

# ESL

## Student Handbook and Planner for Beginning ESL Levels

**2019-2020**



**BUILDING BRIDGES**



**SANTA ANA COLLEGE**  
School of Continuing Education

# Santa Ana College School of Continuing Education

## INSTRUCTIONAL CALENDAR 2019-2020

### Fall 2019 Semester

<b>August 19</b>	<b>INSTRUCTION BEGINS</b>
September 2	Labor Day (Holiday)
November 11	Veterans Day (Holiday)
November 25-30	Thanksgiving (Holiday Week)
<b>December 21</b>	<b>INSTRUCTION ENDS</b>

### Spring 2020 Semester

<b>January 13</b>	<b>INSTRUCTION BEGINS</b>
January 20	Martin Luther King Day (Holiday)
February 14 & 15	Lincoln's Birthday (Holiday)
February 17	Presidents' Day (Holiday)
March 31	Cesar Chavez Day (Holiday)
April 6-11	Spring Recess (No classes)*
May 21	CEC High School Commencement**
<b>May 22</b>	<b>INSTRUCTION ENDS</b>

### Summer 2020 Session

May 25	Memorial Day (Holiday)
May 26	INSTRUCTION BEGINS***
July 3	Independence Day (Holiday – Observed)
July 4	Independence Day (Holiday)
<b>August 1</b>	<b>INSTRUCTION ENDS***</b>

- \* SAC/SCE dates may be adjusted to correspond to unified school district instructional calendar.
- \*\* may be subject to change
- \*\*\* beginning/ending date could be adjusted

NOTE: The Santa Ana College School of Continuing Education programs operate on an open-entry / open-exit year-round calendar. Term dates may be adjusted throughout the academic year in response to changing district, site and student needs. Call 714-241-5700 for information.



**SANTA ANA**  
**C O L L E G E**  
School of Continuing Education

Centennial Education Center  
2900 W. Edinger  
Santa Ana, CA 92704  
714-241-5700

Adult Education Center  
1530 W. 17th Street (B-8)  
Santa Ana, CA 92701  
714-564-6173

Remington Education Center  
1325 E. 4th St.  
Santa Ana, CA 92701  
(714) 241-5701

Name \_\_\_\_\_

Email \_\_\_\_\_

**FALL 2019**

Site & Room Number	
Class Time & Days	
Instructor's Name	

**SPRING 2020**

Site & Room Number	
Class Time & Days	
Instructor's Name	

**SUMMER 2020**

Site & Room Number	
Class Time & Days	
Instructor's Name	

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## **Rancho Santiago Community College District Board of Trustees**

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Santa Ana College President, Linda D. Rose, Ed.D.

# Welcome to Santa Ana College School of Continuing Education

It is with great pleasure that we welcome you to Santa Ana College School of Continuing Education. We are here to support and encourage you in your education, and provide you with a variety of opportunities designed to help you grow as an individual and enhance your life.

This Student Handbook is for you to use, and the information provided will help you access the services, resources and opportunities available through the Santa Ana College School of Continuing Education. Now that you are a member of the college learning community, you are encouraged to read this handbook and use it as a resource through the year. Other sources of information that may also be useful include the Rancho Santiago Community College District Catalog, the Santa Ana College Class Schedule, and the Student Planning Guide.

We thank you for enrolling in our program and congratulate you for continuing your education.

James Kennedy, Ed.D., Vice President  
Sergio Sotelo, Ph.D., Dean of Instruction and Student Services  
Stephanie Paramore, Dean of Instruction and Student Services  
Christine Kosko, Dean of Instruction and Student Services  
Lorena Chavez, Director of Special Programs  
Phuong Nguyen, Registrar



## **Bienvenido a la Escuela de Educación Continua del Colegio de Santa Ana**

Es un placer darle la bienvenida a la Escuela de Educación Continua del Colegio de Santa Ana. Estamos aquí para apoyarlo y motivarlo en su educación y para proveerle con una variedad de oportunidades diseñadas para ayudarlo a crecer como individuo y para mejorar su estilo de vida.

Este manual estudiantil tiene como finalidad proporcionar información acerca de los servicios, recursos y oportunidades disponibles a través de la Escuela de Educación Continua del Colegio de Santa Ana. Como miembro de la comunidad estudiantil del colegio de Santa Ana le invitamos a leer este manual y a usarlo durante todo el año. Entre otros medios de información que le pueden ser útiles se incluyen el catálogo del Distrito de Colegios Comunitarios de Rancho Santiago, el horario de clases del Colegio de Santa Ana y la guía de planeación del estudiante.

Gracias por inscribirse en nuestro programa y le felicitamos por continuar con su educación.

## **Chào mừng các bạn học sinh tại Trung Tâm Học Vụ Bổ Túc của Trường Đại Học Cộng Đồng**

Chúng tôi rất hân hạnh được sự có mặt của các bạn tại trung tâm chương trình học vụ bổ túc của trường Đại Học Cộng Đồng Santa Ana. Nhiệm vụ của chúng tôi là luôn luôn ủng hộ và khích lệ các bạn trên con đường học vấn, và đồng thời cung cấp tài liệu và cơ hội nhằm mục đích khuyến khích và thúc đẩy sự phát triển cá nhân lẫn nâng cao đời sống của các bạn.

Mục đích của Cuốn Cẩm Nang Chỉ Dẫn Học Sinh này là để hướng dẫn các bạn với những tin tức cần thiết và cách thức làm thế nào để được sự giúp đỡ trong các dịch vụ, phương cách lẫn cơ hội đặc biệt cho các học sinh trong phạm vi của trung tâm chương trình học vụ bổ túc của trường Đại Học Cộng Đồng Santa Ana. Là một thành viên thuộc cơ quan học vụ cộng đồng trường đại học Santa Ana, bạn nên đọc kỹ cuốn cẩm nang này và nên dùng nó trong suốt niên học của các bạn. Ngoài quyển Cẩm nang Chỉ Dẫn Học Sinh này, bạn nên dùng cuốn Rancho Santiago Community College District Catalog (Sách Liệt Kê Tất Cả các lớp và chương trình học của trường Đại Học Cộng Đồng thuộc khu Rancho Santiago), cuốn Santa Ana College Class Schedule (Sách Liệt Kê Tất Cả các lớp và ngày giờ học), cùng cuốn Student Planning Guide (tức cẩm nang chỉ dẫn học sinh cách trừ tính về chương trình học).

Chúng tôi chân thành cảm ơn các bạn vì các bạn đã lựa chọn chương trình của trường và chúc mừng các bạn đã quyết định tiếp tục trên con đường học vấn nhằm trao dồi nhiều kiến thức.

### **Earn a State Certificate in a semester!**

- Register in our Fast-Track ESL classes.
- Classes meet M-F from 8 a.m.–11 a.m. at CEC.
- Sign-up early, spaces are limited.

**Go to the Registration Office  
and enroll today!**



## General Information

1. English as a Second Language (ESL) classes meet throughout the year. Classes are open-entry, open-exit, which means that students can enroll or leave at any time. Registration is throughout the year. The classes are free. Classes at Centennial Education Center (CEC) are offered from
  - 8:00 am to 9:00 pm Monday through Thursday.
  - 8:00 am to 2:00 pm on Friday.
  - 8:00 am to 12:00 pm on Saturday.
2. Registration Office
  - Centennial Education Center (CEC), 2900 West Edinger Ave.  
714-241-5700  
Monday to Thursday 8:00 am to 8:45 pm  
Friday 8:00 am to 12:45 pm  
Saturday 8:00 am to 11:45 am
  - Students can call CEC for names and addresses of other sites near them. At these sites, students register in class.
3. There are Saturday classes for students who cannot attend Monday through Friday.
4. ESL Placement tests are offered at the large sites. Appointment slips are available in the registration area at CEC.
5. Career counseling, educational planning and career assessments are provided to new and continuing students.
6. There is a minimum attendance of 20 students (age 18 and older) per class meeting, or the class may be canceled.
7. ESL classes are offered at many Santa Ana Unified School District sites in the morning, late afternoon, and evening.
8. Centennial Education Center has a Community Learning Center. It offers individual and small group instruction in English language skills, information about civics and citizenship and use of computers for language learning for all levels of ESL.
9. Summer session has a different schedule and there may be fewer classes.
10. The Child Development Program for children 3 to 5 years old is provided at Centennial Education Center.

### **Santa Ana College Mission Statement**

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

## Información General

1. Las clases de inglés como segundo idioma (ESL) se imparten a través del año. Las clases son con entrada y salida abierta, lo que significa que los estudiantes pueden inscribirse o salir de la clase en cualquier momento. Se aceptan inscripciones durante todo el año. Las clases son gratuitas. Las clases se imparten en Centennial Education Center (CEC) en el siguiente horario:
  - 8:00 am - 9:00 pm de lunes a jueves
  - 8:00 am - 2:00 pm los viernes
  - 8:00 am - 12:00 pm los sábados
2. Oficina de Inscripción
  - Centennial Education Center (CEC), 2900 West Edinger Avenue  
714-241-5700  
lunes a jueves de 8:00 am a 8:45 pm  
viernes de 8:00 am a 12:45 pm  
sábados de 8:00 am a 11:45 am
  - Los estudiantes pueden llamar a CEC para recibir más información sobre otras escuelas en su vecindario. En estas escuelas los estudiantes se inscriben en sus respectivas clases a través del maestro.
3. Hay clases los sábados para los estudiantes que no pueden asistir a clases de lunes a viernes.
4. La prueba de ubicación del idioma inglés (ESL) se ofrece en los planteles principales. Para una cita, visite la oficina de inscripción de CEC.
5. Asesoramiento en su carrera, planificación educativa y evaluación de carreras son servicios gratuitos que se ofrecen a los estudiantes nuevos y actuales.
6. Las clases requieren una asistencia mínima de 20 estudiantes mayores de 18 años, o las clases podrían ser canceladas.
7. Se ofrecen clases de ESL por la mañana, tarde y noche en diferentes planteles del Distrito Escolar de Santa Ana.
8. Centennial Education Center cuenta con el Centro Comunitario de Aprendizaje. Este centro ofrece a los estudiantes de todos los niveles de inglés como segundo idioma, mejor conocimiento del inglés, además de aprender civismo, ciudadanía y computación por medio de actividades en grupos pequeños o individuales.
9. La sesión de verano tiene un horario diferente y puede que se ofrezcan sólo algunas clases.
10. Se ofrece el Programa de Desarrollo Infantil para niños de 3 a 5 años de edad en Centennial Education Center.

