



OXNARD

ADULT SCHOOL

SPRING 2025

MEDICAL ASSISTANT BACK OFFICE



HIGH SCHOOL DIPLOMA HIGH SCHOOL EQUIVALENCY



PHARMACY TECHNICIAN



ENGLISH AS A SECOND LANGUAGE



OXNARDADULTED.US

805.385.2586

1800 SOLAR DR. OXNARD CA, 93030



PRINCIPAL'S MESSAGE

Welcome to another promising semester at Oxnard Adult School. We are thrilled to have you embark on this educational journey with us. At our adult school, we are committed to breaking down barriers to success, fostering equity, and ensuring accessibility for all. Our diverse range of courses, including the High School Diploma (HSD), High School Equivalency (HSE), Adult Basic Education (ABE), English as a Second Language (ESL), and Career Technical Education (CTE) offerings, are designed to empower you in achieving your personal, academic and career goals. Together, we'll work tirelessly to provide you with the support and resources you need to thrive. Your journey begins now, and we're here to walk alongside you every step of the way.

Best wishes for a successful and rewarding semester!

Sincerely,

Leticia Carabajal

Principal



Oxnard Adult School is accredited by the
Western Association of Schools and Colleges
Accrediting Commission for Schools (WASC)

MENSAJE DE LA DIRECTORA

Bienvenidos a otro semestre prometedor en la Escuela de Adultos de Oxnard. Estamos emocionados de que se embarque en este viaje educativo con nosotros. En la escuela de adultos, estamos comprometidos a derribar barreras hacia el éxito, fomentar la equidad y garantizar la accesibilidad para todos. Nuestra amplia gama de cursos, que incluyen Diploma de Preparatoria (HSD), Equivalencia de Preparatoria (HSE), Educación Básica para Adultos (ABE), Inglés como Segundo Idioma (ESL) y Educación Profesional Técnica (CTE), están diseñadas para ayudarle a lograr sus objetivos personales, académicos y profesionales. Juntos, trabajaremos incansablemente para brindarle el apoyo y los recursos que necesita para prosperar. Su viaje comienza ahora y estamos aquí para acompañarle en cada paso del camino.

¡Mis mejores deseos para un semestre exitoso y gratificante!

Sinceramente,

Leticia Carabajal

Directora



Oxnard Adult School está acreditada por la
Comisión de Acreditación de Escuelas de la Asociación
Occidental de Escuelas y Universidades (WASC)

OUR MISSION STATEMENT

Oxnard Adult School prepares and empowers students to achieve educational, career and personal goals; promoting lifelong learning in a safe, supportive and multicultural environment.



BOARD OF TRUSTEES

Elizabeth M. Botello – President

Dr. Steve Hall – Vice President

Genevieve Flores-Haro – Clerk

Linda Baker Torres – Board Member

Karen M. Sher, M.Ed. – Board Member

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Dr. Virginia Kelsen, Assistant Superintendent, Education Services

Richard Urias - Assistant Superintendent, Business Services

ADULT SCHOOL ADMINISTRATION

Leticia Carabajal, Principal

Ramona Villavicencio, Assistant Principal

ADULT SCHOOL COUNSELING

Alexa Sanchez, School Counselor

Emanuel Perez, School Counselor

Chari Farias, School Counselor

Karina Rios Hernandez, Guidance Technician

Fabian Lopez-Rivera, Job Developer/Coach

Jacob Perez, Oxnard College Academic Counselor

OUR VISION STATEMENT

Oxnard Adult School empowers and equips all students to be lifelong learners and powerful participants in today's global community.

FALL 2024

IMPORTANT DAYS

Winter Holidays	January 1-3, 2025
OAS Professional Development Day	January 6, 2025
First Day of School Spring Semester	January 7, 2025
Martin Luther King Jr. Day Holiday	January 20, 2025
February Break Week	February 17-21, 2025
Spring Break	April 7-18, 2025
Memorial Day Holiday	May 26, 2025
End of Spring Semester	June 5, 2025
Graduation Day	June 10, 2025

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SCHOOL OFFICE HOURS

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 12:00 pm
Closed on weekends and holidays	

After publishing of the class schedule, we may change times, class locations, or cancel a class. We regret any inconvenience this may cause. Call 805-385-2586 if you cannot find a class, or if you need more information.

06-27-24



Adult Basic Secondary Education (ABSE)

2024 Graduates



High School Diploma (HSD)

The High School Diploma Program is a **FREE** independent study program. Prospective students, with all previous high school transcripts, first schedule a meeting with a counselor at www.oxnardadulthood.us. After the meeting with the counselor, students will meet with their assigned/online access teacher for course assignments. Students can work online, in the ASBE Center or a combination of both. Instructors monitor students closely with lessons and exams, as well as tutoring in problem subject areas. Students usually work on one class at a time and work at their own pace. Textbooks can be purchased or borrowed with a deposit at the school office for home use. This course offers continuous enrollment throughout the school year. **New and returning students must take the CASAS pre/post test to determine course placement, academic goals and record progress.**

Dates

Jan 7, 2025 - Jun 5, 2025

Location

1800 Solar Dr Rooms N137/N138 and Online

Instructor

Determined at enrollment

ASBE Center Hours

Days Hours

M-Th 8:30am - 8:00pm

Friday 9:00am - 11:00am



High School Equivalency (HSE)

This **FREE** program helps prepare students for the HiSET exam offered at Oxnard Adult School. Each participant studies under the supervision of a teacher who supports the students in identified problem areas to gain the skills needed to pass the test. This is an open-entry program and students may register at any time during the regular school semester. The class has flexible hours which allows students to contact the instructor previously assigned when it is most convenient for them. Students may qualify for test vouchers after 40 hours of program time towards the cost of the HiSET exam. **New and returning students must take the CASAS pre/post test to determine course placement, academic goals and record progress.** Instructor and Section are determined at time of enrollment.

