



# BUILDING BRIDGES

**Santa Ana College**  
**School of Continuing Education**

**2019-2020**

**Student Handbook  
& Planning Guide**



# 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 College 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

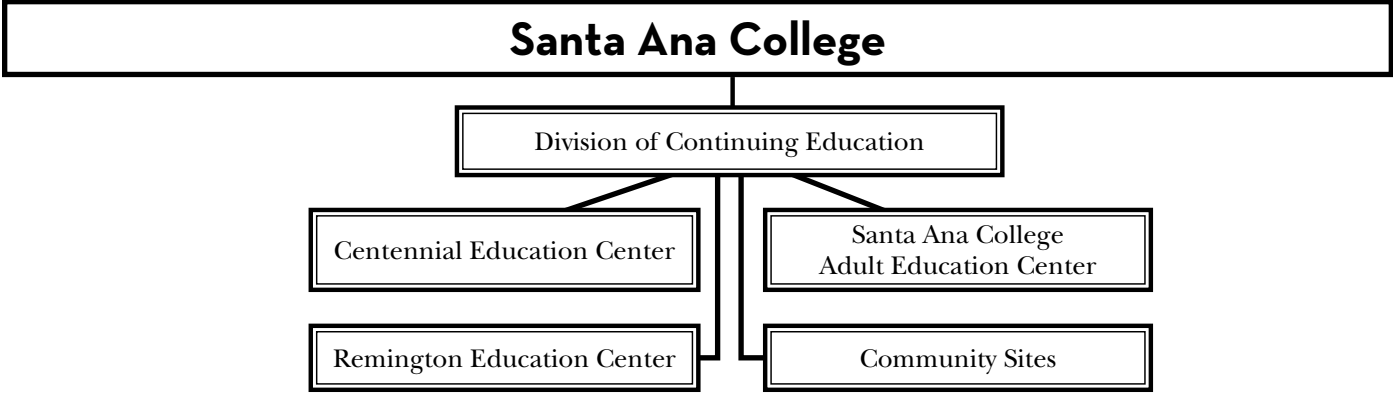
Remington Education Center  
1325 E. 4th St.  
Santa Ana, CA 92701  
(714) 241-5701

Name \_\_\_\_\_

Email \_\_\_\_\_

	Fall 2019	Spring 2020	Summer 2020
Site & Room Number			
Class Time & Days			
Instructor's Name			

You are encouraged to become familiar with this handbook and use it as an educational planning guide throughout the year to prepare you for college, employment, or additional training.



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

- Phillip E. Yarbrough, President  
 Claudia C. Alvarez, Vice President  
 Zeke Hernandez, Clerk  
 Adrianna P. Barrios  
 John R. Hanna  
 Lawrence “Larry” R. Labrado  
 Nelida Mendoza  
 Theodore D. Moreno, Student Trustee  
  
 Marvin Martinez, Chancellor  
  
 Santa Ana College President, Linda D. Rose, Ed.D.



**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, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7490.

# WELCOME TO SANTA ANA COLLEGE SCHOOL OF CONTINUING EDUCATION

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It is with great pleasure that we welcome you to the 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 develop you as an individual and enhance your life.

This Student Handbook and Planning Guide provides important information to 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 use this handbook as a resource throughout the year. Other sources of information that may also be useful include the Rancho Santiago Community College District Catalog and the Santa Ana College Class Schedule.

We thank you for enrolling in our school and congratulate you for continuing your education. Santa Ana College School of Continuing Education Administrators:

Santa Ana College School of Continuing Education Administrators:

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



## **Santa Ana College Mission Statement**

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

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The Santa Ana College School of Continuing Education Handbook and Planning Guide Committee would like to thank everyone for his/her valuable contributions, support, and commitment to providing outstanding student services and programs. We would also like to extend our appreciation to the District Publications and SAC Graphics Department.

# OVERVIEW OF PROGRAMS

All classes are free, and most are open-entry/open-exit, so students may enroll at any time. There should be a minimum attendance of 20 students (18 years and older) per class meeting, or the class may be cancelled. Career counseling, academic guidance, and educational planning are free services to enrolled students. For additional information, call the Registration Office at Centennial Education Center 714-241-5700.