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## Tin Tức Tổng Quát

1. Nhà trường chúng tôi có cung cấp các lớp học Anh Ngữ miễn phí quanh năm. Quý vị có thể nhập học hay ngưng học bất cứ lúc nào. Chúng tôi đăng ký học sinh suốt mùa học. Giờ giấc các lớp học Anh Ngữ dạy tại Trung Tâm Giáo Dục Centennial như sau:
  - Thứ Hai đến Thứ Năm: 8 giờ sáng đến 9 giờ tối
  - Thứ Sáu: 8 giờ sáng đến 2 giờ chiều
  - Thứ Bảy: 8 giờ sáng đến 12 giờ trưa
2. Văn Phòng Ghi Danh:
  - Trung Tâm Giáo Dục Centennial (CEC) 2900 West Edinger Ave.
  - Điện Thoại: 714-241-5700
  - Thứ Hai đến Thứ Năm: 8 giờ sáng đến 8 giờ 45 tối
  - Thứ Sáu: 8 giờ sáng đến 12 giờ 45 trưa
  - Thứ Bảy: 8 giờ sáng đến 11 giờ 45 trưa
  - Học sinh có thể gọi trung tâm CEC để biết thêm tên và địa chỉ của các địa điểm khác ở gần nhà. Tại những địa điểm này, học sinh được ghi danh trong lớp học.
3. Trung tâm chúng tôi có các lớp học Anh Ngữ vào ngày Thứ Bảy cho quý vị nào không đi học được trong tuần.
4. Bài thi xếp lớp Anh Ngữ được thực hiện tại những địa điểm chủ yếu. Giấy hẹn để lấy bài thi có thể xin tại Trung Tâm CEC.
5. Cố vấn về nghề nghiệp, kế hoạch giáo dục và sự ước định về nghề nghiệp là những dịch vụ miễn phí cho học sinh mới nhập học hay đang tiếp tục học.
6. Mỗi lớp học phải có ít nhất là 20 học sinh ( tuổi từ 18 trở lên), hoặc lớp học bị bãi bỏ.
7. Các lớp học Anh Ngữ/ lớp vỡ lòng được theo học tại những địa điểm thuộc khu vực trường Santa Ana vào buổi sáng, buổi chiều và buổi tối.
8. Trung Tâm Giáo Dục Centennial có một trung tâm học cộng đồng (CLC). Tại trung tâm này, học sinh có thể học riêng biệt hay học theo nhóm về ngôn ngữ Anh Văn, khoa học về quyền lợi và bổn phận công dân và sử dụng máy vi tính để học hỏi về ngôn ngữ cho mọi trình độ Anh Ngữ.
9. Khóa hè có thời khóa biểu khác và có ít lớp hơn.
10. Chương Trình Phát Triển Trẻ Em tại Trung Tâm Giáo Dục Centennial nhận giữ trẻ em tuổi từ 3 đến 5 cho các học viên.

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# The English as a Second Language Program

- Helps non-English or limited English speaking adults survive in an English speaking community.
- Provides communication skills and cultural knowledge necessary for daily living in an English speaking community.
- Offers seven levels of English as a second language instruction:
  - ESL 300, Literacy
  - ESL 301, Beginning Low
  - ESL 302, Beginning High
  - ESL 303, Intermediate Low
  - ESL 304, Intermediate High
  - ESL 305, Advanced Low
  - ESL 306, Advanced High
- Offers 4 levels of Academic English as a Second Language instruction at Santa Ana College:
  - ESL 704, Academic Beginning A
  - ESL 705, Academic Beginning B
  - ESL 706, Academic Intermediate A
  - ESL 707, Academic Intermediate B
- Provides instruction on many topics such as workplace information, how to get medical help, and how to understand basic government laws.
- Prepares advanced students for transfer to a college credit/vocational program.
- Offers citizenship preparation instruction.
- Offers English language learning in the Community Learning Center at Centennial Education Center.
- Leads to future opportunities by providing a bridge to the
  - Adult Basic Education (ABE) Program
  - General Educational Development (GED) classes
  - Adult High School Diploma Program
  - Career Education (CE) Program
  - College credit/vocational classes.
- Offers ESL classes throughout the community.
- Covers
  - listening comprehension
  - simple conversations
  - reading of practiced words and phrases
  - simple sentences

# El Programa de Inglés Como Segundo Idioma

- Ayuda a personas adultas que no hablan inglés o que tienen un inglés limitado a sobrevivir en una comunidad que habla el idioma inglés.
- Proporciona habilidades en comunicación, con el conocimiento cultural necesario para la vida cotidiana en comunidades que hablan el idioma inglés.
- Ofrece siete niveles de instrucción en inglés como segundo idioma:
  - ESL 300, Alfabetización
  - ESL 301, Principiante Bajo
  - ESL 302, Principiante Alto
  - ESL 303, Intermedio Bajo
  - ESL 304, Intermedio Alto
  - ESL 305, Avanzado Bajo
  - ESL 306, Avanzado Alto
- Ofrece 4 niveles académicos de de instrucción en inglés como segundo idioma en el Colegio de Santa Ana:
  - ESL 704, Académico Principiante A
  - ESL 705, Académico Principiante B
  - ESL 706, Académico Intermedio A
  - ESL 707, Académico Intermedio B
- Proporciona instrucción en temas variados, tales como, información acerca de trabajos, cómo conseguir ayuda médica y cómo entender las leyes básicas de gobierno.
- Prepara a estudiantes del nivel avanzado a transferirse a programas vocacionales o a clases a nivel de colegio.
- Ofrece instrucción y preparación para la ciudadanía.
- Ofrece clases de inglés en el centro comunitario de aprendizaje de CEC.
- Conduce a oportunidades futuras, proporcionando un puente hacia
  - el programa de Educación Básica para Adultos (ABE)
  - clases de Desarrollo de Educación General (GED)
  - el programa de diploma en materias de bachillerato/preparatoria (Adult High School)
  - el programa de Educación de Carreras (CE)
  - clases acreditadas/vocacionales a nivel colegiatura.
- Ofrece clases de ESL.
- Cubre
  - comprensión auditiva del idioma
  - conversaciones simples

## Anh Ngữ - Chương Trình Ngôn Ngữ Thứ Hai

- Giúp ích và cải thiện cho những học sinh không biết tiếng Anh hoặc những học sinh có vốn liếng Anh Ngữ ít ỏi nhằm giúp họ có thể sống và giao tiếp thoải mái hơn trong cộng đồng mà ngôn ngữ chính là Anh Ngữ.
- Chỉ dẫn cách thức giao thiệp và kiến thức văn hóa cần thiết cho cuộc sống hằng ngày trên đất Mỹ.
- Chương trình học Tiếng Anh như Ngôn Ngữ Thứ Hai có bảy trình độ như sau:
  - ESL 300, Lớp Vỡ Lòng: Đọc và viết căn bản
  - ESL 301, Lớp Sơ Cấp Thấp
  - ESL 302, Lớp Sơ Cấp Cao
  - ESL 303, Lớp Trung Cấp Thấp
  - ESL 304, Lớp Trung Cấp Cao
  - ESL 305, Lớp Cao Cấp Thấp
  - ESL 306, Lớp Cao Cấp Cao
- Cung cấp 4 trình độ Tiếng Anh Học Thuật về Tiếng Anh Như Một Ngôn Ngữ Thứ Hai tại Santa Ana College
  - ESL 704, Sơ Cấp A Tiếng Anh Học Thuật
  - ESL 705, Sơ Cấp B Tiếng Anh Học Thuật
  - ESL 706, Trung Cấp A Tiếng Anh Học Thuật
  - ESL 707, Trung Cấp B Tiếng Anh Học Thuật
- Hướng dẫn cách thức tìm việc làm, duy trì việc làm, làm thế nào để xin được hỗ trợ về y tế và tìm hiểu về luật pháp căn bản của Hoa Kỳ.
- Dự bị cho học viên ở trình độ Trung Cấp 3 để chuyển qua ngành đại học hay học nghề.
- Chỉ dẫn cách thức chuẩn bị cho việc thi quốc tịch Mỹ.
- Cung cấp lớp học về Anh Ngữ tại Trung Tâm Cộng Đồng (CLC) tại khu Giáo Dục Centennial.
- Nhằm tạo nhịp cầu dẫn đến tương lai tốt đẹp của quý vị, chúng tôi còn có các lớp học sau đây:
  - Lớp Giáo Dục Thành Niên Căn Bản (ABE)
  - Lớp Phát Triển Giáo Dục Tổng Quát (GED) để lấy bằng trung học tương đương
  - Lớp Trung Học để lấy bằng trung học
  - Chương trình huấn nghệ (CE)
  - Các lớp học đại học/huấn nghệ
- Các lớp học Anh Ngữ/ lớp vỡ lòng trong nhiều địa điểm quanh thành phố Santa Ana:
- Các lớp bao gồm:
  - Lớp học nghe hiểu rõ ràng về tiếng Anh
  - Cuộc đàm thoại đơn giản
  - Đọc những chữ thực hành và câu cần thiết
  - Các câu giản dị
  - Tập viết các câu cơ bản tiếng Anh
  - Học về giao tiếp và trao đổi các yêu cầu cơ bản bằng tiếng Anh
  - Các hoạt động đọc sách tại nhà hoặc tại cộng đồng.

# Planning Your Studying Time

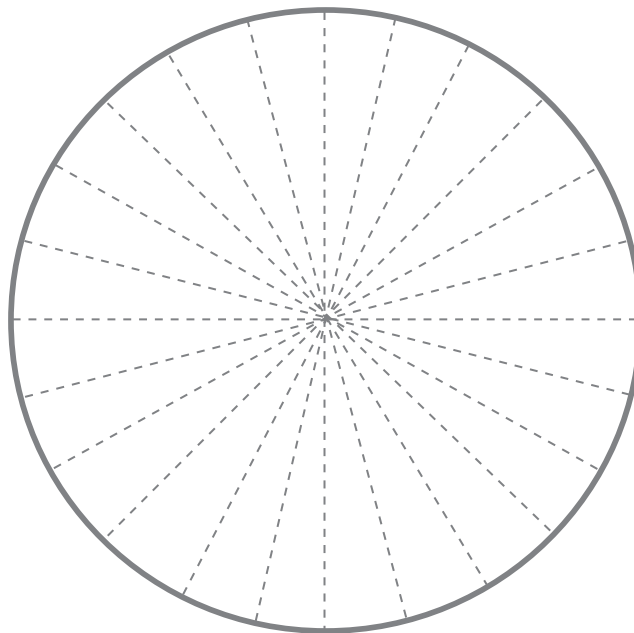
Here are some steps you can take:

- Identify how you plan your time
- Use the pie graph below
- For each daily activity, write the number of hours each activity takes. Shade in the number of hours for each activity in the 24-hour pie chart below.

<u>Activity</u>	<u>Number of hours</u>
school	_____
homework	_____
work	_____
childcare	_____
cooking/eating	_____
housekeeping chores	_____

<u>Activity</u>	<u>Number of hours</u>
shopping	_____
sleeping	_____
TV / Computer work	_____
other recreation/ time with family	_____
other	_____

**Make a pie graph of how you use your time.  
Remember each section is 1 hour.**



# My Goals

SHORT TERM GOAL: (For example: I want to attend class 4 days a week.)

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LONG TERM GOAL: (For example: I want to go to Santa Ana College.)

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EDUCATIONAL GOAL: (For example: I want to go to college or vocational school.)

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FAMILY GOAL: (For example: I want to help my children with homework.)

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PERSONAL GOAL: (For example: I will come to class every day.)

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JOB GOAL: (For example: I want to become a mechanic, nurse, or dentist.)