Dates

Jan 7, 2025 - Jun 5, 2025

Locations

1800 Solar Dr Rooms N137/N138 / Online

Instructor

Determined at enrollment

ASBE Center Hours

Days Hours

M-Th 8:30am - 8:00pm

Fridays 9:00am - 11:00am



Adult Basic Education (ABE)

Adult Basic Education is a **FREE** non-credit basic reading, writing and math instruction program. Instructors teach students at their individual skill level. This program helps students develop the basic educational foundation needed to enter the HSD, HSE, and CTE programs. This is an open-entry program, and students may register at any time during the regular school semester. **New and returning students must take the CASAS pre/post test to determine course placement, academic goals and record progress.**

Dates: Jan 7, 2025 - Jun 5, 2025

Location: 1800 Solar Dr Rooms N137/N138 / Online

Instructor and Section: Determined at time of enrollment

ASBE Center Hours

Days Hours

M-Th 8:30am - 8:00pm

Fridays 9:00am - 11:00am

Adult Basic Education

Reading | Writing | Math

Visit our website oxnardadulthood.us for more information

Visita nuestro sitio de internet oxnardadulthood.us para más información



Certificado de equivalencia de preparatoria, HiSET Test



Spanish Pre-HSE/ABE. Educación básica para adultos en español

Este curso GRATIS es para personas que quieran aprender a leer, escribir y hacer operaciones aritméticas en español. Las clases son presenciales con cupo limitado. Al término de este curso podrán ingresar en el programa Pre HSE Sp (Básico); después en el programa regular HSE Español, y cuando estén preparados podrán tomar el examen HiSET. Pre-HSE/ABE es un programa inicial que puede beneficiar a personas que no hayan tenido oportunidad de estudiar en sus países de origen y que estén tramitando su residencia a través del programa DACA o algún otro programa que les requiera la obtención de un certificado de escolaridad. **Alumnos nuevos y de reingreso deben tomar el examen CASAS pre y post requerido por el Estado.**

Instructor	Location	Days	Hours	Dates
TBD	TBD	T, Th	6pm - 8:30pm	Jan 7, 2025 - Jun 5, 2025
TBD	TBD	T, Th	6pm - 8:30pm	Jan 7, 2025 - Jun 5, 2025

HSE Prep Spanish - Equivalencia de preparatoria en español

Este curso GRATIS de preparación para el examen de equivalencia de preparatoria está basado en un repaso general de matemáticas, lectura y redacción, estudios sociales y ciencias. Hay tres grupos con dos niveles y horarios (ver abajo). Dependiendo del grado de educación de cada estudiante, éste podría necesitar más de un semestre para prepararse para tomar los exámenes. El estudiante debe poseer un nivel de escolaridad mínimo de 6° grado para inscribirse en el curso básico Pre HSE Sp y en el multinivel de la mañana HSE Prep Sp, y de 8° para el curso intermedio por la tarde HSE Prep Sp. Adicionalmente se ofrece un taller opcional de matemáticas en los sábados abajo mencionados de 9 am a 12 pm: Después de asistir a 20 horas de clase, los estudiantes podrían obtener vales para exámenes HiSET. **Alumnos nuevos y de reingreso deben tomar el examen CASAS pre y post requerido por el Estado.**

Class	Instructor	Location	Days	Hours	Dates
Pre HSE Sp	Lopez-Varela	1800 Solar N-139 / HyFlex	M,T,W,Th	9am - 11:30am	Jan 7, 2025 to Jun 5, 2025
HSE Prep Sp Basic	Lopez-Varela	CIHS Rm B8	M,W	6pm - 8:30pm	Jan 8, 2025 to Jun 4, 2025
HSE Prep Sp Adv.	Lopez-Varela	CIHS Rm B8	T,Th	6pm - 8:30pm	Jan 7, 2025 to Jun 5, 2025
HSE Prep Sp	Lopez-Varela	1800 Solar N-139 / HyFlex	S	9am - 12pm	Jan 25; Feb 8; Mar 8, 22; Apr 5; May 3, 17, 31

High School Equivalency Test - HiSET®

The High School Equivalency Test (HiSET®) allows students to earn a California state issued High School Equivalency Certificate. The HiSET® High School Equivalency Certificate is considered the equivalent of a High School Diploma and is recognized throughout the United States, Canada, and Puerto Rico. Most employers, community colleges and vocational schools accept it in place of a high school diploma. Visit our website oxnardadulthood.us for more information.

HiSET Exam Fee		
All 5 HiSET Exams	Single Exam	Retake Exam
\$190	\$40	\$30 each
All fees must be paid in cash or by credit card - Visa or Master Card ONLY at OAS office.* Currently enrolled Oxnard Adult students may be eligible for a 20% discount.		

- ◆ To schedule an exam, you must go online to create your profile. hiset.org > LogIn / Create myHiSET Account > Select your State > My HiSET Sign In > Create Account. After you create your profile, **print out the page** with your HiSET ID number.
- ◆ Name on ID **must** be identical to the name on registration (excluding accents). If it doesn't, you may not be allowed to test, or your scores may be canceled after you take the test.
- ◆ **Bring printed HiSET registration page and a valid ID**, which can be California ID, DL, military ID, passport or any ID issued by a government to Oxnard Adult School Office and register for the HiSET Exam. No phone photos. Originals only. No drinks or snacks allowed in the testing room.

