digital skills operating a computer. Participants need to have basic literacy skills including reading and writing. Learn how to use a computer, search the internet, search for jobs and resources online, create and use email, and participate in video calls. Spanish language support available.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Free Computer Basics	203	October 1 - November 7	Tuesday & Thursday	1:00 pm - 3:00 pm	Free	Minimal or no experience operating a computer

Instructor-Led Classes

Basic computer knowledge and internet access required. Textbook included. Excel classes include a flash drive. QuickBooks classes include a one-year free software trial and are compatible with PC, Mac, and Chromebook.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Excel 2021 - Level 1	203	August 21 - October 9	Wednesday	6:00 pm - 8:00 pm	\$199	See above
QuickBooks	203	October 10 - November 21	Tuesday & Thursday	6:00 pm - 8:30 pm	\$450	See above

Standalone Computer Classes: \$129 Per Class for 13-Week Period

Enroll in our Standalone Computer Classes to learn an individual program or to work towards a career certificate (see page 5). Textbook purchase may be required. Classes may be taken remotely or in our on-campus computer lab (see lab hours above). Standalone Computer Classes are open-entry so you can begin any time!

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> • Access 1 & 2 • Accounting 1, 2 & 3 • Accounting Basics - Certification Preparation • Business English Review • Computer Literacy • Excel 1, 2 & 3 • Excel for Accounting | <ul style="list-style-type: none"> • Intro to Computers • Keyboarding • Math Refresher • Medical Office Procedures • Medical Terminology • Outlook • Payroll Accounting • PowerPoint 1 & 2 | <ul style="list-style-type: none"> • Publisher • QuickBooks 1 & 2 • Resume Writing • Speed Building • Telephone Techniques • 10 Key • Windows 10 • Word 1, 2 & 3 |
|--|--|--|

One-Session Microsoft Office Workshops

Intro to Excel Formulas | Intro to Pivot Tables | Mail Merge

\$35 each

Call 805.579.6200 ext. 1720 for more information.

Testing Service

\$10 Fee, Includes Two Certificates

This low-cost service is for job seekers and employers who require confirmation of skills. 10 Key and Keyboarding testing offered weekly. Other testing available. Room 201.

Call 805.579.6200 ext. 1720 to schedule an appointment. See page 2 for additional testing services.

Career Certificate Programs: \$360 per 3-Month Period

Earn a Career Certificate in one of three pathways: Business & Accounting, Microsoft Certification or Office Occupations. All pathways start with Basic Computer Essentials. Once you have successfully completed or tested out of Basic Computer Essentials, you can begin the pathway of your choice. Students may also test out of pathway classes based on prior experience and knowledge. Completion times are approximate and are based on 25 hour per week attendance. Some Career Certificate Programs may require multiple Open Entry sessions. Begin any time!

START HERE: Basic Computer Essentials	
Course Title	Hours
Intro to Computers	20
Windows	60
Keyboarding (30 wpm)	60

Pathways - Choose One

Business & Accounting

Account Clerk OR Payroll Account Clerk	
Course Title	Hrs.
Accounting 1 <i>or</i> Payroll Accounting	114 / 75
10 Key	30
Excel Level 1	40
Excel Level 2	45
QuickBooks Level 1	30
QuickBooks Level 2	30



Bookkeeper	
Course Title	Hrs.
Accounting 2	114
Accounting 3	100
Excel Level 3	35



Microsoft Certification

Microsoft Certification 1: General Office	
Course Title	Hrs.
Excel Level 1	40
Word Level 1	45
PowerPoint Level 1	40
Access Level 1	40
Keyboard Speedbuilding (35 wpm)	25
Outlook	15



Microsoft Certification 2: Advanced Office	
Course Title	Hrs.
Excel Level 2	45
Word Level 2	40
PowerPoint Level 2	30
Access Level 2	50
Keyboard Speedbuilding (40 wpm)	25



Microsoft Certification 3: Office Specialist	
Course Title	Hrs.
Excel Level 3	35
Word Level 3	45

Office Occupations

Front Desk Associate	
Course Title	Hrs.
Excel Level 1	40
Word Level 1	45
Outlook	15
Keyboard Speedbuilding (35 wpm)	25
Telephone Techniques	48



Administrative Assistant	
Course Title	Hrs.
Business English Review	50
Word Level 2	40
Excel Level 2	50
Proofreading	50
PowerPoint Level 1	40
PowerPoint Level 2	30
Keyboard Speedbuilding (40 wpm)	25



Executive Assistant	
Course Title	Hrs.
Word Level 3	45
Excel Level 3	35
Access Level 1	40
Access Level 2	50
Keyboard Speedbuilding (50 wpm)	25

Cosmetology Programs

Our Barber, Cosmetologist (hair/skin/nail care), Esthetician (skin care), and Manicurist (nail care) Certificate Programs meet California State Board of Barbering & Cosmetology requirements for licensure and are designed to give students a foundation in the beauty industry. Our Crossover certificate programs are designed to help working beauty professionals qualify for an additional license. New cohorts for certificate programs start five times per year for daytime classes and twice per year for evening classes. Unless otherwise noted, textbooks, course supplies, and required uniform tops are included in the course fees for each level. Students are required to provide their own black pants or skirts and black closed-toe shoes that meet the salon's dress code. Kit pick-up is held on the first day of every session.

REQUIRED PREREQUISITES FOR ALL COSMETOLOGY PROGRAMS

Related Science (Health & Safety) is an online, week-long course that all students must take prior to beginning core classes. The course is conducted via Google Classroom and assignments are due daily. Related Science is a training program that covers health and safety hazards, as well as challenges faced by beauty professionals in the workplace. It is a mandatory course required by the California Board of Barbering and Cosmetology. This course will provide students with a better understanding of the knowledge, skills, and training needed to succeed in the Barbering and Beauty industry.

The \$55 course fee for Related Science (Health & Safety) is included in all Level 1 core class tuitions. The fee structure for Level 1 core classes is as follows:

Barber & Cosmetologist - Level 1: \$1,905 | Esthetician - Level 1: \$1,605 | Manicurist - Level 1: \$1,105

Start Dates: July 22 - July 27; September 30 - October 5; December 9 - 14 (for January 2025 session)

Health & Safety Sessions	Days	Time	Location
July 22 - July 27; September 30 - October 5; December 9 - 14	Monday - Friday	Self-paced	ONLINE ONLY, plus additional assignments to be completed at home



Cosmetologist-to-Barbering Crossover (minimum 200 hours)

Students in the Barbering Crossover Program will complete a minimum of 200 additional hours in order to prepare for the California Barbering Licensure Exam. The focus of study is on shaving preparation and performance. Students will also learn about the history of barbering, facial hair design, and men's hair replacement. Students will review infection control, disinfection and sanitation, general anatomy and physiology, chemistry, electricity, shampooing, hairstyling, permanent waving, chemical straightening, hair coloring, and hair cutting in preparation for California's written and practical exams in Barbering. **IN-PERSON CLASS.**

Course Fee: \$1,850 | Salon hours are arranged with instructor.

Start Dates: Open enrollment for evening classes. TBD for daytime classes.

Cohort Dates	Level	Days	Times	Location
Open enrollment for evening classes. TBD for daytime classes.	2, 3	Monday - Friday	TBD	Salon

For students wishing to transfer hours from another cosmetology school or return after an extended time off, please call 805.579.6200 ext. 1610 for more information.

Barber Certificate Program (1,000 hours)

Simi Institute's Barber Certificate Program teaches the fundamentals of men's hair dressing, skin care, and shaving. Students will take a series of courses in hair styling, hair cutting, hair coloring, permanent waving, chemical straightening, men's facials, shaving, and facial hair design. Students will also learn basic business and salon management skills. All of our students are provided with a course schedule that allows them to efficiently complete all operations and hour requirements set forth by the CA Board of Barbering and Cosmetology. Our Barbering Program can be completed in three levels depending on student attendance and student progress. Students must successfully complete each level to advance to the next level. All beginning students must complete Related Science (Health & Safety) before starting this program. **IN-PERSON CLASS.**

Level 1 Course Fee: \$1,905 | Levels 2 & 3 Course Fee: \$1,850

Start Dates: August 5; October 7

Daytime Cohort Dates	Level	Days	Times	Location
August 5 - October 4; October 7 - December 13	1	Monday - Friday	8:30 am - 4:00 pm	407 / 408
August 5 - October 4; October 7 - December 13	2, 3	Monday - Friday	8:30 am - 4:00 pm	Salon



Cosmetologist Certificate Program (1,000 hours)

Simi Institute's Cosmetology Certificate Program teaches the fundamentals of hair care, skin care, and nail care. Students will complete a series of courses in hairstyling, hair cutting, hair coloring, permanent waving, makeup, facials, manicuring, and pedicuring. Students will also learn basic business and salon management skills. Advanced students will perform a variety of hair, skin, and nail services in our full-service, on-site salon. All of our students are provided with a course schedule that allows them to efficiently complete all operations and hour requirements set forth by the California Board of Barbering and Cosmetology. Our Cosmetology Program can be completed in three levels depending on student attendance and student progress. Daytime cohorts take approximately 8 months and evening cohorts take approximately one year to complete. Students must successfully complete each level to advance to the next level. All beginning students must complete Related Science (Health & Safety) before starting this program **IN-PERSON CLASS.**