## Adult Basic Education (ABE)

- Is designed to strengthen basic reading, writing, and math skills to prepare students for high school and job preparation classes.
- Consists of self-paced, group, and teacher-lead instruction
- Utilizes computer-assisted instruction
- Is offered at various locations and times
- Offers Saturday classes at Centennial Education Center (CEC) for students who cannot attend Monday through Friday
- Offers high school elective credits
- Offers classes at Centennial Education Center (CEC), Santa Ana College (SAC), Remington Adult Education Center (REM), and other sites.

## Citizenship

- Offers basic knowledge of local, state, and federal government in preparation for the United States citizenship interview and examination, including language development within the context of history and government.

## English as a Second Language (ESL)

- Helps non-English or limited English speaking adults survive in an English speaking community
- Provides communication skills and cultural background necessary for daily living in an English speaking community
- Provides ESL/Family Literacy classes at many Santa Ana Unified School District school sites
- Offers 7 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
  - AESL 704, Academic Beginning A
  - AESL 705, Academic Beginning B
  - AESL 706, Academic Intermediate A
  - AESL 707, Academic Intermediate B

- Provides instruction on how to get and keep a job, how to get medical help, and how to understand basic government rules
- Prepares Intermediate and Advanced students with language skills to transfer to college credit classes and other programs
- Prepares students with skills for higher education
- Provides an advanced writing and grammar review class and a transition to college class
- Offers ESL Placement Tests at large sites
- Offers classes at over 50 community sites

### Other ESL Specialty Classes:

#### Pronunciation

- Is recommended for students in ESL Beginning High or higher
- Register in the Pronunciation class at Centennial Education Center (CEC) by going to room A-110

#### Conversation

- Designed for students interested in improving conversational skills
- Emphasizes practical English language commonly used on the job and in the community

#### Writing

- Strengthens writing ability by providing instruction on writing good sentences through paragraphs construction!

#### Vocational English as a Second Language (VESL)

- Offers English language instruction for the workplace

#### Civics and Citizenship in

#### ESL Community Learning Centers (CLC)

- Empowers students to become active in their communities. Students will improve English language skills, learn about civics and citizenship, and use computers for language learning.

## 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!**



## Adult Secondary Education Adult High School Diploma Program

The number of credits required for academic work leading to a high school diploma varies among school districts throughout the state. In addition to regular high schools, the state provides high school instruction through a variety of other institutions. These include adult schools, community colleges, and continuation schools run by various K-12 school and community college districts.

The Adult High School Diploma Program at CEC and/or SAC is self-paced and individualized. Classes are open-entry/open-exit throughout the year. Each student has an individualized educational plan to complete his/her personal graduation requirements. To enter the program, see the counseling department.

### Credits for high school are accepted from:

- Previous high school transcripts
- Regional Occupational Programs (up to 20 credits)
- Foreign transcripts (see counselor, up to 100 credits)
- Approved private school transcripts
- Work experience (see counselor)
- Armed Forces work experience (see counselor)
- College transcripts (see counselor)

### Requirements for graduation:

Credit	Courses	Proficiencies
40	English Communication	Reading
20	Mathematics (Algebra Required)	Math
20	Natural Science	Composition
30	Social & Behavioral Science	
10	Humanities	
40	Electives	
160	TOTAL CREDITS	

## General Educational Development (GED/HiSET)

- Offers you the opportunity to earn your High School equivalency certificate
- Prepares you to take the official tests in the areas of reading, writing, social studies, science, and math
- Assesses your skills and places you at the appropriate level of study in these areas using self-paced and computer-assisted instruction
- Is offered in both English and Spanish

### CEC Language Arts Lab

<http://www.sac.edu/ContinuingEducation/LA>

Phone: 714-241-5789

Location: CEC B-109

The Language Arts Center is a classroom for ABE and HSS students to work on all courses in the language arts curriculum.

### CEC Mathematics Lab

[www.sac.edu/sce/Math](http://www.sac.edu/sce/Math)

Phone: 714-241-5770

Location: CEC F-102

The Mathematics Center offers free self-paced and direct instruction math classes from basic arithmetic through Algebra with the support of math instructors, tutors, staff, and counselors.