***There are no refunds on test fees.**

Spring 2025 HiSET® Test Dates

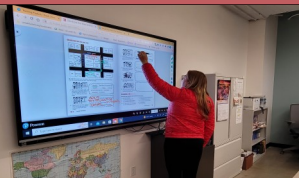
Times	January	February	March	April	May
9:00 am - 12:30 pm	No AM Tests	4, 5, 6	4, 5, 6	No AM Tests	6, 7, 8
4:30 pm - 8:00 pm	13, 14, 15	11, 12, 13	11, 12, 13	22, 23, 24	6, 7, 8

Dates and Fees are subject to change. Visit our website oxnardadulthood.us for more information

Fechas y costos están sujetos a cambios. Visita nuestro sitio de internet oxnardadulthood.us para más información



English as a Second Language, Citizenship



English as a Second Language (ESL) / Inglés como Segundo Idioma

CLASES GRATIS

The English as a Second Language (ESL) program is a sequential series of classes focusing on English conversation, pronunciation, listening, reading, writing, grammar, common idioms, American culture and basic civics. Each student is given a placement exam before being assigned to one of the six levels OAS offers. Some courses may be available in hybrid/hyflex format. Call for information about assessment schedule and available campuses at (805) 385-2586 or (805) 385-5435. **New and returning students must take the CASAS pre/post test to determine course placement and academic goals.**

*El programa de inglés como segundo idioma (ESL) es una serie de clases que se enfoca en conversación, pronunciación, comprensión auditiva, lectura, escritura, gramática, modismos comunes, cultura estadounidense y educación cívica básica. Cada estudiante recibe una prueba de ubicación antes de ser asignado a uno de los seis niveles que ofrece OAS. Algunos cursos pueden estar disponibles en formato híbrido/hyflex. Llame al (805) 385-2586 o 385-5435 para calendario de pruebas. **Alumnos nuevos y de re ingreso deben tomar el examen CASAS pre y post para determinar su nivel y metas académicas.***

Site/Localidad	Levels/Niveles	Days/Días	Hours/Horarios	Class Dates/Fechas
1800 Solar Drive	1 - 6	M - F	9:00 am - 11:30 am	Jan 7 - Jun 5, 2025
1800 Solar Drive	1 - 6	M - Th	6:00 pm - 8:30 pm	Jan 7 - Jun 5, 2025
Channel Islands HS	Multilevel 1, 2	M - Th	6:00 pm - 8:30 pm	Jan 7 - Jun 5, 2025
Hueneme HS	Multilevel 1, 2, 3	M - Th	6:00 pm - 8:30 pm	Jan 7 - Jun 5, 2025
OAS Online	Multilevel 4, 5, 6	M - Th	6:00 pm - 8:30 pm	Jan 7 - Jun 5, 2025
City of Camarillo (Public Library Online)	Multilevel 4, 5, 6	M - Th	9:00 am - 12:00 pm	Jan 7 - Jun 5, 2025
Del Sol HS	Multilevel 1, 2	M - Th	6:00 pm - 8:30 pm	Jan 7 - Jun 5, 2025
Nyeland Acres	Multilevel 1, 2	T, Th	6:30 pm - 8:30 pm	Jan 7 - Jun 5, 2025
Oxnard School District	Multilevel 1, 2	M - Th	6:00 pm - 8:30 pm	Jan 7 - Jun 5, 2025
1800 Solar Drive (ESL Writing)	Multilevel 4, 5, 6	M - F	9:00 am - 11:30 am	Jan 7 - Jun 5, 2025
1800 Solar Drive (ESL Writing)	Multilevel 4, 5, 6	M - Th	6:00 pm - 8:30 pm	Jan 7 - Jun 5, 2025
OAS Online (ESL Writing)	Multilevel 4, 5, 6	M - F	9:00 am - 11:30 am	Jan 7 - Jun 5, 2025
City of Oxnard Public Library	Multilevel 1, 2, 3	M - Th	TBD	TBD

Oxnard College English Credit Course

ESL R100 College Writing Preparation for Non-Native Speakers

This course provides instruction and practice in critical and analytical writing with emphasis on language structure and vocabulary development for non-native speakers of English. The course focuses on critical analysis and appreciation of culturally diverse readings, an introduction to integrating readings into writing assignments and refining the academic language fluency of non-native speakers of English. Research, synthesis, and documentation, and advanced language skills are integrated in the academic writing and culturally diverse reading content. This is a **HYBRID/PARTIALLY-ONLINE CLASS** that requires classroom attendance **and** an online component.

Dates: Jan 27, 2025 - May 23, 2025

Instructor Location **Days** **Hours**
Tami Temple 1800 Solar Dr Rm N113 T 5:30pm - 8:20pm

For the enrollment process, please contact:
Betty Ortiz at (805) 678-5117 or beatriz_ortiz4@vcccd.edu

Citizenship Preparation

FREE CLASS

This course introduces the prospective citizen to the history and government of the United States and prepares students with the knowledge needed to pass the citizenship exam and interview. Students must have an understanding of the English Language and writing skills.

New and returning students must take the CASAS pre/post test to determine course placement.

Dates: 1st Session: Jan 14, 2025 - Mar 11, 2025 2nd Session: Mar 25, 2025 - May 27, 2025

Instructor Location **Days** **Hours**
TBD 1800 Solar Dr Rm N113 T 6:00pm - 8:30pm

Dates: Jan 13, 2025 - Jun 2, 2025

Instructor Location **Days** **Hours**
TBD Nyeland Acres M 6:30pm - 8:30pm



Dates and Fees are subject to change. Visit our website oxnardadulted.us for more information

Fechas y costos están sujetos a cambios. Visita nuestro sitio de internet oxnardadulted.us para más información



Career Technical Education & Community Classes

Pre-Computer Basics Workshops

Free Class

Unlock the world of technology with our Pre-Computer Basics class, tailored for absolute beginners. Learn essentials computer skills, including navigating the desktop, using basic software, and understanding internet fundamentals. Gain the confidence to tackle everyday digital tasks with ease.

Instructor	Location	Days	Hours	Workshop Date
TBD	1800 Solar Dr S129	T, Th	9:00pm - 11:00pm	TBD
TBD	1800 Solar Dr S135	M, W	6:00pm - 8:00pm	TBD



Computer Basics

Free Class

This is a novice computer basics six-week course designed to teach students, with very little to no knowledge of computers, their elementary use. The course includes: Parts of a computer (hardware), turning a computer on, logging into a computer, knowledge of various digital devices, connectivity/ internet, keyboard skills, knowledge of computer applications, use of email and etiquette, common software used in business, searches and computer safety and other digital literacy foundations. This course is taught in English; however, English language development (ELD) and Spanish primary language support is provided to English language learners as needed.