Level 1 Course Fee: \$1,905 | Levels 2 & 3 Course Fee: \$1,850

Start Dates: August 5; October 7

Daytime Cohort Dates	Level	Days	Times	Location
August 5 - October 4; October 7 - December 13	1	Monday - Friday	8:30 am - 4:00 pm	407 / 408
August 5 - October 4; October 7 - December 13	2, 3	Monday - Friday	8:30 am - 4:00 pm	Salon
Evening / Saturday Cohort Dates	Level	Days	Times	Location
October 7 - December 14	1	Monday - Thursday; Saturday	M - Th: 5:30 pm - 9:00 pm Sat: 8:30 am - 4:00 pm	407 / 408
August 5 - October 5; October 7 - December 14	2, 3	Monday - Thursday, Saturday	M - Th: 5:30 pm - 9:00 pm Sat: 8:30 am - 4:00 pm	Salon

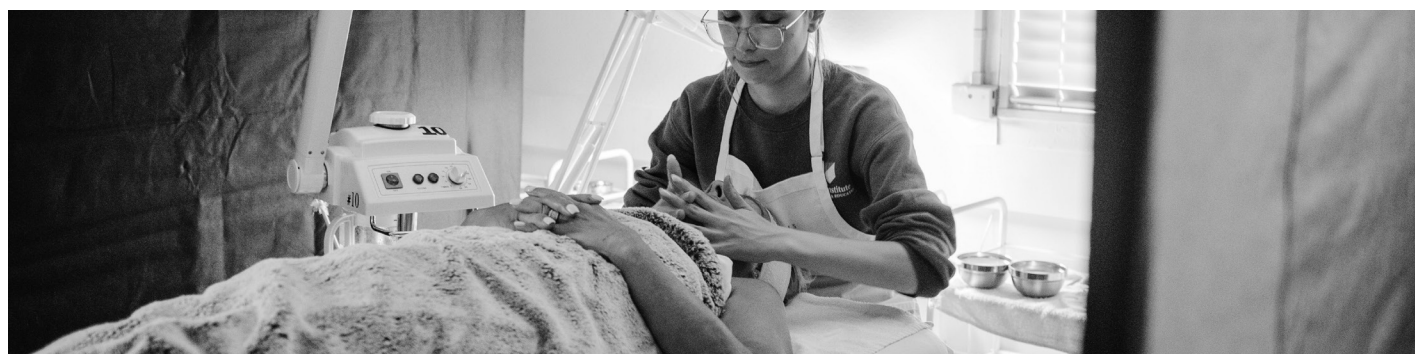
Esthetician Certificate Program (minimum 600 hours)

Simi Institute's Esthetics Certificate Program teaches the fundamentals of skin care. Students learn procedures for skin analysis, dermaplaning, brow lamination, lash lift, performing a variety of facials, chemical exfoliation, waxing, the use of galvanic and high-frequency machines, paraffin wax, basic makeup applications, and basic business and salon management skills. All of our students are provided with a course schedule that allows them to efficiently complete all operations and hour requirements set forth by the California Board of Barbering and Cosmetology. Our Esthetician Program can be completed in as few as three levels (depending on number of salon shifts completed in levels 2 & 3). Daytime cohorts take approximately six months and evening cohorts take approximately 9 months to complete. Students must successfully complete each level to advance to the next level. All beginning students must complete Related Science (Health & Safety) before starting this program. **IN-PERSON CLASS.**

Level 1 Course Fee: \$1,605 | Levels 2 & 3 Course Fee: \$1,550

Start Dates: August 5; October 7

Daytime Cohort Dates	Level	Days	Times	Location
August 5 - October 4; October 7 - December 13	1 & 2	Monday - Friday	8:30 am - 2:00 pm	102 / 103
August 5 - October 4; October 7 - December 13	3	Monday - Friday	8:30 am - 2:00 pm	Salon
Evening / Saturday Cohort Dates	Level	Days	Times	Location
August 5 - October 5; October 7 - December 14	1	Monday - Thursday, Saturday	M - Th: 5:30 pm - 9:00 pm Sat: 8:30 am - 2:00 pm	102 / 103



Manicurist Certificate Program (minimum 400 hours)

Simi Institute's Manicuring Certificate Program teaches the fundamentals of nail technology. Students will take a series of courses to learn procedures for manicuring, pedicuring, nail tips, nail enhancements, gels, massage, paraffin wax, and advanced nail art. All of our students are provided with a course schedule that allows them to efficiently complete all operations and hour requirements set forth by the California Board of Barbering and Cosmetology. Our Manicuring Program can be completed in as few as two levels (depending on number of salon shifts completed). Students must successfully complete each level to advance to the next level. All beginning students must complete Related Science (Health & Safety) before starting this program. **IN-PERSON CLASS.**

Level 1 Course Fee: \$1,105 | Level 2 Course Fee: \$1,050

Start Dates: August 5; October 7

Daytime Cohort Dates	Level	Days	Times	Location
August 5 - October 4; October 7 - December 13	1	Monday - Friday	8:30 am - 2:00 pm	102
August 5 - October 4; October 7 - December 13	2	Monday - Friday	8:30 am - 2:00 pm	Salon



HAIR SERVICES

FREE SHAMPOO WITH ALL HAIR SERVICES

Haircut _____	\$10
Blow Dry _____	\$10
Blow Dry & Updo _____	\$20
Roller Set & Comb-Out _____	\$10
Conditioning Treatment _____	\$10

HAIR COLOR SERVICES*

Full Head Color _____	\$30 & Up
Root Touch-Up _____	\$15
Toner _____	\$15
Full Head Bleach _____	\$30 & Up
Bleach Touch-Up _____	\$15
Full Head Highlights _____	\$50
Partial Head Highlights _____	\$25
Balayage _____	\$30 & Up
Ombre _____	\$30 & Up
Pravana Color Full Head _____	\$30 & Up
Pravana Color Enhancements _____	\$15 & Up
Corrective Color _____	\$50 & Up

CHEMICAL SERVICES

Classic Perm _____	\$20 & Up
Spiral Perm _____	\$30 & Up
Keratin Treatment _____	\$50 & Up

MEN'S SERVICES

Shave _____	\$8
Beard Trim _____	\$8
Line Up _____	\$8
Bald Shave _____	\$10
Fade _____	\$10
Men's Haircut _____	\$10

*Consultation required for all hair coloring services. Price will vary depending on consultation. Allergy test required 24 hours before color on all first-time color services.

ALL SERVICES PERFORMED BY STUDENTS

SKIN SERVICES

FACIALS

Basic Facial (45 Minutes) _____	\$30
<i>Includes double cleanse, exfoliation, extraction, face massage, face mask, toner serum, moisturizer & SPF</i>	
Custom Facial (60 Minutes) _____	\$45 & Up
<i>Includes consultation, double cleanse, exfoliation, extraction, face massage, face or body mask, body massage, toner, serum, moisturizer & SPF</i>	
The Works (90 Minutes) _____	\$55
<i>Includes consultation, double cleanse, exfoliation, extraction, face massage, mask, modality, second mask, toner serum, moisturizer & SPF</i>	
Add-Ons _____	\$10
Modality _____	\$15

WAXING

Eyebrow Waxing _____	\$10
Lip Waxing _____	\$10
Chin Waxing _____	\$10
Full Face Waxing _____	\$20
Arm Waxing _____	\$20
Armpit Waxing _____	\$10
Half-Leg Waxing _____	\$15
Full-Leg Waxing _____	\$30
Back Waxing _____	\$20
Chest Waxing _____	\$20

MAKEUP SERVICES

Makeup _____	\$20 & Up
Strip Lash Application _____	\$5
Individual Lash Application _____	\$15

NAIL SERVICES

Polish Change _____	\$5
Polish Change Gel _____	\$7
Basic Manicure _____	\$10
Gel Manicure _____	\$15
Spa Manicure _____	\$15
Spa Gel Manicure _____	\$20
Basic Pedicure _____	\$10
Basic Gel Pedicure _____	\$15
Spa Pedicure _____	\$15
Full Set Acrylics _____	\$20
Acrylics Fill _____	\$15
Pink and White Full Set _____	\$25
Pink and White Fill _____	\$15
Nail Art Per Nail _____	\$1

Call for Appointments: 805.579.6275 | Salon Address: 3340 Los Angeles Avenue, Simi Valley, CA 93063

English as a Second Language (ESL)

Do you want to improve your English skills? Would you like to have better communication with your neighbors and friends? Is your goal to get a job or a promotion? Do you need help preparing for the USCIS citizenship exam? We provide both morning and evening classes. Based upon individual student goals and designed to meet each person's language-learning needs, our highly qualified instructors will help you prepare for academic, career-technical, and personal growth opportunities. Our classes teach to all levels from beginning through advanced, and cover reading and writing skills, grammar, context and fluency. **All ESL and Citizenship Classes are FREE.**

Registration & Pre-Testing: August 13 - August 16. For more information, please call 805.579.6200 ext 1735.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
ESL - Day	305	August 19 - December 19	M - Th	9:00 am - 12:00 pm	Free	(1)
ESL - Evening	305	August 19 - December 19	M - Th	5:30 pm - 8:30 pm	Free	(1)
ESL - Distance Learning	205 / Online	August 23 - December 13	M - Th	Arranged with instructor	Free	(1)
ESL - Citizenship L1 - Beginning Level	205	August 19 - December 16	Mon	12:30 pm - 3:30 pm	Free	(2)
ESL - Citizenship L2 - Intermediate Level & Above	205	August 21 - December 18	Mon	12:30 pm - 3:30 pm	Free	(2)

(1) ESL students will be pre-tested at registration and must post-test prior to exiting the program or at the end of classes. CASAS score is used to place students in the appropriate level ESL class (low, intermediate, high).