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# Test Scores

(Direction - Record Your Scores)

## CASAS Pre and Post Tests

### Fall 2019

Pre Score	Post Score

Level \_\_\_\_\_

### Spring 2020

Pre Score	Post Score

Level \_\_\_\_\_

## CASAS Competency Performance by Students

### Fall 2019

Test Booklet Number \_\_\_\_\_

Check or write three competencies to work on:

- Compare price and quality of goods and services
- Identify common food items
- Interpret clock time
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Fall 2019

Test Booklet Number \_\_\_\_\_

Check or write three competencies to work on:

- Use maps relating to travel needs
- Identify and use methods to buy goods and services and make returns
- Interpret public signs
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Spring 2020

Test Booklet Number \_\_\_\_\_

Check or write three competencies to work on:

- Select, compute, or interpret measurements
- Identify kinds of housing
- Interpret maps and graphs
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Spring 2020

Test Booklet Number \_\_\_\_\_

Check or write three competencies to work on:

- Ask for, give and follow directions
- Interpret traffic signs
- Count, convert and use coins, currency and systems (\$ and .)
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



## Educational Options

**Santa Ana College  
Credit**

**School of Continuing Education  
Non-Credit**

Transfer to a University  
Transfer to a Community College

**COUNSELING N45  
(Orientation to College)**  
(for students in Intermediate or above, ABE, GED, HSS, HiSET, Vocational)

**HIGH SCHOOL SUBJECTS  
DIPLOMA PROGRAM**  
160 credits and 3 proficiencies required

High School Equivalency  
**GED / HiSET  
CERTIFICATE**  
Test Preparation Class

**ACADEMIC ESL**  
Academic Intermediate B (707)  
Academic Intermediate A (706)  
Academic Beginning B (705)  
Academic Beginning A (704)  
ESL Transition to College  
Advanced Writing & Grammar Review

ADVANCED HIGH  
ADVANCED LOW  
INTERMEDIATE HIGH  
INTERMEDIATE LOW  
BEGINNING HIGH  
BEGINNING LOW  
LITERACY  
ENGLISH AS A  
SECOND LANGUAGE  
PROGRAM

**ABE**  
Adult Basic Education  
(ESL students in intermediate or above may take ABE concurrently.)

**SPECIALTY CLASSES**  
ESL Civics  
Conversation  
Pronunciation  
Writing

**CAREER EDUCATION**  
Vocational Education Program  
Fast-Track and Short-Term  
Vocational Program  
**Certificates**  
(for all students)

- General Office Clerk
- Executive Secretary/  
Administrative Assistant
- Customer Service  
Representative
- Computer Maintenance & Repair  
Workers
- Childcare Workers
- Construction Technology

**ESL COMMUNITY  
LEARNING CENTER  
CEC D-109**

**CITIZENSHIP PREPARATION**  
(ESL students in Beginning or above may take this program.)

**VOCATIONAL ESL  
(VESL)**  
VESL: English for Work 1  
VESL: English for Work 2

**LEADERSHIP TRAINING**  
(ESL students in Intermediate or above may take this program.)

**ESL/  
FAMILY LITERACY**

**PARENTING EDUCATION**  
(for all students)

**SPANISH LITERACY**  
(for all students)

(Effective Spring 2019)



## ESL Noncredit Student Guided Pathways

# ESL Noncredit Student Guided Pathways

Continue Review of Educational Plan with Counselor

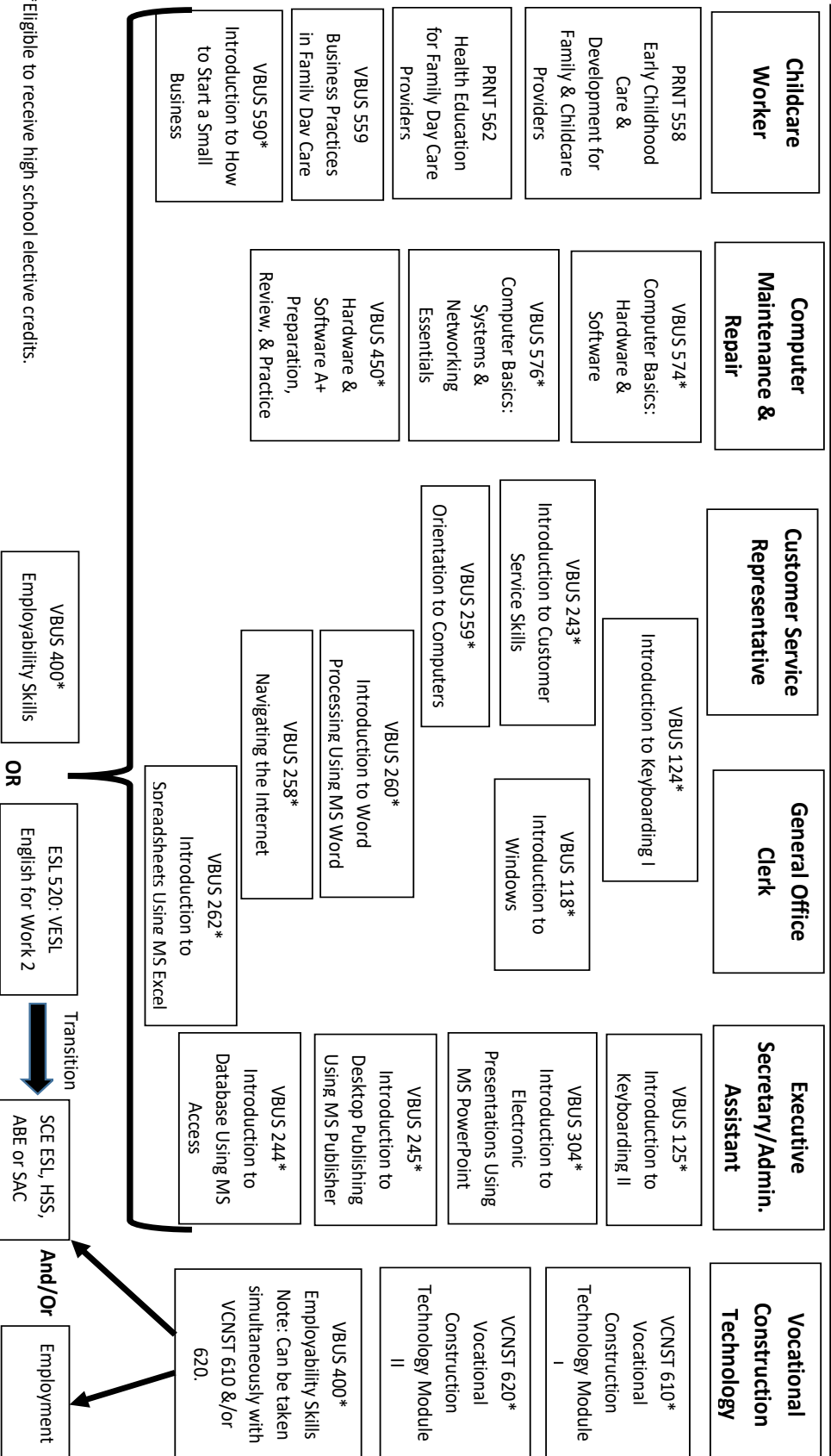
<b>Basic Communication Pathway (Option A)</b>  <b>GOAL</b> Learn English to enhance communication skills within American culture.	<b>Vocation to Career Pathway (Option B)</b>  <b>GOAL</b> Learn English to enter the workforce and explore career options.	<b>Academic to Career Pathway (Option C)</b>  <b>GOAL</b> Learn English to prepare for higher education.
<p><b>1</b> <b>Start Educational Plan with a Counselor &amp; Develop Foundation Skills</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ESL 300 Literacy</li> <li><input type="checkbox"/> ESL 301 Beginning Low</li> <li><input type="checkbox"/> ESL 302 Beginning High</li> </ul> <p><i>ESL Support Classes: Conversation, ESL Civics, ESL Community Learning Center, Writing</i></p>		
<p><b>2</b> <b>Clarify the Path, Enter the Path, Stay on the Path, and Ensure Learning*</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> ESL 303 Intermediate Low</li> <li><input type="checkbox"/> ESL 304 Intermediate High</li> <li><input type="checkbox"/> ESL 305 Advanced Low</li> <li><input type="checkbox"/> ESL 306 Advanced High</li> </ul> <p><i>ESL Support Classes: Conversation, ESL Civics, ESL Community Learning Center, Pronunciation, Writing</i></p>		
<p><b>3</b> <b>Next Steps &amp; Concurrent Options</b></p> <p>Career Education, Citizenship, Counseling N45 (Orientation to College), Leadership Training</p>		
Adult Basic Education, HiSET, GED, High School Subjects, Advanced Writing and Grammar, LRN 750	Integrated Education and Training Programs Career Education Certificate Programs to careers, internships, on-the-job training, specialized schools and training	Adult Basic Education, HiSET, GED, High School Subjects, Advanced Writing and Grammar, LRN 750
<p><b>4</b> <b>Pathways to Santa Ana College</b></p>		

\*Students should meet with a counselor to transition from one pathway to another.

Santa Ana College inspires, transforms, and empowers a diverse community of learners.

# Choosing the Right Noncredit SCE Career Education Pathway for You

Note: Except for Voc. Construction Tech., courses can be taken in any sequence & simultaneously. The diagram displays the recommended order for students to take them.



\*Eligible to receive high school elective credits.