Instructor	Location	Days	Hours	Date
TBD	Del Sol HS (Spanish)	M, W	6:00pm - 8:30pm	Feb 24, 2025 - Apr 2, 2025
TBD	Hueneme HS (Spanish)	M, T	6:00pm - 8:30pm	Feb 24, 2025 - Apr 1, 2025
TBD	Rio Del Valle (Spanish)	T, Th	6:00pm - 8:30pm	Feb 25, 2025 - Apr 3, 2025
TBD	Solar Dr. (English)	M, W	9:00am - 11:30am	Feb 24, 2025 - Apr 2, 2025



Business Technology I

This is a five-week class that teaches the following subjects as an introduction to business technology using Windows 10: Keyboarding, Internet, Email, Hardware and Software Types, Google Meet, Google Docs, File Management, Printing, Antivirus tips and Computer Vocabulary. We will create a Google Docs business letter project including a table. This course is taught in English; however, English language development for English language learners and Spanish support is provided as needed.

Instructor	Location	Days	Hours	Session Dates	Fee
TBD	1800 Solar Dr. Rm S-112	TBD	6:00pm - 8:30pm	TBD	\$140 per 5-Week Session
TBD	1800 Solar Dr. Rm S-112	TBD	6:00pm - 8:30pm	TBD	\$140 per 5-Week Session



Business Technology II

This is a five-week in which each participant studies the program they need from the following: MS Word, MS Excel, and MS PowerPoint. When students have completed the assignments in each program, they can move on to the next. Intermediate and up English level required (3 - 6)

Instructor	Location	Days	Hours	Session Dates	Fee
TBD	1800 Solar Dr. Rm S-112	TBD	6:00pm - 8:30pm	TBD	\$140



Beginning Sewing

In this course, you will learn to use a sewing machine and develop the sewing skills needed to sew clothing! Learn to use your own sewing machine or use one of the many machines available in the sewing studio. Whether you have some prior experience or have no experience at all, sewing teacher Justine Abbott will guide you through the basics! Projects include a custom tote bag and pajama pants. **Occupancy limited to 12 students.**

Instructor	Location	Fee	Dates	Days	Hours
Abbott	1800 Solar Dr S118	\$160	Jan 9, 2025 - Mar 20, 2025	Th	6:00pm - 8:30pm
	1800 Solar Dr S118	\$160	Mar 27, 2025 - Jun 12, 2025	Th	6:00pm - 8:30pm



Garment Construction

Learn pattern layout, cutting and sewing techniques, proper selection of materials, and receive assistance with common problems in garment construction. Students learn about quilting, wearable art and related quilting projects in a relaxing atmosphere. Sewing machines are available for your use, or you may bring your own and learn how to use it. A Janome Embroidery machine is available for students use. **Occupancy limited to 12 students.**

Instructor: Peterson **Location:** 1800 Solar Dr. S-118 **Fee:** \$160 (per 9-Week Session)

Dates	Days	Hours		Dates	Days	Hours
Jan 7 / 8 - Mar 11 / 12, 2025	T/W	9am - 11:30am		Mar 18 / 19 - May 27 / 28, 2025	T/W	9am - 11:30am
Jan 7 / 8 - Mar 11 / 12, 2025	T/W	12pm - 2:30pm		Mar 18 / 19 - May 27 / 28, 2025	T/W	12pm - 2:30pm
Jan 7 / 8 - Mar 11 / 12, 2025	T/W	5:30pm - 8pm		Mar 18 / 19 - May 27 / 28, 2025	T/W	5:30pm - 8pm

Upholstery - Beginning and Intermediate

This 12-meeting course will introduce students to the basics of the upholstery business or working on your own home projects. Students learn to use heavy-duty upholstery machines and upholstery hand tools. Get hands-on practice with techniques for layout, cutting, installation, and yardage calculations. Students must provide their own projects and materials. **No leather projects. No project over 4 feet is allowed.** Beginners to experienced welcomed! Spanish speaking teacher. **Occupancy limited to 12 students.** Classes are held at Frontier High School Upholstery Room, 545 Airport Way, Camarillo CA 93010.

Instructor	Session Dates	Days	Hours	Fee
Rivera	Jan 8, 2025 - Feb 13, 2025	W,Th	6:00pm - 9:00pm	\$260
	Feb 26, 2025 - Apr 3, 2025	W,Th	6:00pm - 9:00pm	\$260



Dates and Fees are subject to change. Visit our website oxnardadulted.us for more information

Fechas y costos están sujetos a cambios. Visita nuestro sitio de internet oxnardadulted.us para más información



Health and Medical Programs

Registered Pharmacy Technician

Pharmacy Technician Education/Training Program Recognized by PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB) and NATIONAL HEALTHCAREER ASSOCIATION (NHA).

The curriculum meets the requirements for licensure with the State of California Board of Pharmacy and prepares the student to take the PTCE/ExCPT NATIONAL EXAM. This 240-hour Hybrid (online/in-person) program prepares students to work in insurance company, hospital or pharmacies (chain/independent). Get hands-on training with local pharmacies (chain/independent) thru our EXTERNSHIP program. Curriculums include learning top 200 drug brand/generic/class names, critical math functions/calculations, Federal Law requirements, patient safety, order entry/process and functions/duties for pharmacy technician.

Prerequisite: 18 years of age or older; must have a US high school diploma or HSE certificate (GED or HiSET). Foreign high school diplomas are welcomed as long as they are translated into English by an accredited agency.

Externships follow completion of course. Live scan required. No felony convictions. Students may be drug tested at externship site. National exam prerequisites: High School Diploma or equivalency; no felony convictions. Additional fee of \$129 (as of June 2022)

Dates: TBD

Fee: \$1600

Eligible students may qualify for an externship (120 hrs.)