(2) ESL Citizenship classes require lawful permanent resident status (Green Card) for at least 4 years, or 2 years if married to a U.S. citizen for at least 3 years. Level 1 is for beginning level English. Level 2 is for Intermediate to Advanced level English.

ESL Integrated Education & Training (IET)

Learn a new career while improving your English. Integrated Education and Training (IET) combines our English as a Secondary Language (ESL) classes with our Career Technical Education (CTE) programs. Complete a trade certification with ESL support. Students who meet the prerequisite score of 210+ on the CASAS test are eligible.

ESL - IET: Machine Technology

Receive hands-on training in our Machine Technology shop. You will learn how to use lathes, mills, hand tools, and surface grinders as well as blueprint-reading and shop math. Students will also receive help with speaking, reading, and math skills in English. Financial aid is available. See page 13 for more information on Machine Technology.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
ESL - IET: Machine Technology	606	August 13 - December 19	M - Th	5:30 pm - 8:30 pm	\$480	(1)(2)

(1) ESL IET - 210+ CASAS test score prior to enrollment. (2) ESL - IET: Machine Tech safety equipment and tools extra.

Medical English

Improve your English language skills in preparation for a career in a variety of medical fields. Emphasis is placed on practical usage and pronunciation of medical terms used in conversation with medical professionals and patients. Students will receive a word-building system of medical terminology to help expand their medical vocabulary. They will be able to recognize, define, spell, and correctly pronounce common medical terminology associated with body systems.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Medical English	203	September 16 - November 20	Mon & Weds	1:00 pm - 4:00 pm	Free	CASAS Level 5 - 6

Job & Career Center



The Job & Career Center can help with:

- *Crafting a winning resume*
- *Creating effective cover letters*
- *Building a powerful job search strategy*
- *Being successful in job interviews*

We provide one-on-one support as well as in-depth workshops for resume writing, job search campaigning, and interview preparation. These services are **FREE** of charge to our currently enrolled students and recent graduates of Simi Institute. Prefer contactless communication? We are happy to offer support via phone, email, and Zoom meetings.

Contact:

Sandi Knox, Job Coach
sandra.knox@simivalleyusd.org
805.579.6200 x 1629

Room 204

Monday - Friday: 8:30 am - 4:30 pm

(Available by appointment only on Monday - Thursday between 4:30 pm - 6:30 pm)

Frequently Asked Questions

What does “Open Entry” mean?

Many programs, including Business & Computers, Machine Technology, and Welding (pending wait list), offer Open Entry enrollment to allow students to begin training at any time, not just during our standard registration periods. Open Entry also means that students can create their own schedule and work at their own pace to complete their studies.

Can I receive financial aid if I qualify?

Yes, many of our students are eligible for grants and scholarships offered through various community partners. Please note that you must apply for financial aid **PRIOR** to enrolling in courses or paying any tuition or fees, unless otherwise noted.

How do I make an appointment for salon services?

To make an appointment at The Salon at Simi Institute, please call 805.579.6275 and leave a message. You will receive a follow-up call shortly after. Walk-in customers are also welcome. For the full list of salon services, please see page 9.

Manufacturing



Carpentry Building & Construction Trades Pre-Apprenticeship

Carpentry Building & Construction Trades Pre-Apprenticeship is a comprehensive course to prepare students for careers in the Residential and Commercial Construction industry or the Southwest Mountain State’s Carpenters Guild Apprenticeship Program. This course integrates academic skills with practical application allowing students to explore career options in the Building and Construction industry, while developing a foundation of industry-specific skills and concepts. Students will learn beginning to advanced techniques that have real world uses in both residential and commercial construction industries.

Students will learn:

- Job site safety
- Shop math: measuring, marking & cutting
- Blueprint reading
- Layout and framing
- How to use common hand and power tools

Projects include:

- Footing and foundations
- Floor, wall, ceiling & roof framing
- Installing and finishing drywall
- Doors and windows
- Acoustical ceilings
- Flooring, stairs & trim

Course Title	Room	Dates	Days	Times	Fees
Carpentry Building & Construction Trades Pre-Apprenticeship	707	August 13, 2024 - July 24, 2025	Monday - Thursday; some Saturdays may be added in second semester for larger scale projects	5:00 pm - 9:00 pm	\$1,000. Includes all classroom materials and basic safety gear that is for the student to keep.

Prerequisites: None

Machine Technology

Open Entry Program - **ENROLL ANY TIME** - morning, noon or evening. \$480 fee covers 3 month access. Certification may take additional time beyond three months. Hands-on, no previous experience required. National Institute for Metalworking Skills (NIMS) credentials available. Books and supplies may be required in addition to fees listed. To learn more, visit SimiInstitute.org or call 805.579.6200 ext. 1766.

Basic Machine Shop - Learn the machining skills that lay the foundation for a successful career in manufacturing, while learning how to use the Lathe and Milling machine to make your own tools. This class focuses on shop safety, print reading, how to calculate spindle speeds, using measuring tools, and many other basic operations used by machinists.

CNC Operations & Programming - In the CNC class, students learn to perform their own setups on the CNC Mill and CNC Lathe. Students will learn how to edit and write G-code programs while individually completing a number of projects in the class. The class covers programming from simple G-code to more advanced functions like sub-programs, sub-routines, and canned cycles. **Prerequisites: Basic Machine Shop course and instructor's approval.**

Introduction to CAD / CAM Programming - CAD/CAM stands for Computer Aided Design, and Computer Aided Machining. Students learn how to draw geometry and create solid models in the CAD/CAM software. By entering data for tools and machine configurations, the software will assist you in generating G-code for both the CNC Mill and Lathe. This is a hands-on class where students will be running their own parts from the G-code they generate. **Prerequisites: CNC Operations and Programming course and instructor's approval.**

Advanced CNC Programming Concepts - In this advanced intensive course, students will learn programming in multiple coordinate systems; trigonometry and offsetting geometry; thread milling; 4th axis milling; and live tooling in a lathe program, and simulated y-axis. **Prerequisites: Prior CNC work experience or education.**

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Machine Shop Open Lab	606	Open Entry: enroll any time	Monday - Thursday	8:00 am - 9:00 pm	\$480 for 3 months access	See course progression above
Advanced CNC Programming Concepts	606	September 13, 14, 20, 21, 27, 28	Friday & Saturday	9:00 am - 2:00 pm	\$230	Prior CNC work experience or education

National Institute for Metalworking Skills (NIMS) Certified Testing Center

Improve your earning potential by earning one of 11 nationally recognized metalworking credentials for Machining Level 1.

- Measurement, Material and Safety
- Job Planning, Benchwork & Layout
- Drill Press Skills I
- Manual Milling Skills I
- Turning Between Centers
- Turning Chucking Skills
- Grinding Skills I
- CNC Milling Operator
- CNC Milling Programming Setup & Operations
- CNC Turning Operator
- CNC Turning Programming Setup & Operations



Accredited Training Program



Simi Institute is a proud member of Strong Workforce Apprenticeship Group (SWAG).

Call 805.579.6200 ext. 1766 for more information.

OSHA 10 Hour & Cal/OSHA - General Industry

OSHA (Occupational Safety and Health Administration) 10 Hour and Cal/OSHA training teaches basic safety and health information to entry level workers in general industry. While the OSHA Outreach Training Program is voluntary, employers may require you to earn an OSHA 10 Card before you start work. Acquiring an OSHA 10 DOL Card proves to employers that you have completed 10 hours of OSHA-authorized training on critical workplace safety topics. Entry-level workers with this credential have industry-specific knowledge and skills that help prevent injuries and keep workplaces safe and productive. Upon successful completion of this course, you will receive an OSHA 10 Card in general industry.

Each training program provides 12 hours of instruction over two days. For more information, call **805.579.6200 ext. 1766**.

Course Title	Room	Dates	Corporate Rate	Prerequisites
OSHA 10-Hour Training Course - General Industry	606	Call 805.579.6200 ext. 1766 to schedule	\$1,500 for up to 25 employees	None
Cal/OSHA Training Course - General Industry				

Upholstery

Upholstery Master Course - Two (2) eight-week sessions held on Tuesday, Wednesday, and Thursday. Learn upholstery techniques for a Vocational Certificate or discuss special projects with the instructor. This course is designed to prepare industrial trainees to perform various technical skills in all phases of the upholstery industry.

Technical Skills

- Anchoring & Springs
- Frames and Padding
- Reupholstery & Furniture Construction
- Cushion Assembly
- Fabric Types & Layouts
- Upholstery Skirts & Fittings



Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Upholstery Session 1	604	August 13 - October 8	T, W, Th	9:00 am - 2:00 pm	\$280	None
Upholstery Session 2	604	October 22 - December 19	T, W, Th	9:00 am - 2:00 pm	\$280	None

Welding

Simi Institute is proud to offer a fully comprehensive 6 Month Welding Program. One low fee covers all instructional hours, lab consumable gases and metals, up to four certification exams, and a full set of gears, tools, and books aligned with the students' industry pathway of choice. All students will gain an understanding of the tools and techniques involved in welding as a trade and career. Students will complete training in safety around the tools and gases, basic technical print reading, welding symbols, and shop math. Students will also learn how to perform basic welding techniques using the Oxy-Acetylene and one of four industry pathways of their choice.