### CEC Humanities and Natural Sciences Lab

[www.sac.edu/sce/S](http://www.sac.edu/sce/S)

Phone: 714-241-5729

Location: CEC B-107/108

Natural and Social Sciences Center offers self-paced high school courses such as American History and Economics, Government, Film as Art, Basic Science & Physical Science with the support of instructors, tutors, and staff.

### GED/HiSET Test Preparation

[www.sac.edu/sce/GED](http://www.sac.edu/sce/GED)

Phone: 714-241-5700

Location: CEC A-114/REC A-103

### Classes offered:

GED/HiSET Reading	GED/HiSET Social Studies
GED/HiSET Writing	GED/HiSET Science
GED/HiSET Math	

### Adult Basic Education and High School Diploma Program at Santa Ana College Adult Education Center

[www.sac.edu/sce/b33](http://www.sac.edu/sce/b33)

Phone: 714-241-5798

Location: SAC B-33

ABE reading and writing, high school language arts, social sciences, humanities and elective courses are offered with support from instructors, counselors, tutors and staff.

### 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!**

## SAC Adult Education Center Mathematics Lab

Phone: 714-564-8036

Location: SAC B-21

ABE Math, Adult High School Math, GED Math and Natural Sciences courses are offered with support from instructors, tutors, and staff.

### Spanish Literacy Program

This program offers Spanish-speaking students the opportunity to improve basic skills in their native language. The classes are comprised of three levels: *Alfabetización* (basic literacy skills), *Primaria* (elementary school level skills), and *Secundaria* (middle school level skills). Upon successful completion of *Primaria* and *Secundaria*, students receive certificates (of completion). This program strengthens students' basic skills knowledge in their native language, so they can persist and succeed in ESL and other academic and vocational courses in English.

### Career Education Program

The Career education program prepares students for the workforce by providing technical and 21st Century employability skills that meet current employer demands. Once a student completes a State of California approved certificate training program, they receive transition services to further their academic preparation with the School of Continuing Education or to Santa Ana College to pursue a higher certificate/degree. Transition services also include employment services from the Career Center located at our Centennial Education Center campus. Classes are offered in a teacher directed or lab setting. The lab setting is ideal for students that prefer to learn more independently and at their own pace. In the lab, students can take a computer class or complete a series of classes to obtain one or more State of California approved program certificates. In addition, students can earn a State approved certificate in 6 months or less in our fast-track option or 9 months in our short-term training option. Students are eligible to receive a free bus pass during the entire time they are in a training program if they attend class a minimum of 12 hours per week. Students of all English speaking and computer literacy levels are welcomed to register for any of our classes and training programs. Classes and certificates are offered at Centennial Education Center, Santa Ana College Adult Education Center, Remington Education Center, and various community sites in Santa Ana.



### State of California Approved Certificates

Students who complete a State of California approved career education certificate training program demonstrate the professionalism, technical, computer, and soft skills needed to obtain a new job, improve their skills in a current job, transition to Santa Ana College to pursue a higher credential or transition within the School of Continuing Education to attain a high school diploma, GED, or improve their English literacy. There are six State of California approved certificates:

1. Childcare Worker
2. Computer Maintenance and Repair Worker
3. Construction Technology
4. Customer Service Representative
5. Executive Secretary/Administrative Assistant
6. General Office Clerk

For more information on career education classes, and/or certificate programs call 714-241-5781.