Instructor	Days	Hours	Location	Books
Karchai	M, W	5:30pm - 8:30pm	Solar Dr S-129	\$90
	T, Th	5:30pm - 8:30pm	Online	

IET* Instructor

Dominguez M, W 5:30pm - 8:30pm Solar Dr S-129

Plus Saturdays determined by the teacher

**SCAN THE QR CODE TO
CONTACT THE INSTRUCTOR**



Certified Nursing Assistant (CNA)

Nursing assistants provide basic care for patients in hospitals and long-term care facilities. This hybrid course combines lectures and labs to teach theory and clinical skills based on state-required curriculum. Students learn nursing skills and procedures for patient care in hospitals, nursing facilities, or home settings. Training includes resident care, vital signs, nutrition, emergency procedures, and rehabilitation. After completing the course, students must take the state certification exam. The course is approved by the California Department of Public Health (CDPH) and meets Title 22 regulations. For certification details, visit www.CDPH.ca.gov.

Clinical Requirements:

- Must be 18+ years old and proficient in English.
- Passing the CNA entrance exam.
- Social Security or tax ID number, background check, medical exam, vaccinations (including Covid-19), drug screening, government-issued ID, CPR, and TB test.
- Ability to lift 50 pounds with good body mechanics.
- Additional drug screening may be required. Other clinical requirements may apply.



**Scan the
QR code to
enroll in the
waiting list**



Scholarship Opportunity for CNA



Schedule an appointment with the counselor

California has the largest number of older adults in the country and will need an additional 275,000 direct care workers by 2026. Certified Nurse Assistants (CNAs) and Home Health Aides (HHAs) are crucial in nursing care and community facilities, often serving as primary caregivers. LeadingAge California® received over \$25 million from the California Department of Health Access and Information (HCAI) for The Gateway-In Project®, aiming to add 2,700 CNAs and HHAs through training and job placement. This program will help address the workforce shortage in healthcare for older adults by offering training, support, and career incentives.

Online CTE Certificated Programs

Certified Paralegal - In this online course, you will train for a career as a paralegal. You will learn how to fulfill the standard duties associated with this vital role. By course completion, you will be prepared to sit for and pass the Certified Paralegal (CP) exam.

Certified Bookkeeper - This course is designed for a bookkeeper looking to formalize their education with an in-demand certification. You will get a high-level review of basic accounting concepts to prepare you to sit for and pass all four exams for the AIPB Certified Bookkeeper certification.

Court Interpreter - This online course will teach you the skills needed to sit for the Oral Component of any State Court Interpreting Certification exams.

Medical Billing and Coding - Train for an in-demand healthcare career in medical billing and coding and prepare for industry certification in this course.

Social Service Assistant - This online course is designed to give you the training and insight you'll need to work with the social service programs in nursing homes.

Scan the QR code to enroll



CERTIFIED Pharmacy Technician Education/Training Program

"The Certified Pharmacy Technician program consists of Live Instructor Led with the state of the art training modules to help students with their path to getting certified (aka passing the national exam). Our study guides and practice tests are aligned to PHARMACY TECHNICIAN CERTIFICATION BOARD (PTCB) and NATIONAL HEALTHCAREER ASSOCIATION (NHA). The test plans follow the sequence exam blueprint to ensure students focus on the most relevant topics."

Dates: Offered in July

Fee: \$500 includes training modules, practice quiz/exam and ExCPT National Exam

Instructor	Location	Days	Hours
Karchai	Online	TBD	TBD



*IET Component

The Integrated Education and Training (IET) course for adult education is designed to provide English Language Learners (ELLs) with a comprehensive learning experience combining basic skills education with workforce training. The course integrates three key components: adult education and literacy activities, workforce preparation activities, and workforce training. This approach gives students the skills and tools necessary to succeed in the job market, improve their employability, and achieve their career goals.

Dates and Fees are subject to change. Visit our website oxnardadulted.us for more information

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Health and Medical Programs

Medical Assistant - Front Office (Administrative)

Medical Office Administrative: This hybrid course provides students with the knowledge, skills, attitudes, and behaviors necessary for successful entry into the front office position in a medical clinic, health care agency, or physician's office as a medical assistant. Administrative duties include welcoming patients, maintaining medical records, scheduling appointments, and bookkeeping. Students may qualify to sit for the California Certified Medical Assistant exam.

Intro Medical Terminology: This hybrid course will improve your knowledge for your current job, or develop the vocabulary you need to communicate with doctors or other medical professionals.

Dates: TBD (Hybrid)

Instructor	Days	Hours	Location
TBD	M, W	6:00pm - 8:30pm	1800 Solar Dr S-127
TBD	TBD	2 hours weekly	Online (Med Term)

Plus Saturdays determined by instructor

Class Fee: \$900 **Books:** \$217



Scan the QR code to enroll in the waiting list

Medical Assistant - Back Office (Clinical)

This hybrid course provides students with the knowledge, skills, attitudes, and behaviors necessary for a successful entry into the back office position in a medical clinic, health care agency, or physician's office as a medical assistant. Clinical duties include recording vital signs and medical histories, preparing patients for examination, assisting the physician during an exam and administering medications as directed. Students may qualify to sit for the California Certified Medical Assistant exam.

Dates: TBD (Hybrid)

Scan the QR code to enroll in the waiting list

Instructor	Days	Hours	Location
TBD	T	6:00pm - 8:30pm	Online
TBD	Th	6:00pm - 8:30pm	1800 Solar Dr S-126-127
TBD	S	7:00am - 12:00pm	1800 Solar Dr S-126-127

Class Fee: \$950 **Books:** \$280

HEP B series shots and TB Test: Approximately \$100

Blood Pressure Cuff & Stethoscope Kit: \$25

Scrubs / Office Attire: Approximately \$60



Social and Human Services Assistant

The Social and Human Service Assistant program trains students to help individuals and families access essential social services in their communities. Students develop skills in client assessment, case management, and ethical practices, with a focus on empathy and cultural competence. Graduates earn a Certificate of Completion, preparing them to work with social workers, counselors, and other professionals, supporting diverse populations. This program is perfect for those seeking a meaningful career in human services. For more information email jenny.cardona@oxnardadulthood.org

Coming Soon

Caregiver/ESL Integrated Education and Training

In this class you will learn how to care for the bedbound, measure vital signs, communicate effectively, manage medications, pain management, aid with wheelchairs, walkers, crutches and canes. We offer hands-on training, certificate of completion for program graduates, First Aid and CPR training. ESL supported class for English language learners, levels 4,5,6. No high school diploma required. TB Test required. Students must be able to lift 50 lbs with good body mechanics.