Course Fee: \$2,800 for first 6 month period; \$600 for each additional 6 month period.

For more information about the Welding courses below, please call **805.579.6200 ext. 1614**.

Industry Pathways

Welding for Aerospace / Automotive Trades and Careers - Students will learn the processes and develop the skills necessary to enter Aerospace and Automotive Welding Industries. This includes Gas Metal Arc Welding / Gas Tungsten Arc Welding on steel, chromoly, aluminum, stainless steel, Inconel, and titanium. Students will also learn corresponding technical drawing and reading, math and project planning. *Prerequisites: None.*

Welding for Petrochemical / Pipefitting Trades and Careers - Students will learn the processes and develop the skills necessary to enter Petrochemical and Pipefitting trades associated with Welding Industries. This includes Shielded Metal Arc Welding / Gas Tungsten Arc Welding on steel and stainless steel. Students will also learn corresponding technical drawing and reading, math and project planning. *Prerequisites: None.*

Welding for Fabrication / Manufacturing Trades and Careers - Students will learn the processes and develop the skills necessary to enter Fabrications and Manufacturing trades associated with Welding Industries. This includes Gas Metal Arc Welding / Gas Tungsten Arc Welding on steel, chromoly, aluminum, and stainless steel. Students will also learn corresponding technical drawing and reading, math and project planning. *Prerequisites: None.*

Welding for Construction / Building Trades and Careers - Students will learn the processes and develop the skills necessary to enter Construction and Building Trades associated with Welding Industries. This includes Shielded Metal Arc Welding / Gas Tungsten Arc Welding on steel, aluminum, and stainless steel. Students will also learn corresponding technical drawing and reading, math and project planning. *Prerequisites: None.*

Course Title	Room	Dates	Session Days & Times (Choose One)	Fees
Welding for Aerospace / Automotive Trades & Careers	605	Open Entry; enrollment date dependent on wait list	M-Fri: 8:00 am - 12:00 pm; <i>OR</i> M-Fri: 12:30 pm - 4:30 pm; <i>OR</i> M-Th: 5:00 pm - 9:00 pm & Sat. 8:00 am - 4:00 pm	\$2,800 for first 6 months; \$600 for each additional 6 month period
Welding for Petrochemical / Pipefitting Trades & Careers	605	Open Entry; enrollment date dependent on wait list	M-Fri: 8:00 am - 12:00 pm; <i>OR</i> M-Fri: 12:30 pm - 4:30 pm; <i>OR</i> M-Th: 5:00 pm - 9:00 pm & Sat. 8:00 am - 4:00 pm	\$2,800 for first 6 months; \$600 for each additional 6 month period
Welding for Fabrication / Manufacturing Trades & Careers	605	Open Entry; enrollment date dependent on wait list	M-Fri: 8:00 am - 12:00 pm; <i>OR</i> M-Fri: 12:30 pm - 4:30 pm; <i>OR</i> M-Th: 5:00 pm - 9:00 pm & Sat. 8:00 am - 4:00 pm	\$2,800 for first 6 months; \$600 for each additional 6 month period
Welding for Construction / Building Trades & Careers	605	Open Entry; enrollment date dependent on wait list	M-Fri: 8:00 am - 12:00 pm; <i>OR</i> M-Fri: 12:30 pm - 4:30 pm; <i>OR</i> M-Th: 5:00 pm - 9:00 pm & Sat. 8:00 am - 4:00 pm	\$2,800 for first 6 months; \$600 for each additional 6 month period

Medical Programs

Medical Program Requirements: All SICE medical courses include required textbooks, supplies, and uniforms (unless otherwise noted). Students in all SICE medical programs should speak, read, and write at a minimum 10th grade level.

Clinical Requirements: A Social Security or tax ID number, background check, medical exam, vaccinations (Covid-19 vaccination is required for certain clinical sites; subject to change), drug screening, government-issued picture ID, N95 mask fitting, CPR, TB test, and Fire Card (for Los Angeles if applicable) are mandatory for those SICE medical programs that require clinical externships at partner facilities. Other clinical requirements may exist. Clinical externships included in SICE medical programs are unpaid educational experiences.

Licensing Requirements: In addition to program completion and clinical requirements, proof of U.S. High School Diploma or equivalent, passing licensure exam score, and additional items may be required for licensure in California.



College Credit Recommendations for Medical Programs at Simi Institute

More than 1,500 cooperating colleges and universities (including most California Community Colleges and Cal State Universities) will consider granting college credit based on National College Credit Recommendations Service (NCCRS) credit recommendations. Additional colleges may also award college units for SICE Medical Career Courses. Please visit our website for more information.

Certified Nursing Assistant

Certified Nursing Assistants help provide basic care for patients in hospitals and residents of long-term care facilities, such as nursing homes. Classroom instruction and clinical training include resident care skills, vital signs, nutrition, emergency procedures, and rehabilitation. The first class meeting will include an orientation and a reading comprehension test. Upon completion of this course, students must take the state exam for certification. For additional certification information, please refer to licensing board at www.CDPH.ca.gov

DAYTIME	Room	Dates	Days	Times	Fees	NCCRS Credits
Classroom (Basic / Didactic)	107 & Offsite	Aug. 6 - Dec. 4	Tues & Wed	8:00 am - 2:30 pm	\$1,300, including textbooks, supplies, uniforms, CPR	5
Clinical		Clinicals begin Sept. 18		Clinicals: 7:00 am - 2:30 pm		
EVENING	Room	Dates	Days	Times	Fees	NCCRS Credits
Classroom (Basic / Didactic)	107 & Offsite	Aug. 7 - Jan. 11	Wed & Sat	W: 5:00 pm - 9:00 pm Sat: 8:00 am - 4:00 pm	\$1,300, including textbooks, supplies, uniforms, CPR	5
Clinical		Clinicals begin Sept. 25		W: 4:00 pm - 8:00 pm Sat: 7:00 am - 3:30 pm		

Prerequisites: See top of page for clinical rotation requirements.

Electrocardiograph Technician (ECG / EKG) / Telemetry Technician

The ECG Technician (Telemetry Technician) provides critical information to physicians about patients' heart health by preparing patients for procedures, operating machines, and measuring and recording heart rates and rhythms including arrhythmia (irregular heartbeat). The course also includes vital signs, medical terms, anatomy, and physiology. Students who successfully complete this course are eligible to take the NCCT's ECG Exam. Medical Terminology is recommended but not required.

Room	Dates	Days	Times	Fees	NCCRS Credits
502	August 7 - December 11	Wednesday	5:00 pm - 9:00 pm	\$830, includes textbook & supplies	6

Prerequisites: None. Medical Terminology is recommended but not required.

Emergency Medical Technician (EMT)

EMT (Accelerated) - Emergency Medical Technicians (EMT) respond to emergency calls, perform medical services, and transport patients to medical facilities. EMT certification and work experience are also required for those seeking Paramedic training. Upon successful completion of the course, students will receive an EMT-1 Course Completion Certificate from Simi Institute and will be eligible to take the computerized National Registry Exam. Clinical ride-along and ER externship experience included. Clinical ride-along times TBD.

Room	Dates	Days	Times	Fees	NCCRS Credits
508	Sept. 23 - Nov. 13 Ride-alongs begin Oct. 21	Mon, Tues, Wed, Fri, Sat	M, T, W, F: 8:00 am - 4:30 pm; Sat: 8:00 am - 4:00 pm	\$1,185, includes EMT polo shirt, clinical ride-alongs & textbooks*	6

**Note: Students MUST provide their own required shoes, pants, and belt.*

Prerequisites: A valid CPR card ("Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals" card from the American Heart Association, or "CPR for the Professional Rescuer" card from the American Red Cross) is required prior to clinical experience. See previous page for clinical rotation requirements.

EMT Refresher - This four-day class meets the 24-hour classroom refresher requirement and the additional skills refresher requirement for the State of California and its counties, as well as portions of the National Registry's re-registration requirements for Emergency Medical Technician Basics.

Room	Dates	Days	Times	Fees
508	November 20 - 23	Wednesday - Saturday	Weds & Th: 8:00 am - 6:00 pm; Fri: 8:00 am - 4:30 pm; Sat: 8:00 am - 4:00 pm	\$325

Prerequisites: A valid CPR card ("Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals" card from the American Heart Association; or "CPR for the Professional Rescuer" card from the American Red Cross) is required prior to first day of class. All students must bring a copy of their current or most recent EMT-1 certification card (expired no more than 30 days) on the first day of class.

EMT Skills Only - Students interested in skills testing only may enroll in this class that will take place on the last day of the EMT refresher course. Skills practice will be at the discretion of the instructor. If offered, it may be the same day prior to testing.

Room	Dates	Days	Times	Fees
508	November 23	Saturday	8:00 am - 4:00 pm	\$75

Prerequisites: A valid CPR card ("Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals" card from the American Heart Association, or "CPR for the Professional Rescuer" card from the American Red Cross) is required prior to first day of class. All students must bring a copy of their current or most recent EMT-1 certification card (expired no more than 30 days) on

Medical Assistant (Front & Back Office)

Medical Assistants complete administrative and clinical tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. This course prepares students to work in medical offices and clinics and emphasizes clinical skills including taking vital signs, diagnostic testing (venipuncture, urinalysis, EKG, injections, etc.), therapeutic interventions, elementary instruction in medical insurance billing and coding as well as medical office administration and management. HIPAA, CLIA, OSHA, and Dept. of Health and Human Services statutes are taught. This course emphasizes medical terminology. A 160-hour externship is available for those who qualify. Students who successfully complete the course are eligible to take the optional NCCT/Medical Assistant National Certification Exam. The first class meeting will include a brief overview of course expectations and a reading comprehension test will be given for assessment.