**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!**

# EDUCATIONAL OPTIONS



## SANTA ANA COLLEGE School of Continuing Education

**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

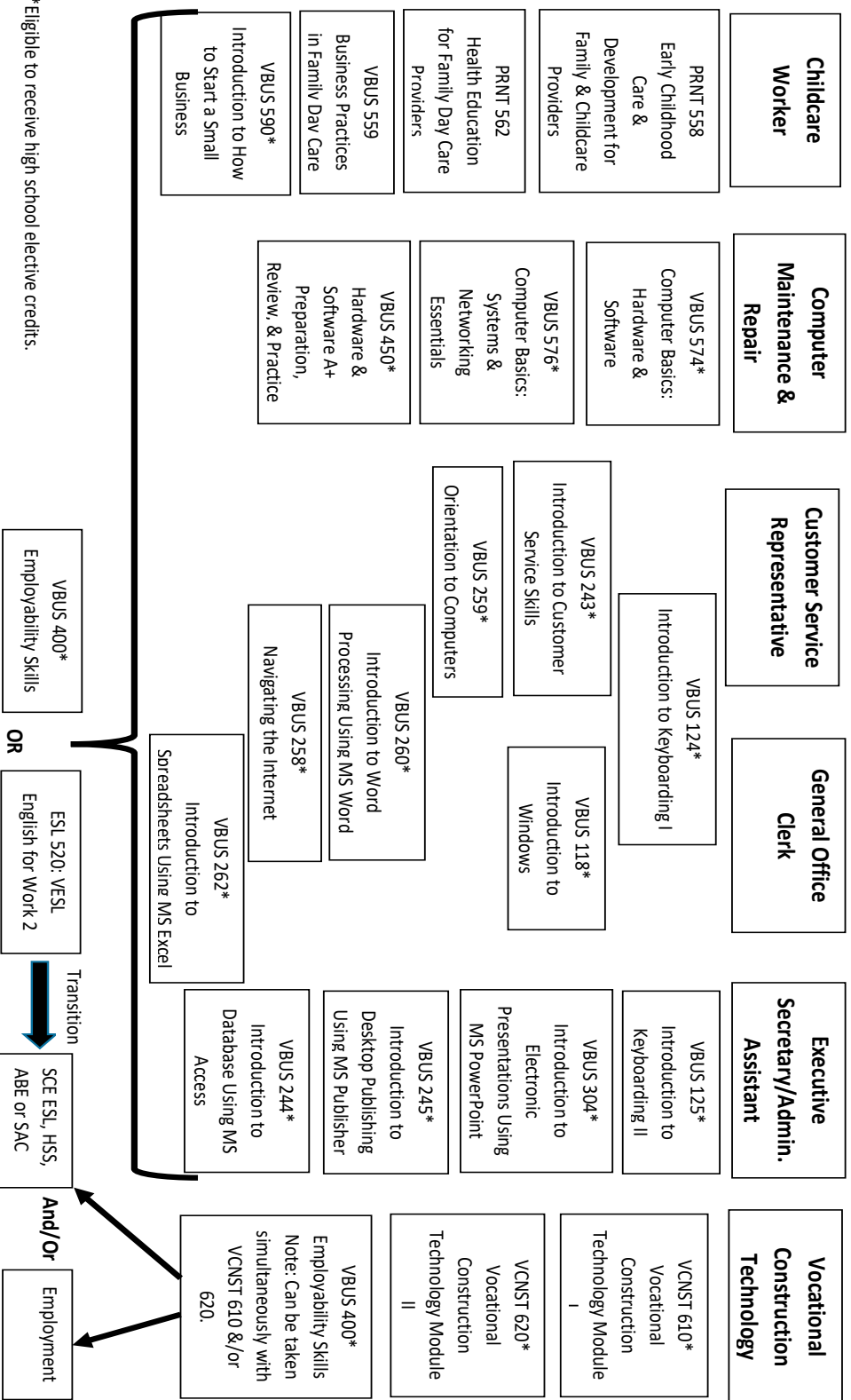
<b>Basic Communication Pathway (Option A)</b> GOAL Learn English to enhance communication skills within American culture.	<b>Vocation to Career Pathway (Option B)</b> GOAL Learn English to enter the workforce and explore career options.	<b>Academic to Career Pathway (Option C)</b> GOAL Learn English to prepare for higher education.
<b>1 Start Educational Plan with a Counselor &amp; Develop Foundation Skills</b> <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>		
<b>2 Clarify the Path, Enter the Path, Stay on the Path, and Ensure Learning*</b> <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>		
<b>3 Next Steps &amp; Concurrent Options</b> Career Education, Citizenship, Counseling N45 (Orientation to College), Leadership Training		
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
<b>4 Pathways to Santa Ana College</b>		