Location: Solar Dr. Rooms S-129 (weekdays) S-128 (Saturdays)

IET* Instructor	Class	Dates	Days	AM/PM
TBD	ESL Support	TBD	T,Th	

Instructor

Martial	Caregiver	TBD	S	
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Scan this QR code for a schedule preference.

*See page 7 under IET Component

BLS - Basic Life Support CPR for the Professional Rescuer

This course trains participants to recognize several life-threatening emergencies, give chest compressions, deliver ventilations, and provide early use of an Automated External Defibrillator (AED). Students participate in simulated clinical scenarios with an American Heart Association - Basic Life Support (AHA-BLS) instructor to complete skills practice testing and a written exam.

Fee: \$80 Includes Book

E-Card: \$20



Dates: TBD

Instructor	Location	Dates	Hours
TBD	1800 Solar Dr S-129	S	9:00am - 1:30pm

Six students required to run the class.

Medical Assistant - Externship

Oxnard Adult School students may be eligible for an externship upon successful completion of the Medical Assistant Program (Front & Back Office). This valuable class will give you experience working as an extern in the medical field. The first 4 weeks and the last week of the course will be in the classroom and online; the rest will be assigned to the externship site.

Prerequisites: Completion of Medical Assistant Front Office (Administrative), Medical Assistant Back Office (Clinical) and Medical Terminology (concurrent enrollment OK). Students must have a current BLS CPR card and TB, Hep B series, and Covid-19 immunizations to be eligible to start the clinic.

Dates: Determined by instructor

Fee: \$450

Instructor: TBD

Location: 1800 Solar Dr Rm S-128 and clinical site

Minimum of 10 hours per week for 10 weeks. Placement and hours vary by clinical site. Instructor will contact prior to start date.

Dates and Fees are subject to change. Visit our website oxnardadulthood.us for more information

Fechas y costos están sujetos a cambios. Visita nuestro sitio de internet oxnardadulthood.us para más información



Transitions/Counseling and Other Supports



Transition to College

Oxnard Adult School has partnered with Oxnard College to provide support for students interested in higher education. Students will receive academic counseling, assistance with the college application process, FAFSA, and transfer information to universities. For inquiries, email the counselor at jacob.perez@oxnardunion.org. Schedule an appointment with Jacob Perez using the QR code below.

Oxnard Adult School se ha asociado con Oxnard College para brindar apoyo a los estudiantes interesados en la educación superior. Los estudiantes recibirán asesoramiento académico, asistencia con el proceso de solicitud de ingreso a la universidad, FAFSA e información de transferencia a universidades. Para consultas, envíe un correo electrónico al consejero a jacob.perez@oxnardunion.org. Programe una cita con Jacob Pérez usando el código QR a continuación.

Staff **Dates**
Perez **TBD**
Days **Hours**
Friday **8:00am - 12:00pm**

Location: 1800 Solar Dr. Oxnard, CA 93030



Transition to Employment and Career

Make an appointment today to meet with our Job Developer/Coach. You will receive workshops and training sessions on workplace readiness, job development activities, resume and cover letter writing, interview preparation, career guidance.



Career and Higher
 Education Expo
March 28, 2025

Workshops and more

- 1) Write a resume and a cover letter
- 2) Access job leads and job search
- 3) Fill out applications
- 4) Practice interviewing skills

Scan the QR code
 for more details



Academic Counselors

Adult school counselors are dedicated professionals committed to guiding and supporting adult learners in their academic pursuits, offering tailored support and guidance to achieve their personal, academic, and career aspirations. Adult school counselors provide comprehensive assistance, addressing individual needs, including personal and social-emotional issues, and facilitating the development of educational pathways aligned with the diverse goals of adult learners, fostering success in their academic and professional endeavors. Adult school counselors also assist with connecting adult learners to community resources and supporting them with the transition to college or career agencies.

Scan the QR code to schedule an appointment
 with a counselor and get more information.

Escanee el código para español



Oxnard Adult School Email for Students

All OAS students must use an OUHSD assigned email address. New students will receive their email addresses upon enrollment, while current students already have assigned emails. For questions or technical support, contact the OAS office at 805-385-2586.

Todos los estudiantes de la EAO deben utilizar un correo electrónico asignado por OUHSD. Los nuevos estudiantes recibirán su correo electrónico al momento de inscribirse, mientras que los estudiantes actuales ya tienen un correo electrónico asignado. Para preguntas o apoyo técnico, comuníquese con la oficina de la OEA al 805-385-2586.

Health Center



Oxnard Adult School prioritizes student wellness and offers referrals to local health and non-profit organizations through its Health Center to support academic and career goals.

Schedule: **Monday: 8:30am - 12:30pm**
Tuesday: 5:30pm - 8:00pm

Care closet with free
 food & essentials
COMING SOON

Oxnard Adult School prioriza el bienestar de los estudiantes y ofrece referencias a organizaciones locales de salud y sin fines de lucro a través de su Centro de Salud para apoyar los objetivos académicos y profesionales.

Horario: **Lunes: 8:30am - 12:30pm**
Martes: 5:30pm - 8:00pm

PRÓXIMAMENTE
 armario de cuidados con
 alimentos y artículos
 básicos gratuitos

Employment and Earnings Status Survey

The California Department of Education, in collaboration with the Employment Development Department (EDD), requires Oxnard Adult School to conduct two surveys among the student body to track the results of adult education program participants in the labor market, in accordance with all federal, local laws and mandates. If you choose to share your social security number with Oxnard Adult School, you won't need to complete the survey. Otherwise, you'll be asked three simple questions about your employment status and earnings six months and one year after program completion. This survey is crucial for the school's funding and free services. Contact (805) 385-2578 or leticia.carabajal@oxnardunion.org for more information.