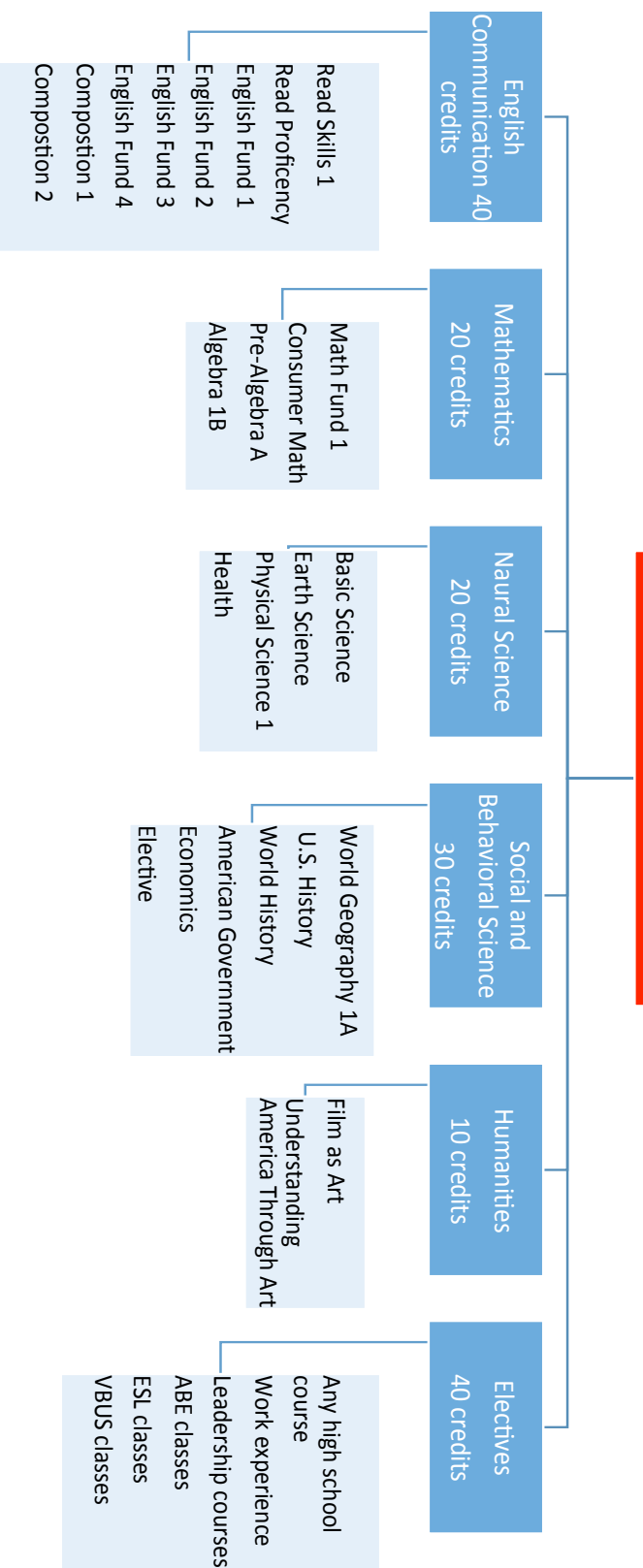
# Adult Basic Education

## Adult Basic Education (ABE) Guided Pathways

English Language Pathway	Spanish Language Pathway	Spanish Literacy Pathway	Leadership Pathway
<p>ESL Advanced Low (ESL 305)/ Academic Int A (ESL 706) (Recommended)</p> <p>+</p> <p>ABE Reading (ABE 023) ABE Writing (ABE 024) ABE Math (ABE 025) (Choose 2 from above)</p> <p>→</p> <p>ESL Advanced High (ESL 306)/ Academic Int B (ESL 707) (Recommended)</p> <p>+</p> <p>ABE Reading (ABE 023) ABE Writing (ABE 024) ABE Math (ABE 025) Principles of Math (HSS 151) (Choose 2 from above)</p> <p>→</p> <p>High School Subjects</p> <p>→</p> <p>High School Equivalency (GED / HiSET)</p>	<p>Beginning Spanish Literacy Alfabetización (ABE 112)</p> <p>→</p> <p>Intermediate Spanish Literacy Primaria (ABE 113)</p> <p>→</p> <p>Advanced Spanish Literacy Secundaria (ABE 114)</p> <p>→</p> <p>High School Equivalency (GED / HiSET)</p>	<p>Beginning Spanish Literacy Alfabetización (ABE 112)</p> <p>→</p> <p>ESL Beginning Low (ESL 301)</p>	<p>Leadership 1 (English/Spanish) (HSS 090 / ABE 044)</p> <p>→</p> <p>Leadership 2 (English/Spanish) (HSS 092 / ABE 018)</p>

# High School Diploma Guided Pathway

## High School Diploma



*Previous transcripts and placement determine your starting point on the pathway*

*Students who attend an average of 15 hours per week complete approximately one course per month*

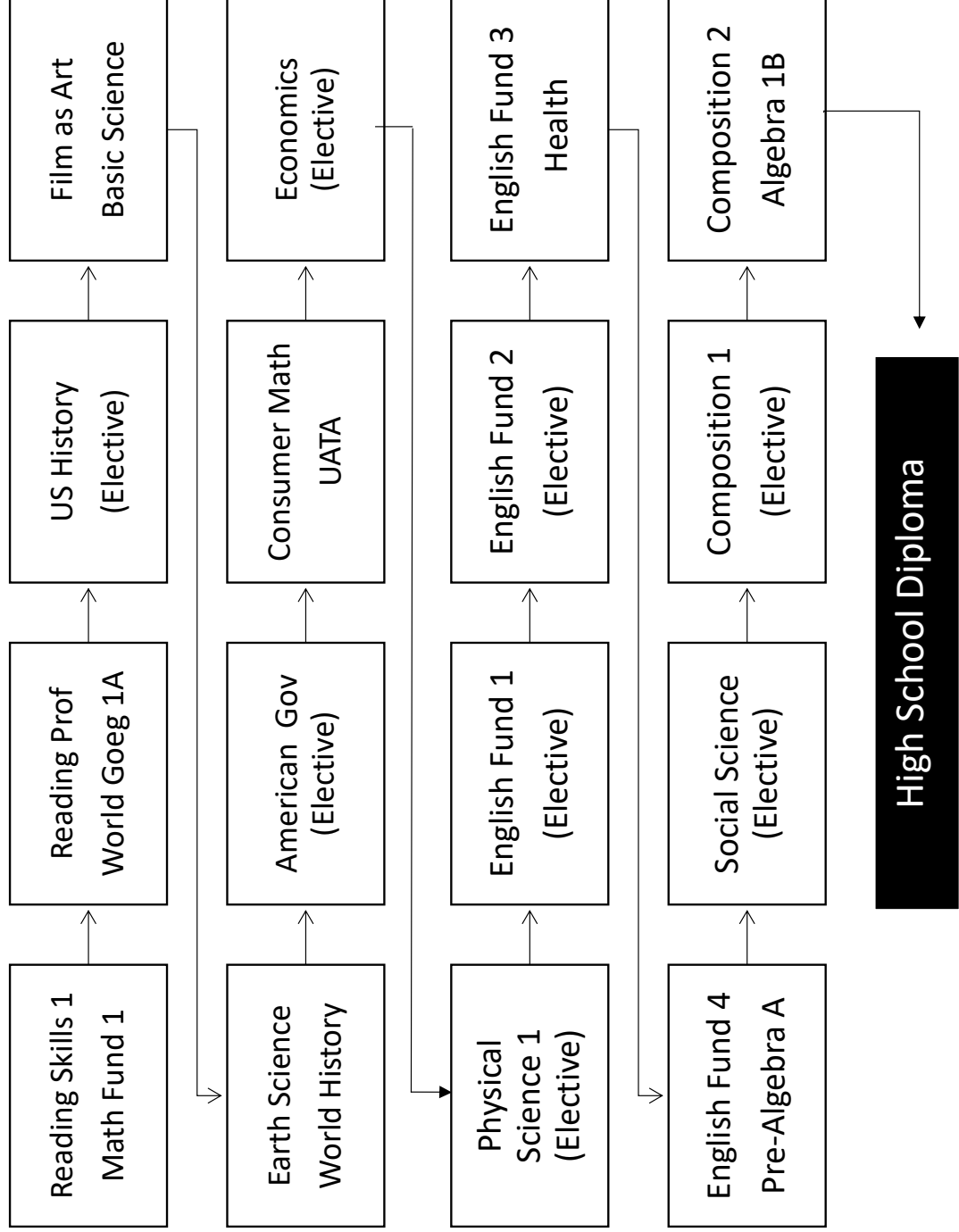
# High School Diploma Program Guided Pathway

## High School Diploma Guided Pathway

### Suggested Course Sequence

*Previous transcripts and placement determine your starting point on the pathway*

*Students who attend an average of 15 hours per week complete approximately one course per month*



# Graduation Office

## Welcome to the Santa Ana College School of Continuing Education (SACSCE) Graduation Office.

The Santa Ana College School of Continuing Education (SAC SCE) Graduation Office serves as a resource to students, faculty, and staff in the issuance of the adult high school degree and State of California approved certificates. The office verifies and reviews student academic records in order to award the diploma and the state certificates and notifies the student of eligibility of these awards.

The following pages will provide you information related to requirements for state approved certificates.

<b>Graduation Office Location:</b> Centennial Education Center (E-103) 2900 W. Edinger Avenue Santa Ana, CA 92704	<b>Phone:</b> 714-241-5726	<b>Website:</b> <a href="http://www.sac.edu/ContinuingEducation/graduation">www.sac.edu/ContinuingEducation/graduation</a>	<b>Email:</b> <a href="mailto:cecgraduation@sac.edu">cecgraduation@sac.edu</a>
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## STATE OF CALIFORNIA APPROVED CERTIFICATES

### ADULT SECONDARY EDUCATION (ASE)

Students who complete the SAC SCE Adult Secondary Education High School Subjects or GED Programs will demonstrate the ability to apply essential grammar, reading, writing, math, and social/natural science concepts when transferring to college, entering the workforce, or for personal success.

#### Student Learning Outcome(s):

Students who complete the SAC SCE Adult Secondary Education High School Subjects or GED Programs will demonstrate the ability to apply essential grammar, reading, writing, math, and social/natural science concepts when transferring to college, entering the workforce, or for personal success.

### ADULT HIGH SCHOOL DIPLOMA PROGRAM

The sequence of courses in the High School Subjects and Adult Basic Education programs is designed to provide a strong foundation of basic skills ranging from elementary levels through secondary subjects, with the purpose of preparing students to earn a high school diploma, obtain employment, pursue vocational training and better job opportunities, and to be prepared to continue into college credit level programs.

Core Courses:	Credits
HSS English (HSENG), HSS Reading (HSREAD)	40
HSS Math (HSMTH)	20
HSS Natural Sciences (HSSCI)	20
HSS Social Sciences (HSSOC)	30
HSS Arts (HSART)	10
Electives	40
<b>Total</b>	<b>160</b>

#### Electives:

Adult Basic Education 009, 018, 023, 024, 025, 044, 046; Home Economics 520; Health & Safety 877; HSS General 010, 032, 144, 229, 770; Study Skills 221, 222; English 040, 065, 066, 067, 068, 096, 098; Reading 089, 093, 094; Math 140, 154, 155, 158, 159, 163, 164, 165, 166, 167, 167, 172, 173; Science 170, 171, 180, 185, 186, 188, 189, 190, 191, 192, 193, 196, 197, 198; Social Science 215, 223, 224, 225, 228, 231, 232; Arts 500, 601, 828, 837; Leadership 090, 092, 093, 094; Other 740, 742, 743, 744, 749, 875.

### SECONDARY EDUCATION (GED TEST PREPARATION) CERTIFICATE OF COMPETENCY

Courses in ABE lead to the GED Test Preparation class, which prepares students for the reading, writing, and math skills necessary for the achievement of the official GED Certificate. The GED Certificate is a nationally recognized certificate which is equivalent to a high school diploma and prepares students for other higher education.

To obtain this certificate, take two courses.

#### Core Courses:

HSGED 031 GED Test Preparation

#### Choose 1:

ABE 023 Adult Basic Education Reading

ABE 024 Adult Basic Education Writing

ABE 025 Adult Basic Education Math

### TRANSITION TO COLLEGE CERTIFICATE OF COMPETENCY

The Transition to College certificate consists of courses to help students successfully prepare to progress in a career path or undertake degree applicable or non-degree-applicable credit courses in addition to preparing student with an orientation to college course.

To obtain this certificate, take two courses.

#### Core Courses:

HSS 770 Orientation to College

#### Choose 1:

HSENG 084 Composition 2

HSREAD 089 Reading Proficiency Development

HSMTH 164 Algebra 1B



**ADULT BASIC EDUCATION (ABE)**

Students who complete the SAC SCE Adult Basic Education (ABE) Program will demonstrate the ability to apply essential reading, writing, and math concepts in either English or Spanish when transferring to High School Subjects, GED, entering the workforce, or for personal success.

**Student Learning Outcome(s):**

Students who complete the SAC SCE Adult Basic Education (ABE) Program will demonstrate the ability to apply essential reading, writing, and math concepts in either English or Spanish when transferring to High School Subjects, GED, entering the workforce, or for personal success.

**ADULT BASIC EDUCATION CERTIFICATE OF COMPETENCY**

This certificate provides instruction for students to develop basic reading, writing, and math skills necessary to succeed in high school courses, GED preparation, and college courses. This certificate will provide valuable data on student success as ABE students transfer through programs. This certificate supports the college mission by providing a pathway to support improved language skills and lifelong intellectual pursuits.