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

# SCE CAREER EDUCATION GUIDED PATHWAYS

## Choosing the Right Noncredit SCE Career Education Pathway for You

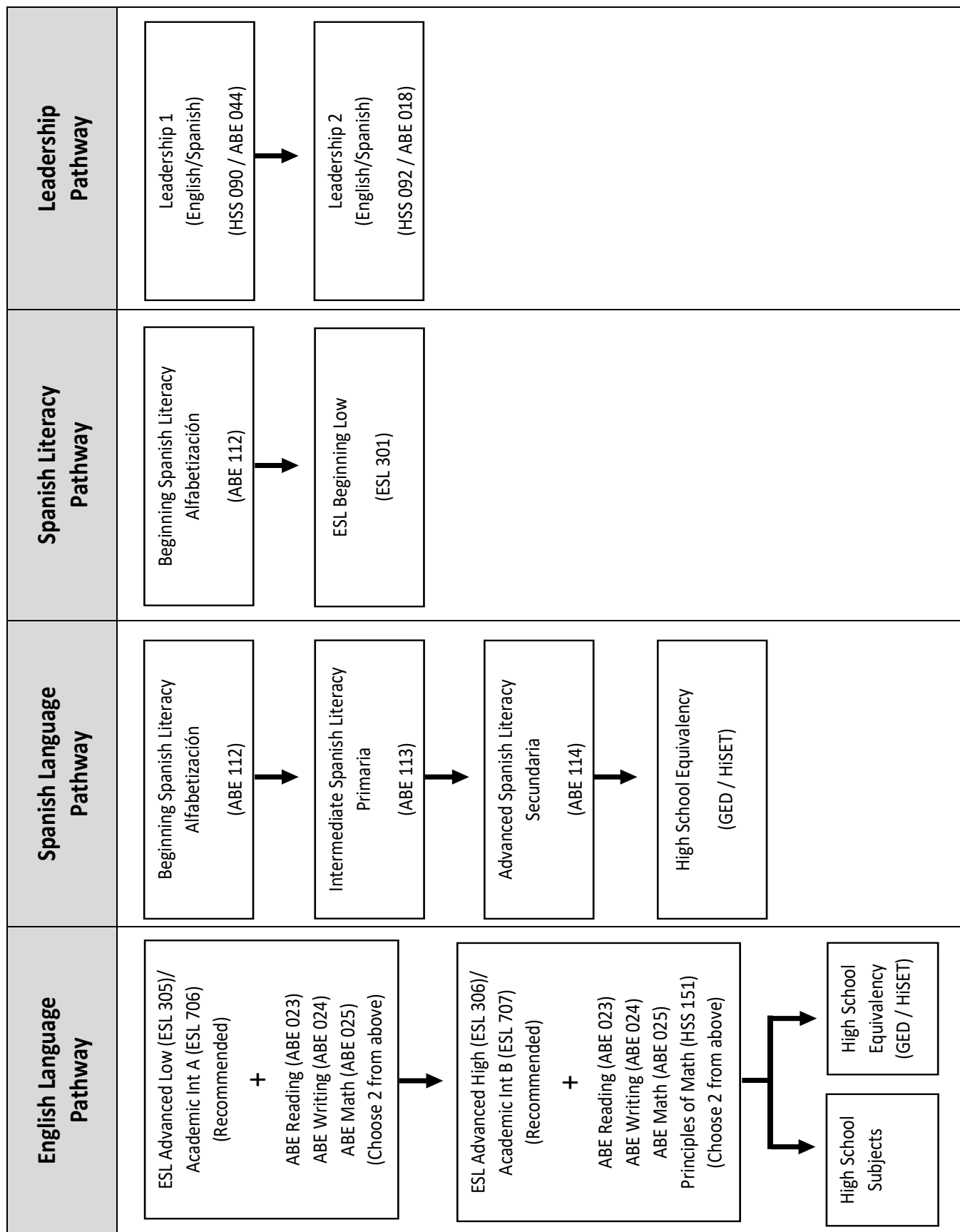
Note: Except for Voc. Construction Tech., courses can be taken in any sequence & simultaneously. The diagram displays the recommended order for students to take them.