El Departamento de Educación de California, en colaboración con el Departamento de Desarrollo del Empleo (EDD), requiere que Oxnard Adult School realice dos encuestas entre el cuerpo estudiantil para rastrear los resultados de los participantes del programa de educación para adultos en el mercado laboral, de acuerdo con todas las normas federales, leyes locales y mandatos. Si elige compartir su número de seguro social con Oxnard Adult School, no necesitará completar la encuesta. De lo contrario, se le harán tres preguntas sencillas sobre su situación laboral y sus ingresos seis meses y un año después de finalizar el programa. Esta encuesta es crucial para la financiación y los servicios gratuitos de la escuela. Comuníquese al (805) 385-2578 o leticia.carabajal@oxnardunion.org para más información.

Dates and Fees are subject to change. Visit our website oxnardadulthood.us for more information

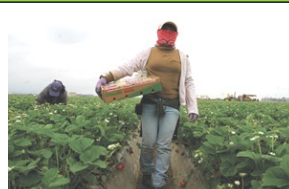
Fechas y costos están sujetos a cambios. Visita nuestro sitio de internet oxnardadulthood.us para más información



OAS Directory, Refund Policy, Parent Project, Migrant Program



exhaustion
responsibility
parenting
advice
joy
love
laughter
decisions
choices
struggle
patience
discipline



DIRECTORY/DIRECTORIO

Leticia Carabajal	Principal	805-385-2616
Ramona Villavicencio	Assistant Principal	805-436-8538
Sylvia Trueba	Administrative Secretary	805-385-2590
Noemi Rios Hernandez	Site Administrative Secretary	805-385-5802
Jill Wright	Assessment and Accountability	805-278-1174
Chari Farias	Counselor	805-389-6491
Alexa Sanchez	Counselor	805-385-2808
Emanuel Perez	Counselor	805-385-2762
Jacob Perez	Oxnard College Counselor	805-834-1507
Jenny Cardona	CTE Coordinator	805-385-5881
Fabian Lopez-Rivera	Job Developer/Coach	805-834-1509
Susana Rivera	Registrar / Attendance Tech	805-385-2595
Nancy Plymale	Account Clerk	805-385-2577
Karina Rios Hernandez	Guidance Technician	805-385-5435
Connie Trujillo	Clerical Assistant III Attd/Rec	805-385-5757
Baylon V. Rabe	I.T. Technician	805-385-2578
Leticia Garcia	Guidance Technician	805-436-8508
Gracie Zizumbo	Receptionist	805-385-2586
Chris Houle	Campus Supervisor	805-385-2578

The Parent Project/Proyecto de Padres

Los padres aprenden habilidades parentales esenciales, incluida la reconexión con sus hijos adolescentes y la resolución de problemas y comportamientos sociales. Estos programas están diseñados para aquellos con adolescentes difíciles o desafiantes, o para padres que buscan manejar mejor situaciones desafiantes.

Comuníquese con Hilda Gomez para más información.

Phone: (805) 486-1809 hilda.gomez@oxnardunion.org

Refund Policies/ Pólizas de Reembolso

- ◆ There is a \$20 non-refundable early cancelation fee for all fee-based classes.
- ◆ NO refunds will be issued once a class begins.
- ◆ NO refunds will be granted on fees paid for tests.
- ◆ NO refunds will be issued for textbooks, and/or class materials.
- ◆ A receipt must accompany all refund requests. No exceptions.
- ◆ Oxnard Adult School will refund registration fees for cancelled classes. Refunds may take 4 to 6 weeks to process.
- ◇ Hay una tarifa de cancelación anticipada no reembolsable de \$20 para todas las clases con una tarifa.
- ◇ NO se emitirán reembolsos una vez que comience la clase.
- ◇ NO se otorgarán reembolsos sobre las tarifas pagadas por los exámenes.
- ◇ NO se emitirán reembolsos por libros de texto y/o materiales de clase.
- ◇ Un recibo debe acompañar a todas las solicitudes de reembolso. Sin excepciones.
- ◇ Oxnard Adult School reembolsará las tarifas de inscripción de las clases canceladas. Los reembolsos pueden tardar de 4 a 6 semanas en procesarse.

Migrant Program/Programa Migrante

Students aged 18-22, working or with families working in agriculture, fishing, or food packing, may qualify for educational assistance through Ventura County Office of Education (VCOE) may help qualified students cover the cost of educational materials and provide referrals to other services. For eligibility information, contact Ventura County Office of Education (VCOE) at 805-383-1900, vcoe.org

Los estudiantes de 18 a 22 años que trabajan o tienen familias que trabajan en agricultura, pesca o empaque de alimentos pueden calificar para recibir asistencia educativa a través de la Oficina de Educación del Condado de Ventura (VCOE). Puede ayudar a los estudiantes calificados a cubrir el costo de los materiales educativos y proporcionar referencias a otros servicios. Para obtener información sobre elegibilidad, comuníquese con la Oficina de Educación del Condado de Ventura (VCOE) al 805-383-1900, vcoe.org

STUDENTS' RIGHTS NON-DISCRIMINATION POLICY*

CFR Title 34 §106.9 prohibits discrimination in education programs and activities by state and federal law. Education Code 200 requires schools to provide equal rights and opportunities regardless of gender, identity, race, religion, disability, sexual orientation, or related characteristics. EC 221.5 specifically bans gender-based discrimination in enrollment, counseling, and sports. Title VI of the Civil Rights Act of 1964 bans race, color, and national origin discrimination. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964 ban gender discrimination. The ADA and Section 504 of the Rehabilitation Act of 1973 prohibit disability discrimination. The U.S. Department of Education's Office for Civil Rights enforces these federal laws.

*En nuestro sitio de internet encontrará esta información en español oxnardadulthood.us

UNIFORM COMPLAINT PROCEDURES*

For information on the COMPLAINT PROCESS and UNIFORM COMPLAINT PROCEDURES (5 CCR §4622, EC §234.1, EC §32289, and EC §49013), refer to page 16 of the OUHSD electronic Parent & Student Handbook at OUHSD Parent Handbook. You can find it on <https://www.oxnardunion.org>.