**To obtain this certificate, take three courses.**

**Core Courses:**

ABE 023	Adult Basic Education Reading
ABE 024	Adult Basic Education Writing
ABE 025	Adult Basic Education Math

**ADULT BASIC EDUCATION/ADULT SECONDARY EDUCATION READING PROFICIENCY CERTIFICATE OF COMPETENCY**

This combination of courses is designed to prepare students for higher level reading skills used in high school courses, GED preparation, and college courses.

**To obtain this certificate, take two courses.**

**Core Courses:**

ABE 023	Adult Basic Education Reading
<b>Choose 1:</b>	
HSRDG 089	Reading Proficiency Development
HSRDG 093	Building Reading Skills 1
HSRDG 094	Building Reading Skills 2

**ADULT BASIC EDUCATION/ADULT SECONDARY EDUCATION WRITING PROFICIENCY CERTIFICATE OF COMPETENCY**

This combination of courses is designed to prepare students for higher level writing skills used in high school courses, GED preparation, and college courses.

**To obtain this certificate, take two courses.**

**Core Courses:**

ABE 024	Adult Basic Education Writing
HSENG 083	Composition 1

**ADULT BASIC EDUCATION/ADULT SECONDARY EDUCATION MATH PROFICIENCY CERTIFICATE OF COMPETENCY**

This combination of courses is designed to prepare students for higher level math skills used in high school courses, GED preparation, and college courses.

**To obtain this certificate, take two courses.**

**Core Courses:**

ABE 025	Adult Basic Education Math
HSMTH 159	Math Fundamentals 2

**CAREER EDUCATION**

Students who complete the SAC SCE Career and Technical Education Program will demonstrate the professionalism, technical, computer, and soft skills needed to obtain a new job or to improve their skills in a current job.

**CHILDCARE WORKERS CERTIFICATE OF COMPLETION**

This series of open entry/open exit courses provides students with knowledge about the care and development of infants, toddlers, and pre-school children for family childcare providers. Students will learn about health information required for licensing and skills necessary for successful operation of a childcare business. In Employability Skills students learn soft skills for those who would prefer to be employed by a childcare business.

**Complete ALL of the following courses.**

PRNT 558	Early Childhood Care and Development for Family Child Care Providers
PRNT 562	Health Education for Family Day Care Providers
VBUS 400	Employability Skills
	– or –
ESL 520	VESL: English for Work 2
VBUS 559	Business Practices in Family Day Care
VBUS 590	Introduction on How to Start a Small Business

**COMPUTER MAINTENANCE AND REPAIR WORKERS CERTIFICATE OF COMPLETION**

This series of courses provides students with skills in maintenance, repair, upgrading, and networking of personal computers. The open-entry/open-exit instructional format emphasizes functional operations of hardware and software components, hands-on experience with upgrading and repair of computers, setting up home and small office networks, and troubleshooting most technical problems. Students will receive five High School elective credits upon completion of each course.

**Complete ALL of the following courses.**

VBUS 450	Hardware and Software A+ Preparation, Review, Practice
VBUS 574	Computer Basics: Hardware and Software
VBUS 576	Computer Basics: Systems and Networking Essentials
	– or –
ESL 520	VESL: English for Work 2



**CUSTOMER SERVICE REPRESENTATIVE CERTIFICATE OF COMPLETION**

This series of courses prepares students for customer service positions in a wide variety of business fields. The program provides an open entry/open exit instructional format that allows students to attain skill development to interface directly with customers as the company representative in identifying customer needs, providing appropriate service, and in resolving special problems that may arise. Focus is on interpersonal and customer services in the workplace, as well as on upgrading technological competence. Students will be prepared to work as commercial or residential service representatives in major department stores, collection agencies, credit bureaus, airlines, travel agencies, medical insurance agencies, public utilities, and telephone answering services.

**Complete ALL of the following courses.**

VBUS 124	Introduction to Keyboarding I
VBUS 243	Introduction to Customer Service Skills
VBUS 258	Navigating the Internet
VBUS 259	Orientation to Computers
VBUS 260	Introduction to Word Processing Using MS Word
VBUS 400	Employability Skills
	– or –
ESL 520	VESL: English for Work 2

**EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT CERTIFICATE OF COMPLETION**

This series of courses prepares students for in-depth training in executive secretary/administrative assistant positions. The open-entry/open-exit, competency-based format promotes success in a high employment occupational field. This certificate program develops skills in research, report and correspondence preparation, advanced computer software applications, database management, interactive presentations, customer service and telephone techniques, and other advanced office procedures.

**Complete ALL of the following courses.**

VBUS 125	Introduction to Keyboarding II
VBUS 244	Introduction to Databases Using Microsoft Access
VBUS 245	Introduction to Desktop Publishing Using Microsoft Publisher
VBUS 304	Introduction to Electronic Presentations Using PowerPoint
VBUS 400	Employability Skills
	– or –
ESL 520	VESL: English for Work 2

**GENERAL OFFICE CLERK CERTIFICATE OF COMPLETION**

This series of courses prepares students for entry-level general office clerk positions in a business environment. This program provides an open-entry/open-exit instructional format that allows students to attain knowledge of basic level office concepts, procedures, and technology commonly used in an office setting. Students learn introduction to keyboarding, computer software applications, general office skills, customer service and telephone techniques, and soft skills. This certificate provides the foundation for preparing students in entry level jobs and careers in the business environment.

**Complete ALL of the following courses.**

VBUS 118	Introduction to Windows
VBUS 124	Introduction to Keyboarding I
VBUS 258	Navigating the Internet
VBUS 260	Introduction to Word Processing Using MS Word
VBUS 262	Introduction to Spreadsheets Using MS Excel
VBUS 400	Employability Skills
	– or –
ESL 520	VESL: English for Work 2

**PARAPROFESSIONAL MENTAL HEALTH WORKER CERTIFICATE OF COMPLETION**

This series of courses provides students with the basic skills to gain employment as a Paraprofessional Mental Health Worker. Students acquire knowledge about the treatment of psychological and behavioral health disorders and the philosophy of delivery of mental health services to improve entry into this field. The certificate program in an open-entry/open-exit environment develops competency for vocational success that allows students to attain skill development in basic delivery of services, documentation and reporting, introduction to human development, principles of case management, working with families, and employability.

**Complete ALL of the following courses.**

VBUS 400	Employability Skills
VHLTH 895	Paraprofessional Mental Health Worker I
VHLTH 896	Paraprofessional Mental Health Worker II
VHLTH 897	Paraprofessional Mental Health Worker III

**VOCATIONAL CONSTRUCTION TECHNOLOGY CERTIFICATE OF COMPLETION**

This series of courses will provide students with the skills to move towards employment as an apprentice in various areas which may include: General and commercial contracting and/or property maintenance. In addition to getting hands-on instruction in construction, students will receive classroom instruction in math, Occupational Safety and Health Administration (OSHA) safety standards, and employability skills. Students will receive 5 High School elective credits upon completion of each course.

**Complete ALL of the following courses.**

VCNST 610	Vocational Construction Technology Module I
VCNST 620	Vocational Construction Technology Module II
VBUS 400	Employability Skills



## ENGLISH AS A SECOND LANGUAGE (ESL)

Upon completion of the SAC SCE ESL program, students will demonstrate increased proficiency in the listening, speaking, reading, writing, and critical thinking skills necessary to further their education, enter the workforce, and actively participate in the community.

### Student Learning Outcome(s):

Upon completion of the SAC SCE ESL program, students will demonstrate increased proficiency in the listening, speaking, reading, writing, and critical thinking skills necessary to further their education, enter the workforce, and actively participate in the community.

## ACADEMIC ESL CERTIFICATES

### ACADEMIC ESL BEGINNING CERTIFICATE OF COMPETENCY

This combination of courses is designed to help students prepare to successfully transition to Career Education, Adult Basic Education (ABE) courses, GED Test Preparation or High School Equivalency Test Preparation courses, High School Subjects courses, and college courses.

To obtain this certificate, take two courses.

#### Choose 1:

ESL 703	Academic English as a Second Language Beginning 3
ESL 704	Academic Beginning A

#### Choose 1:

ESL 705	Academic Beginning B
ESL 711	Academic English as a Second Language Intermediate 1

### ACADEMIC ESL INTERMEDIATE CERTIFICATE OF COMPETENCY

This combination of courses is designed to help students prepare to successfully transition to Career Education, Adult Basic Education (ABE) courses, GED Test Preparation or High School Equivalency Test Preparation courses, High School Subjects courses, and college courses.

To obtain this certificate, take two courses.

#### Choose 1:

ESL 706	Academic Intermediate A
ESL 712	Academic English as a Second Language Intermediate 2

#### Choose 1:

ESL 707	Academic Intermediate B
ESL 713	Academic English as a Second Language Intermediate 3



## ACADEMIC ESL CAPSTONE CERTIFICATE OF COMPETENCY

This capstone certificate is designed to demonstrate the students' accumulated development and advanced knowledge to successfully transition to Career Technical Education (CTE), Adult Basic Education (ABE) courses, GED Test Preparation or High School Equivalency Test Preparation courses, High School Subjects courses, and college courses.

To obtain this certificate, take two courses.

#### Choose 1:

ESL 706	Academic Intermediate A
ESL 707	Academic Intermediate B
ESL 712	Academic English as a Second Language Intermediate 2
ESL 713	Academic English as a Second Language Intermediate 3

#### Choose 1:

ABE 023	Adult Basic Education Reading
ABE 024	Adult Basic Education Writing
ESL 491	Advanced Writing and Grammar Review
ESL 720	ESL Transition to College Class
HSGED 031	GED Test Preparation
HSRDG 089	Reading Proficiency Development
HSRDG 093	Building Reading Skills 1
HSS 031	High School Equivalency Test Preparation
LRN 750	Intensive Writing and Grammar
VBUS 400	Employability Skills

### ESL TRANSITION TO ADULT SECONDARY EDUCATION (ASE) CERTIFICATE OF COMPETENCY

This ESL transition certificate is designed to demonstrate the students' accumulated development and advanced knowledge to successfully transition to Adult Secondary Education (ASE) courses.

To obtain this certificate, two courses are required:

#### Take:

ESL 491	Advanced Writing and Grammar Review
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#### Choose 1:

HSRDG 089	Reading Proficiency Development
HSRDG 093	Building Reading Skills 1
VBUS 258	Navigating the Internet
VBUS 260	Introduction to Word Processing Using MS Word

## ESL CORE CERTIFICATES

### ESL CORE LITERACY CERTIFICATE OF COMPETENCY

This combination of courses is designed to help students develop adequate literacy skills to succeed in the core ESL courses that follow. In this series of courses, students will learn to function at a basic literacy level in reading, writing, listening, and speaking in both English and in their native language.

To obtain this certificate, take two courses.

#### Choose 1:

ESL 300	Literacy
ESL 399	ESL Literacy

#### Choose 1:

ABE 111	Spanish Literacy for Adults
ABE 112	Beginning Spanish Literacy
ABE 113	Intermediate Spanish Literacy
ABE 114	Advanced Spanish Literacy

# STATE OF CALIFORNIA APPROVED CERTIFICATES

## ESL CORE BEGINNING CERTIFICATE OF COMPETENCY

This combination of courses is designed to help students begin to communicate in some of the everyday life situations they will encounter at home, at work, at school, and in the community.