Room	Dates	Days	Times	Fees	NCCRS Credits
502	DAYTIME COHORT August 14 - January 9	Monday - Friday	9:00 am - 12:30 pm	\$1,800, includes uniform, textbooks, classroom supplies, CPR training	15 (optional clinical is additional 4)
502	EVENING COHORT August 13 - January 9	Tuesday, Thursday, Saturday, plus Mondays beginning in October	M -Th: 6:30 pm - 9:00 pm Sat: 8:30 am - 4:00 pm	\$1,800, includes uniform, textbooks, classroom supplies, CPR training	15 (optional clinical is additional 4)

Prerequisites: See page 16 for clinical rotation requirements.



Medical Terminology (*Self-Paced, Start Any Time*)

This Open Entry, self-paced course teaches the language of medicine applicable to all health care occupations, including basic medical word roots, combining forms, prefixes, suffixes, abbreviations, and pronunciation. This self-paced course includes non-technical explanations and provides students with a working knowledge of terms used in anatomy, physiology, pathology, clinical procedures, and laboratory tests.

Room	Dates	Days	Times	Fees	NCCRS Credits
201	Register anytime. Open Entry, self-paced. 13 weeks enrollment starts on registration date.	Self-paced	M - Th: 9:00 am - 8:00 pm Fri: 9:00 am - 1:00 pm	\$299, includes textbook	3

Prerequisites: None.

Online Medical Career Training Classes

In partnership with ed2go, we are excited to offer many online health and fitness career training programs.
To register, visit careertraining.ed2go.com/sicectp

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
ACE Personal Trainer	Online	6 months - Start Anytime			\$1,595	No for course but yes for exam. See website.
Administrative Dental Assistant	Online	6 months - Start Anytime			\$1,995	None
Certified Electronic Health Records Specialist (CEHRS)	Online	6 months - Start Anytime			\$1,975	High School Diploma or equivalent to sit for exam
Certified Physical Therapy Aide	Online	9 months - Start Anytime			\$2,145	None
Certified Professional Life Coach	Online	6 months - Start Anytime			\$1,895	None
Medical Billing Specialist	Online	12 months - Start Anytime			\$2,495	None
Medical Interpreter (Spanish / English)	Online	9 months - Start Anytime			\$2,595	Must speak English and Spanish fluently
Optician Certification Training	Online	6 months - Start Anytime			\$1,995	High School Diploma or equivalent to sit for exam
Veterinary Assistant	Online	6 months - Start Anytime			\$2,145	None



Pharmacy Technician (Now Offering Daytime & Evening Cohorts!)

Pharmacy Technicians help pharmacists dispense prescription medication to customers or health professionals. This course meets State Board requirements for Registered Pharmacy Technician Licensure. Classroom instruction includes basic principles of pharmacology, pharmaceutical calculations, medical terminology, functions and duties of a pharmacy technician, hands-on training in the making of I.V. solutions, piggybacks, and aseptic techniques. Externship at various pharmacies in Los Angeles and Ventura Counties. Clinical hours vary per student and location. Students are required to complete a minimum of 120 clinical hours. Students who successfully complete the course are eligible to take the optional Pharmacy Technician Certification Exam (PTCE).

Room	Dates	Days	Times	Fees	NCCRS Credits
503	DAYTIME COHORT August 6 - January 10	Tuesday - Friday	8:00 am - 12:00 pm	\$1,750, includes textbooks, scrub set, classroom supplies & CPR training	15
	Clinical Externship: November 2 - January 7	Clinical days TBD*	Clinical hours vary*		
Room	Dates	Days	Times	Fees	NCCRS Credits
503	EVENING COHORT August 6 - January 9	Tues, Weds, Thurs, Sat	T, W, Th: 6:00 pm - 9:00 pm Sat: 8:00 am - 1:00 pm	\$1,750, includes textbooks, scrub set, classroom supplies & CPR training	15
	Clinical Externship: November 7 - January 6	Clinical days TBD*	Clinical hours vary*		

*Clinical schedules vary per student and location.

Prerequisites: See page 16 for clinical rotation requirements.

Respiratory Therapy Associates Degree / Bachelor's Degree Program

Respiratory Therapists care for patients who have trouble breathing from a chronic respiratory disease, such as asthma, emphysema, etc. Patients range from premature infants with underdeveloped lungs to elderly patients with diseased lungs. They also provide emergency care to patients suffering from heart attacks, drowning or shock. The respiratory therapy field requires compassion, attention to detail, strong problem-solving abilities, and interpersonal and communication skills.

Simi Institute's Respiratory Therapy (RT) Program is conducted in consortium with Excelsior University and is an associates degree program that starts in June of every year. There is also an option to earn a bachelor's degree. The RT Program prepares the graduate to apply and take the Registered Respiratory Therapist (RRT) credentialing examination by the National Board for Respiratory Care (NBRC) and apply for the Respiratory Care Practitioner (RCP) License by the Respiratory Care Board (RCB) of California.

The Respiratory Therapy Program of Simi Institute for Careers & Education / Excelsior University Consortium, with CoARC number 200586, is accredited by the Commission on Accreditation for Respiratory Care (CoARC).

Prerequisites: U.S. High School Diploma or equivalent. Speak, read, and write English at a college level. See page 16 for full list.

RESPIRATORY THERAPY APPLICATION PERIOD: JANUARY - MARCH 2025

- Application packets will be available to download online and to pick up in the Counseling Office (Room 402) starting January 2025.
- A non-refundable application fee of \$50 is required and must be paid at the time of application submission.

Surgical Technology Associates Degree / Bachelor's Degree Program

Surgical Technologists assist in surgical operations. They prepare operating rooms, arrange equipment, and help doctors during surgeries. The surgical technology field requires physical stamina, manual dexterity, the ability to maintain good working relationships with patients and medical staff, and the ability to work well in high-stress situations.

Simi Institute's Surgical Technology program is conducted in consortium with Excelsior University and is an associates degree program that starts in June of every year. There is also an option to earn a bachelor's degree. Classes at SICE include both classroom (didactic) and hands-on training (clinical) and are intended to prepare students to assist in surgical operations.

Upon successful completion of this program, students are eligible to take the National Board of Surgical Technology and Surgical Assisting (NBSTSA) Exam through Association of Surgical Technologist (AST) and become a Certified Surgical Technologists (CST).

The Surgical Technology Program of Simi Institute for Careers & Education / Excelsior University is accredited by The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (www.arcstsa.com).

SURGICAL TECHNOLOGY APPLICATION PERIOD: JANUARY - MARCH 2025

- Application packets will be available to download online and to pick up in the Counseling Office (Room 402) starting January 2025.
- A non-refundable application fee of \$50 is required and must be paid at the time of application submission.

Parent & Child Enrichment Classes

The Learning Garden classes are designed to acquaint parents with the characteristics common to the toddler or preschool child, including the various stages of physical and mental development, plus effective discipline techniques for each stage. Classes provide parents with unique hands-on involvement in their children's education in a supportive environment with age-appropriate materials and activities.



Registration Information

Parents must register in-person in Room 301. A \$75 deposit is required to hold your place, with the remaining balance due by August 13, 2024.

Please Note

- Priority enrollment will be given to students currently enrolled.
- Immunization records are required the first day of school.
- No siblings over 4 months old allowed.

Contact

Please call **805.579.6200, ext. 1624** for availability.

Class	Age Requirement	Dates	Day(s)	Time	Room	Fee	Teacher
Young Toddlers 12 mos. - 18 mos.	Date of birth: Mar. 1, 2023 - Sept. 1, 2023	August 21 - December 18	Weds	9:00 am - 11:00 am	SICE Campus - Room 507	\$250	Kay
Older Toddlers 18 mos. - 24 mos.	Date of birth: Aug. 31, 2022 - Feb. 28, 2023	August 22 - December 19	Thurs	9:00 am - 11:30 am	SICE Campus - Room 507	\$260	Kay
2 Years Old - Tuesday	Age 2 by Sept. 1, 2024	August 20 - December 17	Tues	9:00 am - 12:00 pm	SICE Campus - Room 505	\$280	Kay
3 - 4 Years Old T/Th	Age 3 by Sept. 1, 2024	August 20 - December 19	Tues & Thurs	9:00 am - 12:30 pm	SICE Campus - Room 506	\$410	Russell
3.5 - 5 Years Old M/W/F	Age 3 by Mar. 1, 2024	August 19 - December 20	Mon, Wed, & Fri	9:00 am - 12:30 pm	Justin Early Learners Academy (JELA) - Room 7	\$600	Toole
3.5 - 5 Years Old T/Th	Age 3 by Mar. 1, 2024	August 20 - December 19	Tues & Thurs	9:00 am - 12:30 pm	Justin Early Learners Academy (JELA) - Room 7	\$410	Toole

Simi Institute Campus

1880 Blackstock Avenue, Simi Valley, CA 93065
805.579.6200

Justin Early Learners Academy (JELA)

2245 North Justin Avenue, Simi Valley, CA 93065
805.520.6619

Special Interest Programs

Our Special Interest programs include Finance (basic investing); California State Notary Public and Notary Public Certified Loan Signing Specialist; Spanish in the Workplace; Boating Safety; Heartsaver® First Aid CPR AED; and Real Estate Agent / Broker courses (both in-person and online).