These uniform complaint procedures (UCP) are used to investigate and resolve complaints regarding:

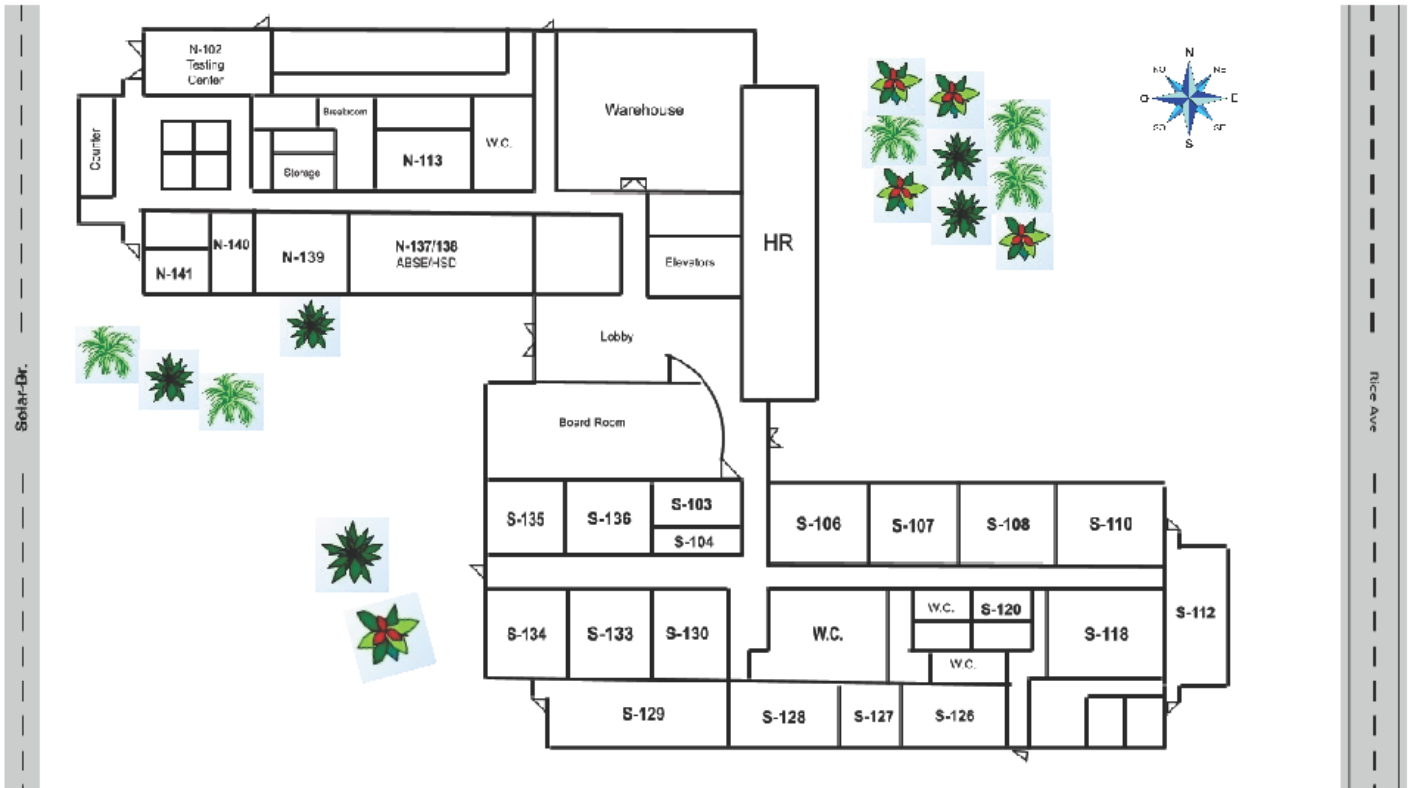
- District violation of state or federal laws governing Adult Education, Career Technical Education, Pre-School Programs, Categorical Programs, Local Control Accountability Plan (LCAP), Migrant Education, Nutrition Services, Pupil Fees, Special Education.
- Unlawful discrimination, harassment, intimidation, or bullying based on characteristics such as Age, Ancestry, Disability, Ethnic Group, Gender, Gender Expression, Gender Identity, Marital Status, Parenting, Nationality, National Origin, Race, Religion, Sex, Sexual Harassment, Sexual Orientation.
- Bullying not based on the above characteristics.
- Retaliation against a complainant or participant in the complaint process or anyone reporting a violation.


*En nuestro sitio de internet encontrará esta información en español oxnardadulthood.us

Dates and Fees are subject to change. Call the Oxnard Adult School office at 805-385-2586 for more information

Fechas y costos están sujetos a cambios. Llame a la Escuela de Adultos de Oxnard al 805-385-2586 para más información

Oxnard Adult School Calendar



 OXNARD ADULT SCHOOL						
July 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October 2024						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2024-2025 Oxnard Adult School Calendar

July	
4	Independence Day Holiday
August	
19	Professional Development
20	First Day of School
September	
2	Labor Day Holiday
October	
14	Professional Development
November	
11	Veterans Day Holiday
25-29	Thanksgiving Break
28&29	Thanksgiving Holidays
December	
20	End Fall Semester
23-31	Winter Break
25	Winter Holiday

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
April 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

January	
1-3	Winter Holidays/Winter Break
6	First Day of School Spring Semester
20	Martin Luther King Jr. Day Holiday
February	
17-21	February Break Week
17&21	President's Day Holidays
March	
April	
7-11	Spring Break
14-18	Spring Break
18	Spring Holiday
May	
26	Memorial Day Holiday
June	
5	End Spring Semester
10	Graduation Day
19	Juneteenth Holiday

Board Approved: 5/8/2024

83 days Fall Semester

+ 92 days Spring Semester = 175 calendar days

Welcome to our Student Health Center!



Wellness workshops



Access to community resources



Care-Closet with essential necessities



Work-based learning for healthcare students



Social-emotional Counseling and Support Services



LGBTQ+ services supporting mental and physical wellness