To obtain this certificate, take three courses.

Choose 2:

ESL 300	Literacy
ESL 301	Beginning Low
ESL 399	ESL Literacy
ESL 401	ESL/Family Literacy Beginning ESL 1
ESL 405	ESL/Family Literacy Beginning ESL 2
ESL 410	Beginning ESL 1
ESL 420	Beginning ESL 2
ESL 701	Academic English as a Second Language Beginning 1
ESL 702	Academic English as a Second Language Beginning 2

Choose 1:

ESL 302	Beginning High
ESL 407	ESL/Family Literacy Beginning 3
ESL 430	Beginning ESL 3

## ESL CORE INTERMEDIATE CERTIFICATE OF COMPETENCY

This combination of intermediate-level courses is designed to help students communicate in many of the everyday life situations they will encounter at home, at work, at school, and in the community.

To obtain this certificate, take two courses.

Choose 1:

ESL 303	Intermediate Low
ESL 408	ESL/Family Literacy Intermediate 1
ESL 460	Intermediate ESL 1
ESL 704	Academic Beginning A

Choose 1:

ESL 304	Intermediate High
ESL 409	ESL/Family Literacy Intermediate 2
ESL 470	Intermediate ESL 2
ESL 480	Intermediate ESL 3
ESL 706	Academic Intermediate A
ESL 707	Academic Intermediate B

## ESL CORE ADVANCED CERTIFICATE OF COMPETENCY

This combination of two advanced-level courses is designed to help students communicate in most of the everyday life situations they will encounter at home, at school, at work and in the community. The courses emphasize reading and writing.

To obtain this certificate, take two courses.

ESL 305	Advanced Low
ESL 306	Advanced High
ESL 706	Academic Intermediate A
ESL 707	Academic Intermediate B

## ESL CORE CAPSTONE

To obtain this certificate, take four courses.

Choose 3:

ESL 304	Intermediate High
ESL 305	Advanced Low
ESL 306	Advanced High
ESL 460	Intermediate ESL 1
ESL 470	Intermediate ESL 2
ESL 480	Intermediate ESL 3
ESL 705	Academic Beginning B
ESL 706	Academic Intermediate A
ESL 707	Academic Intermediate B

Choose 1:

ABE 023	Adult Basic Education Reading
ABE 024	Adult Basic Education Writing
ESL 491	Advanced Writing and Grammar Review
ESL 720	ESL Transition to College Class
HSGED 031	GED Test Preparation
HSRDG 093	Building Reading Skills 1
HSRDG 089	Reading Proficiency Development
HSS 031	High School Equivalency Test Preparation
LRN 750	Intensive Writing and Grammar
VBUS 400	Employability Skills

## ESL SUPPORT COURSE CERTIFICATES

### ESL ENHANCED WRITING CAPSTONE CERTIFICATE OF COMPETENCY

This combination of courses is designed to help students quickly improve their writing abilities in English by focusing on writing and grammar.

To obtain this certificate, take three courses.

ESL 394	ESL Writing A
ESL 395	ESL Writing B
ESL 488	Basic Writing
ESL 489	Intermediate Writing
ESL 490	Advanced Writing and Grammar

### ESL ENHANCED SPEAKING CAPSTONE CERTIFICATE OF COMPETENCY

This combination of courses is designed to help students quickly improve their speaking abilities in English by focusing on pronunciation and conversation.

To obtain this certificate, take two courses.

Choose 1:

ESL 570	Conversation 1
ESL 580	Conversation 2

Choose 1:

ESL 130	Topics in English as a Second Language
ESL 398	ESL Community Learning Center
ESL 530	American English Pronunciation

**ESL ENHANCED CIVICS CERTIFICATE OF COMPETENCY**

This combination of courses is designed to help students learn more about civics involvement opportunities, prepare for U.S. Citizenship, and participate in the community.

To obtain this certificate, take two courses.

Choose 2:

- ESL 120    ESL Civics

---

- ESL 130    Topics in English as a Second Language

---

- ESL 392    Writing and Computers: Developing a School Publication

---

- ESL 398    ESL Community Learning Center

**VOCATIONAL ESL CERTIFICATES**

**VOCATIONAL ESL CERTIFICATE OF COMPETENCY**

This combination of courses is designed to help students communicate successfully in an English speaking workplace.

To obtain this certificate, take two courses.

- ESL 510    VESL: English for Work 1

---

- ESL 520    VESL: English for Work 2

**VOCATIONAL ESL ENHANCED CERTIFICATE OF COMPETENCY**

This combination of courses is designed to help students communicate successfully in an English-speaking workplace and includes the development of writing and/or computer skills.

To obtain this certificate, take two courses.

Choose 1:

- ESL 510    VESL: English for Work 1

---

- ESL 520    VESL: English for Work 2

Choose 1:

- ESL 130    Topics in English as a Second Language

---

- ESL 394    ESL Writing A

---

- ESL 398    ESL Community Learning Center

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- ESL 488    Basic Writing



# August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	<b>FALL INSTRUCTION BEGINS</b>	20	21	22	23	24
25	26	27	28	29	30	31

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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## Earn a State Certificate in a semester!

- Register in our Fast-Track ESL classes.
- Classes meet M-F from 8 a.m.–11 a.m. at CEC.
- Sign-up early, spaces are limited.

**Go to the Registration Office  
and enroll today!**



# September 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Labor Day (Holiday)	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					

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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**Want to learn English and technology at the same time?**



Our Digital Literacy classes teach English Language learners how to use technology at school, at work, and in the community.

**Go to the Registration Office and enroll today!**

# October 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		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		

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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## Learn technology for school, work, and home.



- How to use your smart phone
- Social Media for learning & networking
- Understanding the Internet
- How to create a blog/website
- Making the most of Google Applications
- and more...

**Go to the Registration Office and enroll today!**

# November 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	Veterans Day (Holiday) 11	12	13	14	15	16
17	18	19	20	21	22	23
24	(no classes) 25	(no classes) 26	(no classes) 27	Thanksgiving Day (no classes) 28	(no classes) 29	(no classes) 30

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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## Improve your English Skills at the CLC (English Language Learning Lab)

- Access hundreds of online English Lessons.
- Practice English skills you need help with.
- Study at times convenient for you.



**Go to the Registration Office  
and enroll today!**

# December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	<b>FALL INSTRUCTION ENDS</b> 21
22	Winter Recess (no classes) 23	Winter Recess (no classes) 24	Winter Recess (no classes) 25	Winter Recess (no classes) 26	Winter Recess (no classes) 27	Winter Recess (no classes) 28
29	Winter Recess (no classes) 30	Winter Recess (no classes) 31				

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

New Words:

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Reminder

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# January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			Happy New Year! 1	Winter Recess (no classes) 2	Winter Recess (no classes) 3	Winter Recess (no classes) 4
5	Winter Recess (no classes) 6	Winter Recess (no classes) 7	Winter Recess (no classes) 8	Winter Recess (no classes) 9	Winter Recess (no classes) 10	Winter Recess (no classes) 11
12	<b>SPRING INSTRUCTION BEGINS</b> 13	14	15	16	17	18
19	Martin Luther King Day (Holiday) 20	21	22	23	24	25
26	27	28	29	30	31	

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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## Earn a State Certificate in a semester!

- Register in our Fast-Track ESL classes.
- Classes meet M-F from 8 a.m.–11 a.m. at CEC.
- Sign-up early, spaces are limited.

**Go to the Registration Office  
and enroll today!**



# February 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	Lincoln's Birthday (Holiday) 14	(no classes) 15
16	Presidents' Day (Holiday) 17	18	19	20	21	22
23	24	25	26	27	28	29

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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Want to learn English and technology at the same time?



Our Digital Literacy classes teach English Language learners how to use technology at school, at work, and in the community.

**Go to the Registration Office and enroll today!**

# March 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	Cesar Chavez Day (Holiday)	31	25	26	27

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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**Learn technology for  
school, work, and home.**



- How to use your smart phone
- Social Media for learning & networking
- Understanding the Internet
- How to create a blog/website
- Making the most of Google Applications
- and more...

**Go to the Registration Office and enroll today!**

# April 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	Spring Break* (no classes) 6	Spring Break* (no classes) 7	Spring Break* (no classes) 8	Spring Break* (no classes) 9	Spring Break* (no classes) 10	Spring Break* (no classes) 11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

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New Words:

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(\*Subject to change)

## Improve your English Skills at the CLC (English Language Learning Lab)

- Access hundreds of online English Lessons.
- Practice English skills you need help with.
- Study at times convenient for you.



**Go to the Registration Office  
and enroll today!**

# May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21 High School Commencement	22 <b>SPRING INSTRUCTION ENDS</b>	23
24	25 Memorial Day (Holiday)	26 <b>SUMMER SCHOOL BEGINS*</b>	27	28	29	30
31						

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

New Words:

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**Reminder**

(\*Summer session beginning date may be changed.)

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# June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	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				

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

New Words:

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Reminder

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# July 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	No School Independence Day (Holiday Observed) 3	Independence Day (Holiday) 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	

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

New Words:

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Reminder

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# August 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>SUMMER SCHOOL ENDS*</b> 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					

I attended class \_\_\_\_\_ (number) days this month.

My goals for this month:

New Words:

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**Reminder**

Register for fall classes.

(\*Summer session ending date may be changed.)

## Counseling

The Counseling Department provides academic, career, and personal counseling services to all students in the School of Continuing Education. Students can call or come in to make an appointment to meet with a counselor, at Centennial Education Center (CEC) at 2900 W. Edinger, Santa Ana, CA 92704, room B-100, 714-241-5720, Santa Ana College (SAC) at 1530 W. 17th St., Santa Ana, CA 92706, room B-8, 714-564-6173 or Remington Education Center (REC) 1325 E. 4th St., Santa Ana, CA 92701, (714) 241-5853.

Free counseling services include:

- Orientation to the School of Continuing Education programs and services
- Orientation to Santa Ana College services and programs
- Educational planning
- Career guidance
- Scholarship information
- Referrals to community services and agencies
- Foreign transcript information and evaluation

At Centennial Education Center, the hours are 8:00 am to 9:00 pm Monday through Thursday and 8:00 am to 12:00 pm on Friday and Saturday. At Santa Ana College Adult Education Center, the hours are 8:00 am to 2:00 pm and 5:00 pm to 9:00 pm Monday through Thursday and 8:00 am to 12:00 pm on Fridays. At Remington Education Center, contact 714-241-5853 for office hours.



## Consejería

El departamento de consejería (Counseling) proporciona servicios de asesoramiento académico, vocacional y personal a los estudiantes de la Escuela de Educación Continua. Los estudiantes pueden llamar o venir personalmente para hacer una cita y hablar con un consejero a la escuela Centennial Education Center (CEC), 2900 W. Edinger, Santa Ana, CA 92704, salón B-100, 714-241-5720, al colegio de Santa Ana (SAC) 1530 W. 17th St., Santa Ana, CA 92706, 714-564-6173 ó al centro Remington (REC) 1325 E. 4th St., Santa Ana, CA 92701, (714) 241-5853.