Finance and Notary Classes

Basic Investing / Stock Market Boot Camp - Six hours over 3 nights. Learn about investment types, levels and risks, financial statements, understand key terminology, create investment objectives and corresponding portfolio. Two sessions offered.

California State Notary Public - One-day Saturday class. Preparation course for the California State Notary exam. Exam immediately follows class.

Notary Public Certified Loan Signing Specialist - One-day Saturday class. Notary specializing in legal contracts for the Loan and Mortgage industry. Optional exam for certification.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Basic Investing / Stock Market Boot Camp	210	Aug. 21 - Sept. 4; October 9 - 23	Th	6:00 pm - 8:00 pm	\$35	None
California Notary Public	510	August 24; November 2	Sat	7:30 am - 2:15 pm	\$100 (1)	Valid photo ID
Notary Loan Specialist	510	Offered in Spring 2025	Sat	7:30 am - 1:30 pm	\$100 (2)	Valid photo ID; Must be a licensed Notary Public

(1) Additional fee of \$49 for materials on day of class. Exam Fee of \$40 - Check or Money Order payable to "Secretary of State."

(2) Additional fee of \$49 for materials on day of class. Exam Fee of \$35 - Check or Money Order payable to "Master's Notary."

Foreign Language: Spanish in the Workplace

Increase your Spanish language communication and comprehension! Spanish in the Workplace features four levels of language instruction. For more information, visit: <https://tinyurl.com/mr2mdyr2>

Spanish in the Workplace 1A - Semester class. A beginner class for students with no previous Spanish instruction to learn basic conversational Spanish in social, family and business situations.

Spanish in the Workplace 1B - Semester class. For students with some previous Spanish instruction to review basic phrases and learn more conversational Spanish in social, recreational and business situations.

Spanish in the Workplace II - Semester class. Build on previously learned language skills and vocabulary. Enhance Spanish communication and comprehension in the workplace. Includes basic interpreter skills.

Spanish in the Workplace III - Semester class. An advanced class which builds on previously learned language and conversational skills in the workplace.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Spanish 1A	212	August 20 - December 17	T	6:00 pm - 8:30 pm	\$129	None
Spanish 1B	212	August 21 - December 18	W	6:00 pm - 8:30 pm	\$129	None
Spanish II	212	August 22 - December 19	Th	6:00 pm - 8:30 pm	\$129	None
Spanish III	212	August 22 - December 19	Th	6:00 pm - 8:30 pm	\$129	None



Health & Safety

Boating Safety Course - One-day Saturday class. This Boating Safety Course, taught by members of the Coast Guard Auxiliary, is approved by the National Association of State Boating Law Administrators and fulfills the requirements for a California Boater Card. Topics include types of boats, boating law, boat safety equipment, navigation, boating problems, tethering and protecting your boat, waterski safety, and river boating. Per the California State Parks Division of Boating and Waterways, all boat operators will be required to carry a CA Boater Card by January 1, 2025. This regulation is already in effect for people 25 years of age and younger.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Boating Safety	211	TBD	Sat	See website for details	\$25	None

Heartsaver® First Aid CPR AED - One-day Saturday class. This basic CPR course provides training for individuals needing credentialed training for job or regulatory requirements. This course is ideal for childcare providers, school employees, coaches, teachers, and public youth group leaders. American Heart Association (AHA) course content includes Adult, Child & Infant CPR as well as AED use and Basic First Aid (two-year certification). All AHA courses are subject to cancellation one week prior to the class if minimum enrollment is not met.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Heartsaver® First Aid CPR AED	703	August 13	Sat & Thurs	9:00 am - 1:00 pm	\$65	Read, speak, and write English at an 8th grade level



Motorcycle Rider Education

Motorcycle Rider Education: Beginner and Intermediate - In partnership with MRE, the Motorcycle Rider Education classes provide motorcyclist training as approved by the CHP for beginning and returning riders to get their motorcycle license. Each session consists of one Zoom meeting (online), one in-person classroom meeting (Simi Institute - Room 702), and two range riding lessons (Simi Institute - Parking Lot D).

Visit www.mre-corp.com or call 805.389.5303 to learn more and register.

Course Title	Room	Days	Days	Times	Fees	Prerequisites
Beginning Under 21	702 and Parking Lot	Thursday, Saturday & Sunday	Visit mre-corp.com for details.	Visit mre-corp.com for details.	\$395	Parent or guardian signature if under 18
Beginning Over 21					\$425	None
Intermediate Rider					\$425	None

Real Estate Agent / Broker (On-Campus)



Online classes are available 24 hours a day. In-class instruction is Tuesday and Thursday, 6:00 pm - 9:00 pm. Mandatory classes are Principles and Practice. To qualify to take the agent test, you must take ONE (1) additional elective course. To qualify to take the Broker test, you must take SIX (6) additional elective courses (see website for details regarding required electives). DRE Sponsor ID #S0310.

Real Estate Practice - 45 hour course. This is the practical application of real estate knowledge to meet the needs of buyers, sellers, lessors, and lessees. Mandatory pre-license course for sales license applicants. No prerequisites required.

Real Estate Principles - 45 hour course. Required by the Department of Real Estate (DRE) and meets the pre-licensing requirement for real estate and / or broker license. Covers every area of professional specialization and reviews all aspects of real property ownership.

Property Management - 45 hour course. Teaches basics of residential property management including preparing property for rent, advertising property, written leases and other legal aspects including eviction and tenant landlord laws. Also includes basics about retail, commercial, and industrial property management. Students receive certificate upon completion of this course. Only offered during Spring semester.

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Real Estate Practice	210	August 15 - October 3	T, Th	6:00 pm - 9:00 pm	\$280	None
Real Estate Principles	210	October 8 - December 5	T, Th	6:00 pm - 9:00 pm	\$280	None
Property Management	210	Offered in Spring 2025	T, Th	6:00 pm - 9:00 pm	\$295*	None

*Includes textbook.

Real Estate Agent / Broker (Online) - Start Any Time

- Real Estate Principles - \$139
- Real Estate Practice - \$99
- Real Estate Finance - \$99
- Real Estate Appraisal - \$99
- Real Estate Legal Aspects - \$99
- Real Estate Economics - \$99
- Real Estate Escrow - \$99
- Real Estate Management - \$99
- Real Estate Office Administration - \$99
- Agent / Broker Packages Available!



ONLINE CAREER TRAINING PROGRAMS

Prepare for employment in some of today’s hottest careers with a comprehensive, affordable, and self-paced online Career Training Program. You can begin these programs at any time and learn at your own pace. Upon successful completion of all required coursework, you will receive a certificate of completion.

- 6 - 18 Month Format
- Prepare for Certification
- All Materials Included
- Student Advisors

- Arts & Design
- Business
- Computer Applications
- Computer Science
- Construction & Trades
- Health & Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

careertraining.ed2go.com/sicectp

INSTRUCTOR-MODERATED ONLINE SHORT COURSES

Our instructor-moderated online courses are fun, informative, convenient, and highly interactive. We focus on creating warm and supportive communities for our learners. New course sessions begin monthly, are project-oriented, and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more.

- 6 Week or 3 Month Format
- Discussion Areas
- Monthly Start Sessions
- Expert Instructors

- Arts & Design
- Business
- Computer Applications
- Computer Science
- Construction & Trades
- Health & Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Math & Science
- Teacher Professional Development
- Test Prep
- Writing

ed2go.com/sice

Online Classes

Popular Short-Term Courses (6 Weeks)

Scan the QR code below or visit ed2go.com/sice/ to enroll.

Business

- Building Teams That Work
- Effective Business Writing
- Fundamentals of Supervision and Management I
- Keys to Effective Communication
- Leadership
- Project Management Fundamentals
- Project Management Professional (PMP) Prep I
- Using Social Media in Business

Healthcare & Medical

- Become a Veterinary Assistant
- Certificate in Food, Nutrition, and Health
- Certificate in Meditation
- Certificate in Mindfulness
- Explore a Career in Medical Coding
- Human Anatomy and Physiology
- Introduction to Natural Health and Healing

Language & Arts

- Beginning Conversational French
- Conversational Japanese
- Discover Sign Language
- Grammar for ESL
- Instant Italian
- Spanish for Medical Professionals
- Speed Spanish
- Speed Spanish II



Scan QR code to register

Personal Development

- Achieving Success with Difficult People
- Drawing for the Absolute Beginner
- Get Assertive!
- Individual Excellence
- Introduction to Interior Design
- Lose Weight and Keep It Off
- Mastering Public Speaking
- Personal Finance
- Real Estate Investing
- Start Your Own Edible Garden
- Start Your Own Online Business
- Stocks, Bonds, and Investing: Oh My!

Teaching & Education

- Creating Classroom Centers
- Empowering Students with Disabilities
- Grammar Refresher
- Integrating Technology in the Classroom
- SAT / ACT Prep Course - Part 1
- Solving Classroom Discipline Problems
- Teaching Students with ADHD

Technology

- Basic CompTIA A+ Certification Prep
- Blogging and Podcasting for Beginners
- Introduction to Python 3 Programming
- Keyboarding

Writing & Publishing

- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Beginning Writer's Workshop
- Introduction to Screenwriting
- Writing Essentials

Online Classes

Courses That Lead to Industry-Recognized Certifications

Scan the QR code below or visit careertraining.ed2go.com/sicectp/training-programs to enroll.