Los servicios de asesoramiento gratuito incluyen:

- Orientación a los programas y servicios de la escuela de educación continua
- Orientación a los servicios y programas de Santa Ana College (SAC)
- Planeación educativa
- Evaluación de carreras
- Información acerca de becas
- Referencia a diversas agencias de la comunidad
- Información acerca de la evaluación de títulos y diplomas extranjeros

En Centennial Education Center (CEC) el horario es de 8:00 am a 9:00 pm de lunes a jueves y de 8:00 am a 12:00 pm los viernes y los sábados. En el Colegio de Santa Ana (SAC) el horario es de 8:00 am a 1:00 pm y de 5:00 pm a 9:00 pm de lunes a jueves y de 8:00 am a 12:00 pm los viernes. Para el horario del Centro Remington (REC) llame al 714-241-5853.

## Chương Trình Cố Vấn

Văn Phòng Cố Vấn tại Trung Tâm Giáo Dục Centennial, School of Continuing Education có cung cấp các dịch vụ về học vấn, nghề nghiệp, và cố vấn cá nhân. Học sinh có thể gọi đến văn phòng, hoặc trực tiếp đến văn phòng để lấy hẹn gặp viên chức cố vấn tại:

- **Trung Tâm Giáo Dục Centennial**

Số 2900 đường West Edinger. Văn phòng B-100

Thành phố Santa Ana, 92704

Điện thoại số 714-241-5720

- **Giờ làm việc:**

Thứ Hai đến Thứ Năm: 8 giờ sáng đến 9 giờ tối

Thứ Sáu và Thứ Bảy: 8 giờ sáng đến 12 giờ trưa

- **Santa Ana College**

Số 1530 đường West 17th. Văn phòng B-8

Thành phố Santa Ana, 92706

Điện thoại số 714-564-6173

- **Giờ làm việc:**

Thứ Hai đến Thứ Năm: 8 giờ sáng đến 1 giờ trưa và 5 giờ chiều đến 9 giờ tối

Thứ Sáu: 8 giờ sáng đến 12 giờ trưa

- **Trung Tâm Giáo Dục Remington**

1325 E. 4th St.

Santa Ana, CA 92701

- **Giờ làm việc:**

Để biết giờ làm việc Tư Vấn tại Trung Tâm Giáo Dục Remington, xin vui lòng gọi (714) 241-5853.

- **Dịch vụ cố vấn miễn phí bao gồm:**

- ✓ Hướng dẫn về các chương trình và dịch vụ của Trung Tâm Giáo Dục Centennial
- ✓ Hướng dẫn về các chương trình và dịch vụ của trường Đại Học Cộng Đồng Santa Ana
- ✓ Hướng dẫn về chương trình học



# **Associated Student Government (ASG) and Leadership Classes**

## **Taking Part in Student Activities**

There is an active Associated Student Government (ASG) at Centennial Education Center (CEC) for all students in the School of Continuing Education. Some of the following activities take place only at CEC, others at Santa Ana College, and still others at some of the other locations where we have ESL classes.

### **At Centennial Education Center (CEC):**

- **Student Association:**  
The SAC SCE meets every Tuesday from 10:30 am to 11:30 am in room A-112 at CEC. Join us 714-241-5721.
- **Leadership Training:**  
Two Leadership classes are offered (Part I and Part II). Topics include effective interpersonal communication, public speaking, parliamentary procedures, conflict resolution, and more. The course trains leaders with real life-skills and more. These courses provide students with the tools to be effective leaders in their family, work, and community.

## **Mesa Directiva Estudiantil y Clases de Liderazgo**

### **Participe en las Actividades Estudiantiles**

La escuela Centennial Education Center (CEC) cuenta con una “Mesa Directiva Estudiantil” (Associated Student Government – ASG) para ayuda y apoyo de todos los estudiantes de la escuela de educación continua. Algunas de las siguientes actividades ocurren solamente en CEC, otras en el colegio de Santa Ana y en otros planteles en la comunidad. Estos cursos proveen a los estudiantes las herramientas necesarias para ser líderes efectivos en la familia, en el trabajo y la comunidad.

### **Centennial Education Center (CEC):**

- **Asociación Estudiantil:**  
La mesa directiva estudiantil de SAC SCE se reúne semanalmente los martes de 10:30 am a 11:30 am en Centennial (CEC) en el salón E-105. Únase y participe 714-241-5721.
- **Entrenamiento sobre liderazgo:**  
Estas clases se ofrecen en dos sesiones (Parte I y parte II) e incluyen temas como comunicación interpersonal efectiva, oratoria, procedimientos parlamentarios y resolución de conflictos. Este curso también entrena a líderes sobre las técnicas del liderazgo efectivo en la vida real y más.

## **Chương Trình Tổ Chức Sinh Viên và Lớp Học về Lãnh Đạo Góp Phần Vào Sinh Hoạt Sinh Viên**

Trung Tâm Giáo Dục Centennial (CEC) có Chương Trình Phát Triển Sinh Viên (SDP) cho tất cả học sinh trong trường tham dự. Một số hoạt động dưới đây chỉ có tại Trung Tâm CEC, những hoạt động khác được tổ chức tại trường Đại Học Cộng Đồng Santa Ana và những địa điểm khác nơi chúng tôi có dạy lớp Anh Ngữ.

- **Tại Trung Tâm Giáo Dục Centennial (CEC):**

- **Hội Sinh Viên:**

Hội viên thuộc SAC SCE họp mặt mỗi tuần tại CEC phòng A-112. Ngày và giờ họp: thứ ba từ 10:30g sáng đến 11:30g. Mời bạn đến tham dự - số điện thoại: 714-241-5721.

- **Lớp Huấn Luyện Khả Năng Lãnh Đạo:**

Lớp Huấn Luyện Khả Năng Lãnh Đạo Lãnh gồm hai phần: Phần I và Phần II: Đề tài gồm: hiệu quả giao tiếp giữa các cá nhân, cách nói chuyện trước công chúng, các thủ tục nghị viện, cách giải quyết xung đột và nhiều đề tài khác. Khóa học này đào tạo các nhà lãnh đạo với những kỹ năng thực tế cuộc sống và nhiều hơn nữa.