Business

- Accounts Payable Manager Certification
- Career Counselor & Life Coach
- Certified Administrative Professional
- Certified Credit Counselor and Certified Financial Health Counselor
- Certified Financial Health Counselor
- Certified Internal Auditor
- Certified Supply Chain Professional & Freight Broker /Agent Training
- Certified Six Sigma Black Belt
- Chartered Tax Professional
- Court Interpreter (Spanish / English)
- Financial and Career Coach
- IC3 Digital Literacy GS5
- Human Resources Professional
- Lean Six Sigma Black Belt
- Office Manager
- Student Loan Counselor
- The Complete Project Manager: CAPM & PMP Prep

Construction & Trades

- HVAC/R Technician
- HVAC/R Certified Technician

Cybersecurity

- Certified Network Defender (CND)
- Certified Penetration Testing Professional (CPENT)
- Computer Hacking Forensics Investigator (CHF)
- Certified Information Security Manager (CISM)
- Certified Information Systems Auditor (CISA)
- Certified Information Systems Security Professional (CISSP)
- Information Security Training
- AZ-500: Microsoft Azure Security Technologies
- AZ-900: Microsoft Azure Fundamentals
- AZ-900 & 104: Microsoft Azure Fundamental & Administrator
- AZ-900 & 500: Microsoft Azure Fundamental & Security Technologies

Fitness

- ACE Personal Trainer
- ACSM Certified Exercise Physiologist
- NASM Certified Nutrition Coach
- NASM Certified Nutrition Coach & Weight Loss Specialization (CNC, WLS)
- NASM Certified Personal Trainer & AFAA Group Fitness Instructor
- NASM Certified Personal Trainer & Corrective Exercise
- NASM Certified Weight Loss Coach (CPT, CNC, WLS)
- NASM Corrective Exercise Specialist (CES)
- NASM Performance Enhancement Specialist (PES)
- NCSF Sports Nutrition Specialist
- NCSF Certified Strength Coach

Hospitality

- Certified COVID Hospitality Compliance Officer
- Certified Destination Wedding Planner
- Certified Model Know How
- Travel Agent Training
- Certified Master Wedding and Event Planner

Information Technology

- Certified AWS Cloud Practitioner
- Certified Ethical Hacker
- Certified Kubernetes Administrator (CKA)
- Cisco CCNA Certification Training
- Cisco CCNP Enterprise: ENCOR & ENARSI
- CompTIA Cloud Essentials+
- CompTIA Project+
- CompTIA A+ Certification Training
- CompTIA Cloud+ Certification Training
- CompTIA Security+ Certification Training

Marketing & Sales

- Certified Digital Marketing Fundamental
- Certified Digital Marketing Professional

Medical

- Advanced Hospital Coding and CCS Prep
- Advanced Medical Interpreter
- Certified Health Unit Coordinator
- Certified Healthcare and Eldercare Mediator
- Certified Inpatient Coder
- Certified Outpatient Coder
- Certified Pharmaceutical Sales Representative
- Certified Physical Therapy Aide
- Certified Professional Medical Auditor
- Certified Risk Adjustment Coder
- Clinical Dental Assistant
- Medical Interpreter (Spanish / English)
- Medical Office Manager
- Patient Care Technician
- Registered Behavioral Technician Training



Scan QR code to register

Online Classes

Popular Career Training Courses

These online courses are offered through Simi Institute. For more information, visit careertraining.ed2go.com/siectp

Business & Computers Online

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Freight / Broker Agent Training	Online	6 months - Start Anytime			\$1,895	None, but program based on doing business in the United States
Hotel Management	Online	6 months - Start Anytime			\$995	None
Restaurant Management	Online	6 months - Start Anytime			\$995	None

Child Development Online

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Child Development Associate - Center-Based	Online	6 months - Start Anytime			\$1,295	None

Computer Graphics Online

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Certified Information System Auditor (CISA)	Online	6 months - Start Anytime			\$1,395	Experience in IT Auditing recommended
CompTIA Certification Training: A+, Network+, Security+	Online	12 months - Start Anytime			\$3,995	None, but practice in field before taking exams recommended - see website
Full Stack Software Developer	Online	18 months - Start Anytime			\$5,495	None
Marketing Design	Online	12 months - Start Anytime			\$3,295	Provide high school or college transcripts prior to starting class
Oracle SQL and PL/SQL + Python Developer + Java Programmer	Online	12 months - Start Anytime			\$2,595	None
Video Game Design & Development	Online	12 months - Start Anytime			\$2,145	No prior game or graphics programming experience necessary

Medical and Health Online

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Certified Medical Administrative Assistant	Online	6 months - Start Anytime			\$1,895	None
Certified Medical Administrative Assistant with Medical Billing and Coding	Online	12 months - Start Anytime			\$3,695	None
Certified Professional Life Coach	Online	6 months - Start Anytime			\$1,895	None
Medical Billing Specialist	Online	12 months - Start Anytime			\$2,495	High school diploma or equivalent
Nutrition for Optimal Health, Wellness & Sports	Online	6 months - Start Anytime			\$1,995	None
Optician Certification Training	Online	6 months - Start Anytime			\$1,995	High school diploma or equivalent

Construction & Machine Servicing Online

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Electrical Technician (Tools Included)	Online	12 months - Start Anytime			\$2,845	None
Home Inspection Certificate	Online	12 months - Start Anytime			\$2,495	None
HVAC/R Technician	Online	12 months - Start Anytime			\$2,895	High school diploma or equivalent recommended
Residential Electrician (Tools Included)	Online	12 months - Start Anytime			\$3,145	None

Environment & Energy Online

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Biofuel Production Operations	Online	12 months - Start Anytime			\$2,595	High school diploma or equivalent
Chemical Plant Operations	Online	12 months - Start Anytime			\$2,595	High school diploma or equivalent
Leadership in Energy & Environmental Design (LEED)	Online	3 months - Start Anytime			\$695	None
Natural Gas Plant Operations	Online	12 months - Start Anytime			\$2,595	High school diploma or equivalent
Oil Refinery Operations	Online	12 months - Start Anytime			\$2,795	High school diploma or equivalent
Power Plant Operations	Online	12 months - Start Anytime			\$2,595	High school diploma or equivalent

Cursos ofrecidos en español

Course Title	Room	Dates	Days	Times	Fees	Prerequisites
Ama de Casa Biligue	Online	6 meses - Empieza cuando quieras			\$595	Nada
Diseños Florales de Lujo	Online	3 meses - Empieza cuando quieras			\$795	Nada
Programa de Certificado de Conocimiento Básico de HVACR NATE Core	Online	6 meses - Empieza cuando quieras			\$2,945	Nada

Fall 2024 Academic Calendar

Classes Reconvene	Tuesday, August 13
School Closed (Labor Day)	Saturday, August 31 - Monday, September 2
School Closed (Rosh Hashanah)	Thursday, October 3
School Closed (Work Day for 12 Month Classified)	Friday, October 4
School Closed (Veterans Day)	Friday, November 9 - Monday, November 11
School Closed (Thanksgiving Break)	Monday, November 25 - Saturday, November 30
School Closed (Winter Break)	Saturday, December 21 - Monday, January 6
School Closed (Staff Development Day)	Monday, January 6
Classes Reconvene	Tuesday, January 7
School Closed (Martin Luther King Day)	Saturday, January 18 - Monday, January 20



Accreditation

Simi Institute for Careers & Education is a public non-profit adult education school fully accredited by the Western Association of Schools and Colleges (WASC). This Certificate of Accreditation is in Room 302. Our Real Estate and Medical programs are also fully accredited by their specific accrediting boards. Career Technical Education Programs at the Institute have been recognized as “Programs of Excellence” by the State of California Department of Education (CDE). In addition, the Academic Skills Center has been awarded a Certificate of Excellence by the CDE.

Mission Statement

Our mission is to educate students to meet their career or personal goals.

Schoolwide Learning Outcomes

1. Students will be empowered individuals who set and work towards career and personal goals.
2. Students will be effective problem solvers in their chosen fields.
3. Students will be prepared to contribute positively to their communities.

Course Fees

Course fees are due at the time of registration. ALL FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE. Fees for Open Entry classes are valid for three months with the three month period beginning the day fees are paid to Simi Institute for Careers & Education.

Refunds

FULL REFUNDS will only be made if a course is closed by the Simi Institute or if the days and/or times of the class are changed and the student cannot attend. No other refunds are issued. Students facing a compelling reason for withdrawal may appeal for a refund using the form found on the website and in the Business Office (Room 301).

Book and Supply Purchases

Some books and supplies are included with course fees. Other books and supplies may be purchased in the Student Store, Room 601. Books or supplies required for a course may not be purchased until the first class meeting as course requirements may change. All sales, including books, are final. No refunds.

Simi Institute for Careers & Education

1880 Blackstock Avenue
Simi Valley, California 93065
805.579.6200

Administrators

Stacy Cashman	Principal
Shayna Ledesma	Assistant Principal
Mark Sheinberg	Assistant Principal
Mel Vines	Assistant Principal

Counselors

Adrienne Linero	Counselor
Nicole Pacheco	Counselor

Marketing & Communications

Ann-Marie Espinoza	Coordinator
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Class Locations

Cosmetology Program	3340 Los Angeles Ave.
Salon Services	805.579.6275
Class Information	805.579.6200
Simi Institute for Careers & Education	1880 Blackstock Ave.
Simi Valley Care Center	5270 E. Los Angeles Ave.