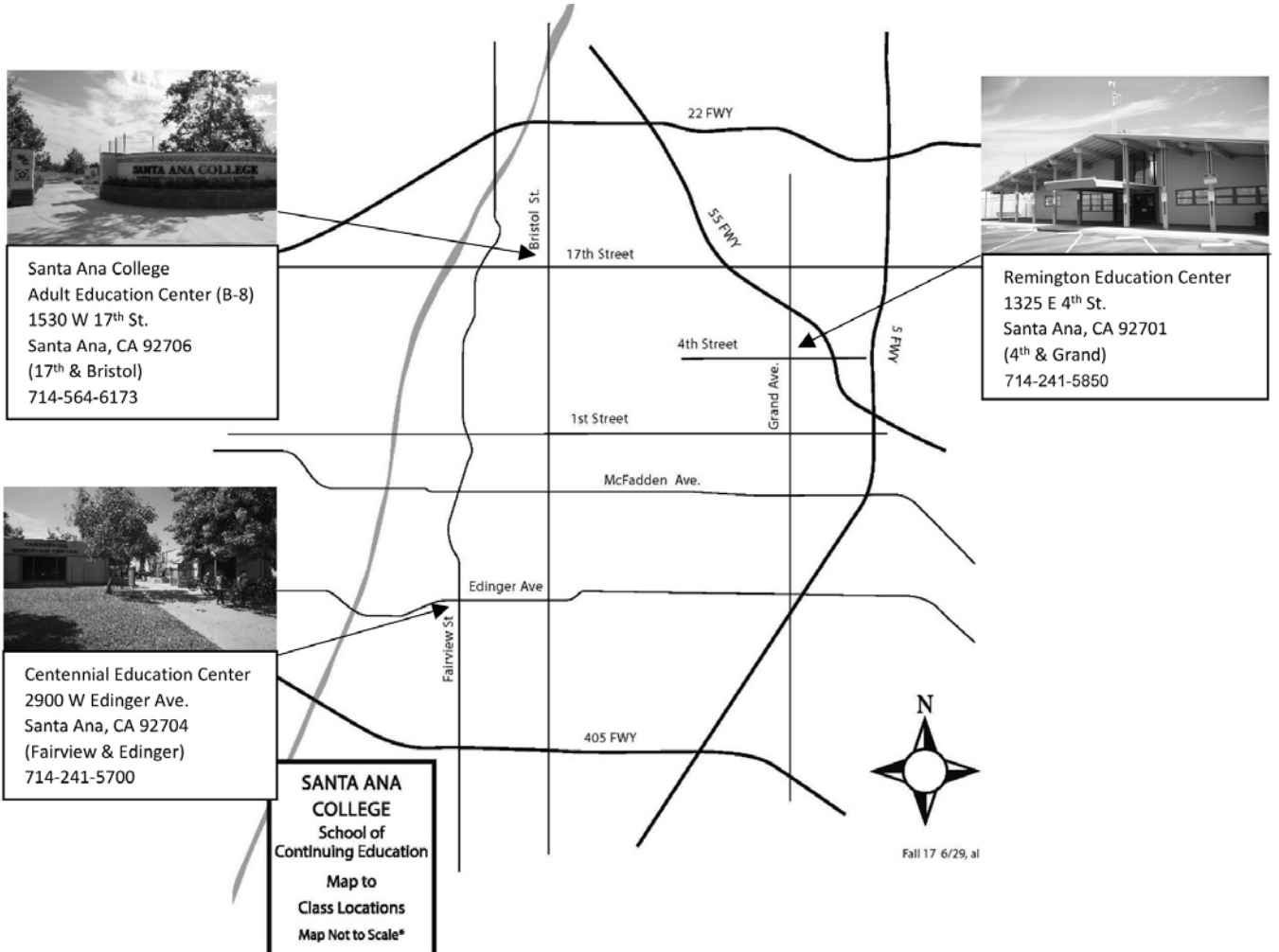


# Comprehensive Adult Education Centers



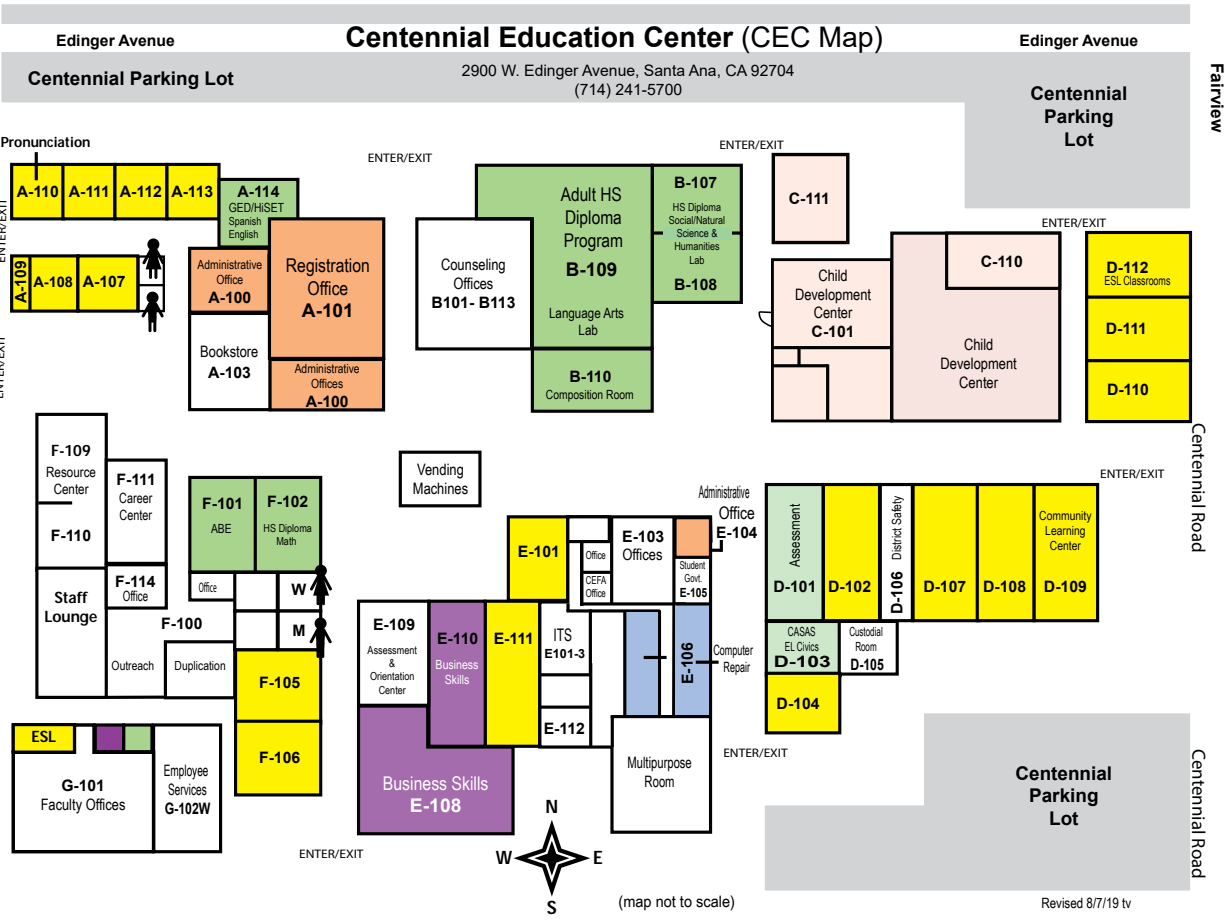
## SANTA ANA COLLEGE

### School of Continuing Education



## School of Continuing Education Sites

<b>BGC</b>	Boys & Girls Club	950 W. Highland Street
<b>BCYF</b>	Buena Clinton Youth & Family Center	12661 Sunswept Avenue, Garden Grove
<b>CEC</b>	Centennial Education Center	2900 W. Edinger Avenue
<b>CIS</b>	Carr Intermediate School	2120 W. Edinger Avenue
<b>CES</b>	Carver Elementary School	1401 W. Santa Ana, Blvd.
<b>CFSA</b>	Cooper Fellowship of Santa Ana	409 N. Copper Street
<b>CORB</b>	Corbin Center	2215 W. McFadden
<b>CVP</b>	Country Villa Plaza	1209 Hemlock Way
<b>DELH</b>	Delhi Community Center	505 E. Central Avenue
<b>EDES</b>	Edison Elementary School	2063 Orange Avenue
<b>ESQ</b>	Esqueda Elementary School	2240 S. Main Street
<b>FRPK</b>	French Park	3730 S. Greenville Avenue
<b>GWCC</b>	Goodwill Career Center	200 N. Fairview Street
<b>HBSL</b>	Hollybrook Senior Living	2025 N. Bush Street
<b>HES</b>	Heroes Elementary School	1111 W. Civic Center Drive
<b>IMHS</b>	Immaculate Heart Of Mary	1100 S. Center Street
<b>KES</b>	Kennedy Elementary School	1300 E. McFadden
<b>LIS</b>	Lathrop Intermediate School	1111 S. Broadway
<b>CJCG</b>	Latter Day Saints – Greenville	3401 S. Greenville
<b>LEC</b>	Lincoln Education Center	11262 Garden Grove Blvd, Garden Grove
<b>LES</b>	Lincoln Elementary School	425 S. Sullivan
<b>MDES</b>	Madison Elementary School	1124 E. Hobart
<b>MES</b>	Martin Elementary School	939 W. Wilshire
<b>MIS</b>	McFadden Intermediate School	2701 S. Raitt
<b>MRES</b>	Monroe Elementary School	417 E. Central Avenue
<b>MVES</b>	Monte Vista Elementary School	2116 Monte Vista Avenue
<b>OCCC</b>	Catholic Charities	1800 E. 17th Street
<b>OCCT</b>	OC Children's Therapeutic Arts Center	2215 N. Broadway
<b>OLPC</b>	Our Lady of Pillar Church	1622 W. 6th Street
<b>REC</b>	Remington Education Center	1325 E. Fourth Street
<b>RES</b>	Roosevelt Elementary School	501 S. Halladay
<b>SAC</b>	Santa Ana College	1530 W. 17th Street
<b>SAC AEC</b>	Santa Ana College Adult Education Center (SAC AEC B8)	1530 W. 17th Street
<b>SASC</b>	Santa Ana Senior Center	424 W. 3rd Street
<b>SASD</b>	Santa Ana Unified Main Office	1601 E. Chestnut Ave.
<b>WORK</b>	Santa Ana Work Center	1000 E. Santa Ana Blvd., Suite 200
<b>SAT</b>	Santa Ana Towers	401 W. First Street
<b>SEG</b>	Segerstrom High School	2301 McArthur Blvd
<b>SFG</b>	Sunflower Gardens	3730 S. Greenville Avenue
<b>SWSC</b>	Southwest Senior Center	2201 W. McFadden
<b>TAFT</b>	Taft Elementary School	500 W. Keller
<b>VHS</b>	Valley High School	1801 S. Greenville Street
<b>VIP</b>	VIP Adult Day Health Care	1101 S. Grand Avenue, Ste K
<b>WDES</b>	Wallace R. Davis Elementary School	1405 French Street

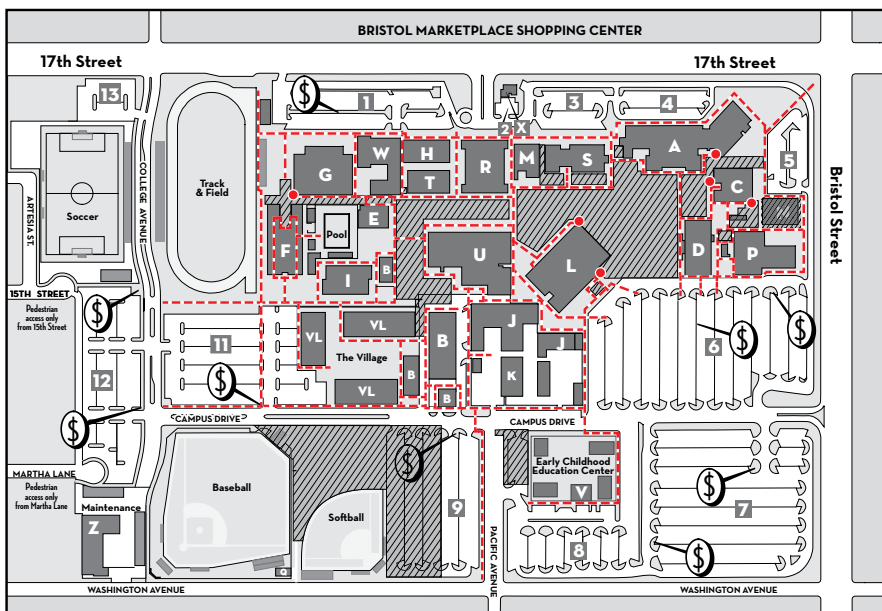


## SANTA ANA COLLEGE

1530 W. 17th Street, Santa Ana, CA 92706  
(714) 564-6000

## SAC Facilities and Locations

- A** Cesar Chavez Building / Business / Computer Lab
- B** SAC Adult Education Center
- C** Fine Arts / Art Gallery
- D** Dunlap Hall
- E** Fitness Center
- F** Locker Rooms
- G** Cook Gym
- H** Hammond Hall
- I** Classroom Building
- J** Auto Shop / Quick Center
- K** Welding / Auto Diesel
- L** Nealley Library / Media Services
- M** Planetarium
- N** Music Building
- P** Phillips Hall Theatre
- Q** Concession
- R** Russell Hall
- S** Administration Building / Admissions / Counseling
- T** Technical Arts
- U** Johnson Center (Closed)
- V** Early Childhood Educational Center
- VL** The Village (Student Business Office, Campus Store, Grab-n-Go, Health & Wellness, DSPS, EOPS, Financial Aid International Students Program, The Spot, Student Life)
- W** Kinesiology
- X** Security / Safety
- Z** Maintenance



Denotes "Closed for Construction"   
  Denotes Path of Travel   
  Denotes Dead End

REV. 1/25/17

### SAC Parking

- 1** Staff Parking
- 2-3** Visitor Parking
- 4-5** Staff Parking
- 6-12** Student Parking (except as posted)
- \$** Permit Dispenser (\$2.00 for 8 hours)



# Notes

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## **Nondiscrimination Policy**

The Rancho Santiago Community College District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

The District, and each individual who represents the District, shall provide access to its services, classes, and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination.

No District funds shall ever be used for membership, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or military and veteran status, or because he or she is perceived to have one or more of the foregoing characteristics, or because of his or her association with a person or group with one or more of these actual or perceived characteristics. Inquiries regarding compliance and/or grievance procedures may be directed to District's Title IX Officer and/or Section 504/ADA Coordinator. RSCCD Title IX Officer and Section 504/ADA Coordinator, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.

# IMPORTANT NUMBERS

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<b>Admissions/Registration</b> .....	714-241-5700 .....	CEC A-100
SAC Adult Education Center.....	714-564-6173 .....	SAC B-8
Remington Education Center.....	714-241-5850 .....	REC
<b>Adult High School Program</b>		
Language Arts Lab.....	714-241-5729 .....	CEC B-109
Mathematics Lab .....	714-241-5718 .....	CEC F-102
Humanities and Natural Science Lab.....	714-241-5747 .....	CEC B-107/B-108
<b>Adult High School Program (SAC)</b> .....	714-241-5798 .....	SAC B-33
<b>CalWORKs</b> .....	714-564-6232 .....	SAC VL-110
<b>CEC Career Center</b> .....	714-241-5736 .....	CEC E-108
<b>Child Development Center</b> .....	714-241-5739 .....	CEC C-101
<b>Counseling</b> .....	714-241-5720 .....	CEC B-100
SAC Adult Education Center.....	714-564-6173 .....	SAC B-8
Remington Education Center.....	714-241-5853 .....	REC
<b>Disabled Students Programs &amp; Services/Learning Skills</b> .....	714-241-5768 .....	CEC B-113
<b>GED/HiSET Test Preparation Center</b> .....	714-241-5700 .....	CEC A-114
<b>Safety and Security</b> .....	714-564-6330 .....	CEC D-106
<b>Santa Ana College Information</b> .....	714-564-6100	
<b>Student Government</b> .....	714-241-5721 .....	CEC E-105
<b>Student Transition Program</b> .....	714-241-5720 .....	CEC B-100
SAC Adult Education Center.....	714-564-6176 .....	SAC B-8
Remington Education Center.....	714-241-5853 .....	REC

## Classmate Names, Telephone Numbers, and Emails

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_