District Administration

Hani Youssef, *District Superintendent of Schools*
 Ron Todo, *Associate Superintendent of Business & Facilities*
 Julie Ellis, *Assistant Superintendent, Personnel Services*
 Jerry Block, *Assistant Superintendent, Educational Services*
 Sean Goldman, *Assistant Sup. of Student Support Services*
 Matt Guzzo, *Director of Secondary Education*

Counseling Office – Room 402

805.579.6200, ext. 1614

Monday: 8:00 am - 4:30 pm
Tuesday - Thursday: 8:00 am - 7:00 pm
Friday: 8:00 am - 4:30 pm

Student Services Policies and Information

Rights and Responsibilities

At Simi Institute for Careers & Education, students have both rights and responsibilities.

Students have the right to:

- receive an education in a safe learning environment;
- fair, consistent, and respectful treatment from staff members and other students; and
- present complaints or grievances to school authorities and receive a reply within a reasonable period of time.

Students are expected to conduct themselves in accordance with the standards of the Simi Valley Unified School District and Simi Institute. Students are required to respect school regulations and obey civil and criminal laws. Students are subject to legal penalties for violation of laws at the local, county, state, and federal level.

Students are responsible for working diligently on completion of coursework and making satisfactory progress according to criteria established by the administration and faculty for each course. Students who fail to meet course objectives within the time frame established for each course shall be subject to dismissal. A copy of the Standards of Conduct is available in the Counseling Office, Room 402.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g, 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he / she reaches the age of 18 or attends a school beyond the high school level. Additional information is available in the Counseling Office.

Simi Valley Unified School District NON-DISCRIMINATION POLICY

SVUSD does not discriminate on the basis of age, gender, sexual orientation, ethnic group, race, ancestry, national origin, religion, color or disability in any program or activity.

Sexual Harassment is Illegal

Federal state and SVUSD Board Policies and Administrative Regulations require penalties that may include suspension or expulsion for sexual harassment conduct. Sexual Harassment is unsolicited written, verbal, physical and /or visual contacts with sexual overtones made by an employee, volunteer or student in the school district (SVUSD PB 5144.2; AR5144.2). Regulations and complaint procedures are posted in the Counseling Office, Room 402.

Disabled Individuals

Simi Institute accommodates individuals with disabilities. 48-hour advance notice is required to meet special needs for public meetings. If special accommodations are required for school attendance, an ADA (Americans with Disabilities Act) Accommodation Request Form will need to be filled out and documentation of disability provided before student can present his/her request to the school's ADA Committee. Forms can be picked up in the Counseling Office, Room 402.

Complaint Procedures

In accordance with the District's Uniform Complaint Procedures (5 CCR 4620), each school district shall follow uniform complaint procedures to address complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any protected group, complaints alleging violation of state or federal laws governing educational programs, the charging of unlawful pupil fees, and the non-compliance of our Local Control and Accountability Plan (LCAP).

The Uniform Complaint Reporting Form may be obtained in the Counseling Office, Room 402.

Employment Development Department CTB and WIOA

Vocational training is offered in conjunction with EDD and county social services. Prospective WIOA students must have a referral form from their caseworker. For more information, contact EDD at www.edd.ca.gov or the county service agency in your area.

Registration Information

For most courses, students are registered on a first-come, first-served basis. However, certain courses have prerequisites. Please refer to course listings for specific information regarding applications, prerequisites and registration procedures.

Simi Institute courses are open to the public; however, adults have priority over high school students in all adult education courses (VI-AI9a) (EC 52523[a]). Auditing of Simi Institute courses is not permitted.

No unauthorized visitors, including children, are permitted on campus. Unauthorized visitors who do not leave the campus immediately upon request will be subject to removal by law enforcement officers.

Online Registration

Simi Institute has begun implementation of online registration for most courses. You can access our schedule of courses at SimiInstitute.org. Online registration can be paid using most major credit cards.

Continuous Enrollment Classes

To help students meet their goals, many courses are Open Entry, which means students may enter these courses at any time during the school year. Please note: when an Open Entry course reaches full student capacity, students may have to be placed on a waiting list.

Additional Instructional Hours

Some courses require additional time for laboratory work, both on and off campus, or for field trips that are mandatory for educational purposes. These hours may vary from regular course hours. Check with instructor for more information, including any additional costs. Additional required safety protocols may be enforced.

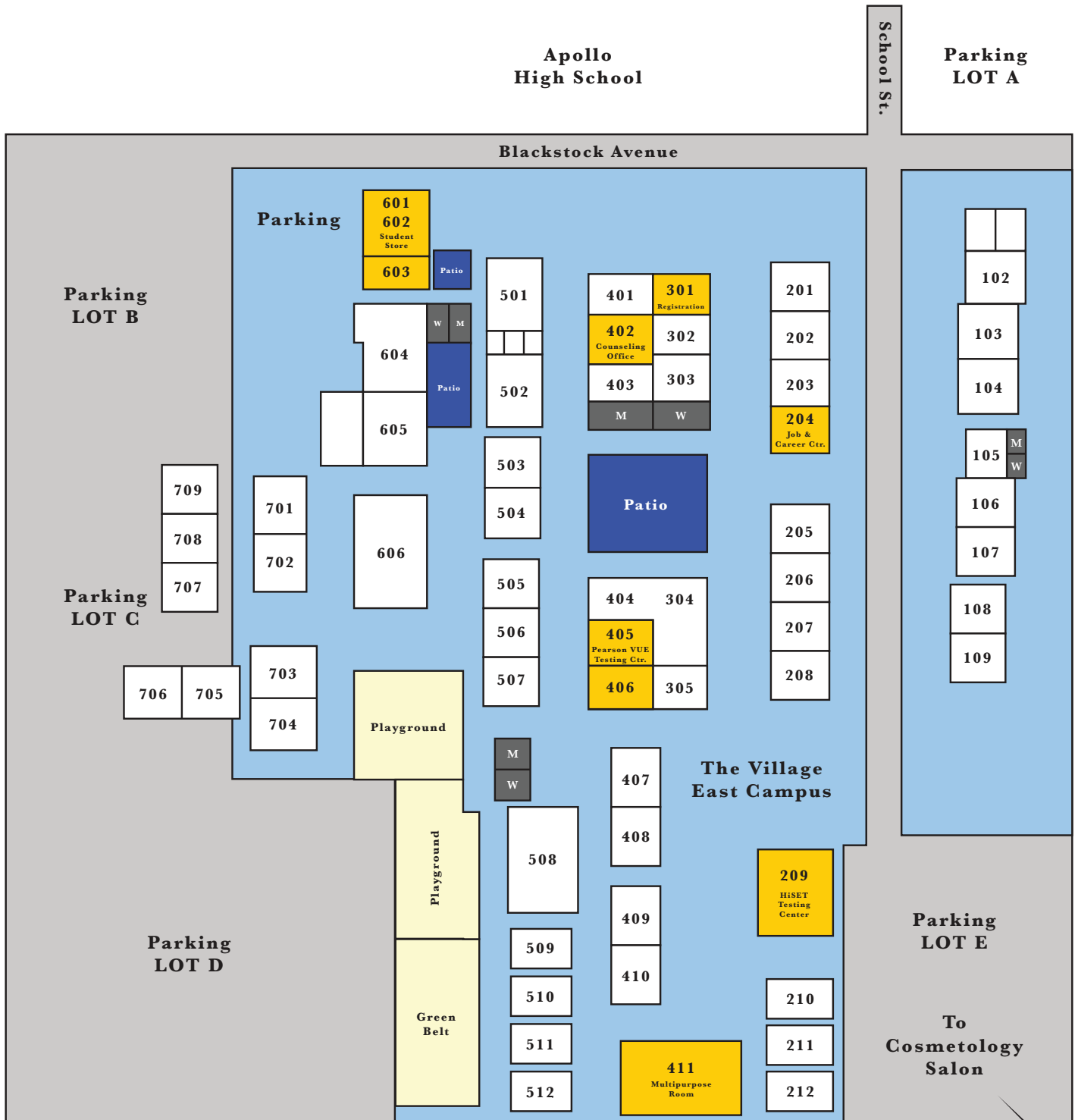
Disclaimer

After publishing of the schedule of classes, it may be necessary to change times and locations of classes or to cancel class. We regret any inconvenience this may cause.



Simi Institute

FOR CAREERS & EDUCATION



1880 Blackstock Avenue, Simi Valley, California 93065



Simi Valley Unified School District
101 W. Cochran Street
Simi Valley, CA 93065
805.306.4500

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Fall 2024

Fall Registration

Registration begins July 9, 2024.

For questions regarding **Registration**,
call 805.579.6200, ext. 1623
or email: ContactSI@simivalleyusd.org

For **Program Information**, call the
Counseling Office at 805.579.6200, ext. 1614

Students may register for classes online at
SimiInstitute.org



Fall Classes

Barber
Business & Computer Technology
Cal/OSHA & OSHA-10
Carpentry
Certified Nursing Assistant
Computer Basics
Cosmetology
CPR
Diploma / GED Prep
Electrocardiograph Technician (ECG)
Emergency Medical Technician
English as a Second Language
Esthetician
Machine Technology
Manicuring
Medical Assistant
Medical English
Motorcycle Rider Education
Notary Public
Online Courses
Parent & Child (The Learning Garden)
Pharmacy Technician
Real Estate
Spanish in the Workplace
Stock Market Boot Camp
Upholstery
Welding

SimiInstitute.org | 805.579.6200