\*Eligible to receive high school elective credits.

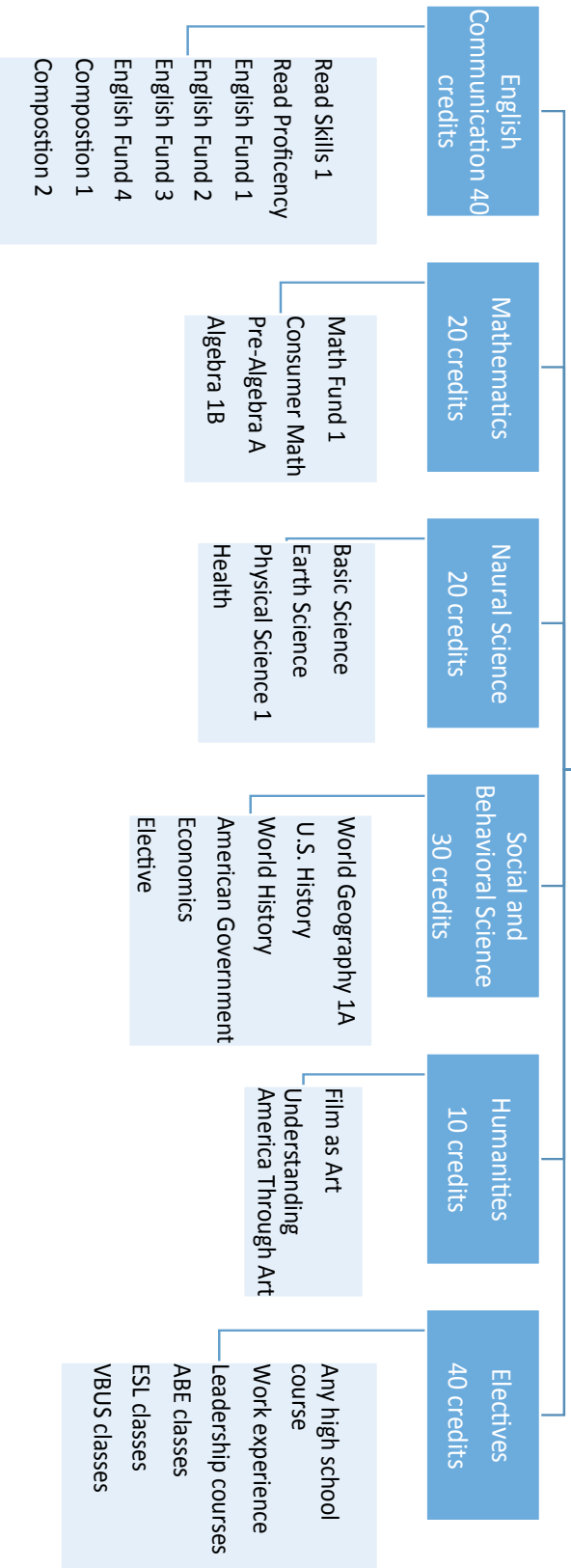
# Adult Basic Education

## ABE GUIDED PATHWAYS



# High School Diploma Guided Pathway

## High School Diploma

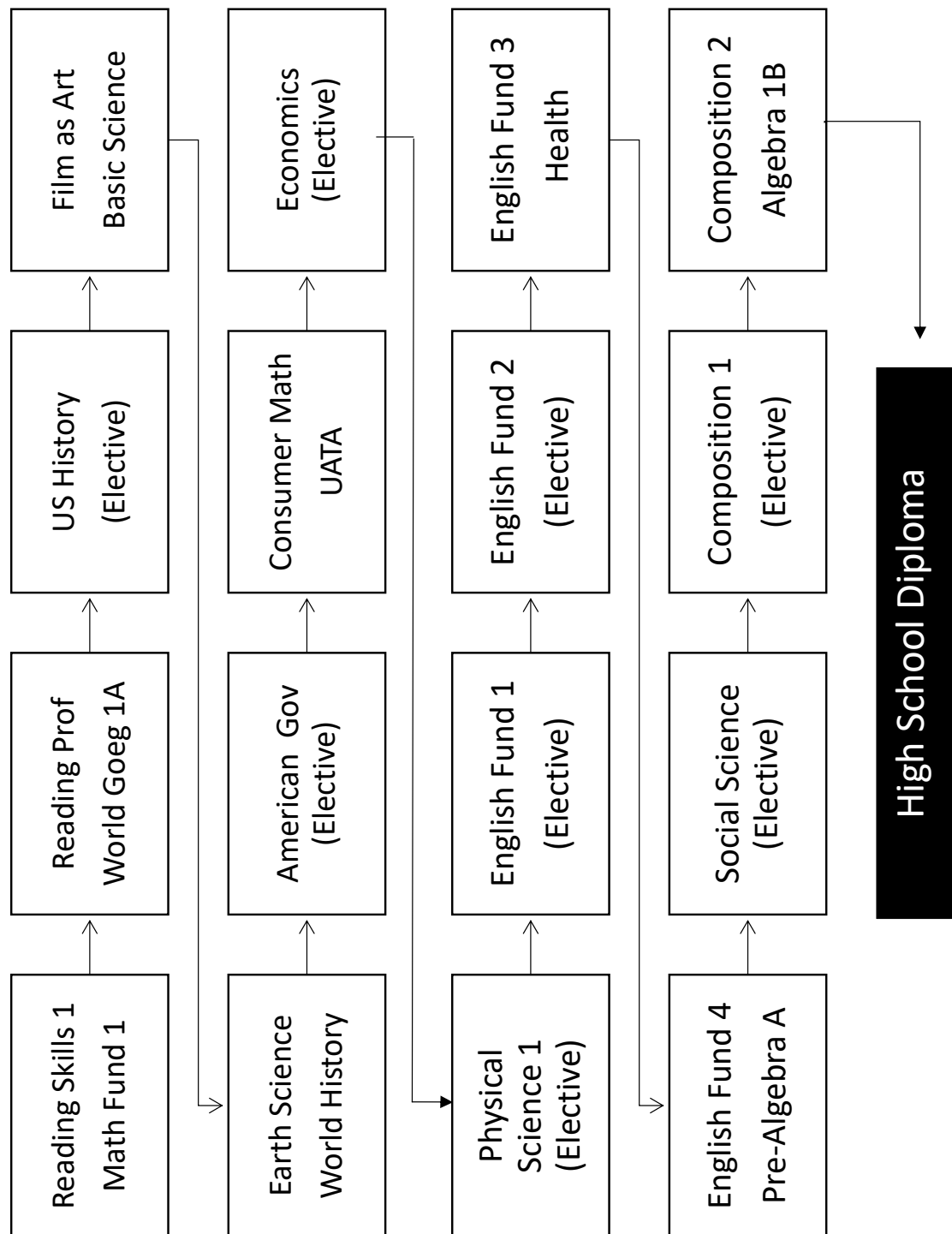


*Previous transcripts and placement determine your starting point on the pathway*

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

## High School Diploma 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
---------	-------------------------------

#### Choose 1:

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

## STATE OF CALIFORNIA APPROVED CERTIFICATES

### 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

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ESL 130    Topics in English as a Second Language

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ESL 392    Writing and Computers: Developing a School Publication

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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

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ESL 520    VESL: English for Work 2

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#### 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

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ESL 520    VESL: English for Work 2

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Choose 1:

ESL 130    Topics in English as a Second Language

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ESL 394    ESL Writing A

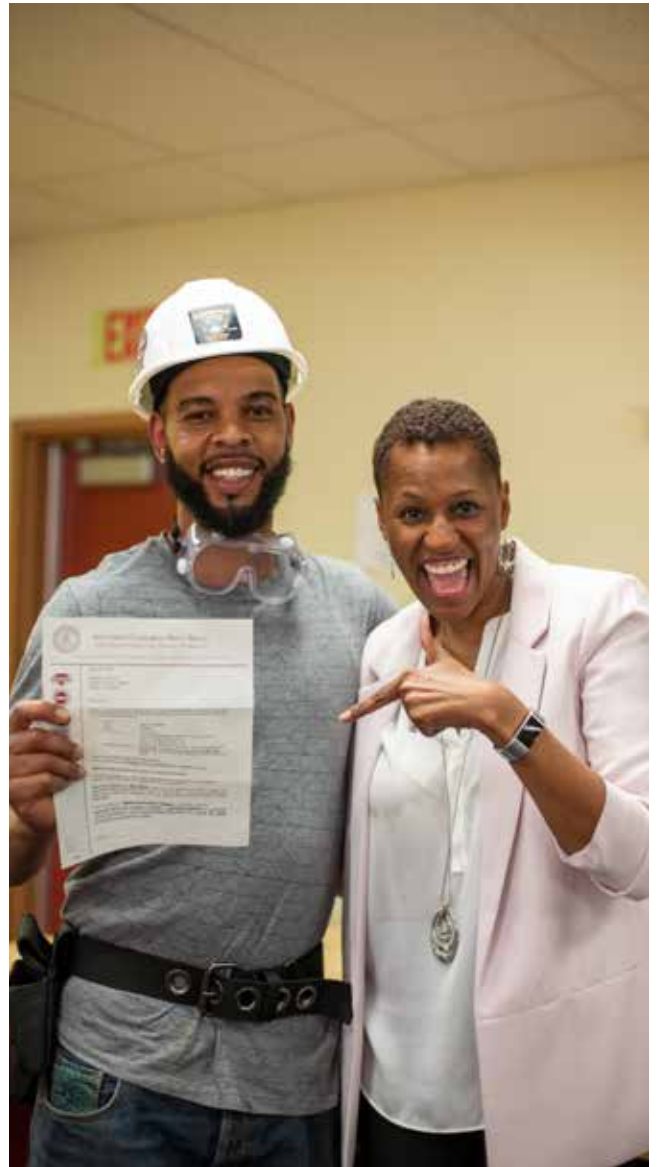
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ESL 398    ESL Community Learning Center

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ESL 488    Basic Writing

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## AUGUST 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p style="font-style: italic; font-size: 1.2em;">“It does not matter how slowly you go as long as you do not stop.”</p> <p style="font-style: italic; font-size: 1.2em;">—Confucius</p>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	<p style="margin: 0;">Fall Classes Begin</p>					
25	26	27	28	29	30	31

Things to do:

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## SEPTEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p style="font-style: italic; font-size: 1.2em;">“Education is not preparation for life; education is life itself.”</p> <p style="font-style: italic; font-size: 1.2em;">—John Dewey</p>						
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					

# 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		

Things to do:

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# NOVEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p style="font-style: italic;">“Impossible is just an opinion.”</p> <p style="font-style: italic;">—Paulo Coelho</p>					1	2
3	4	5	6	7	8	9
10	11  No classes Veterans Day (Holiday)	12	13	14	15	16
17	18	19	20	21	22	23
24	25  No classes	26  y No classes	27  No classes	28  Thanksgiving Day No classes	29  No classes	30  No classes

**Things to do:**

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## DECEMBER 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><i>“If you cannot do great things, do small things in a great way.” —Napoleon Hill</i></p>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
						Fall Instruction Ends
22	23	24	25	26	27	28
No Classes  Winter Recess	No Classes  Winter Recess	No Classes  Winter Recess	No Classes  Winter Recess	No Classes  Winter Recess	No Classes  Winter Recess	No Classes  Winter Recess
29	30	31				
No Classes  Winter Recess	No Classes  Winter Recess	No Classes  Winter Recess				

**Things to do:**

Campus Closed from December 24-January 1, 2020

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# JANUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1  New Year's (Holiday) Campus Closed	2  No Classes  Winter Recess	3  No Classes  Winter Recess	4  No Classes  Winter Recess
5	6  No Classes  Winter Recess	7  No Classes  Winter Recess	8  No Classes  Winter Recess	9  No Classes  Winter Recess	10  No Classes  Winter Recess	11  No Classes  Winter Recess
12	13  <b>Spring Classes Begin</b>	14	15	16	17	18
19	20  Martin Luther King, Jr. (Holiday)	21	22	23	24	25
26	27	28	29	30	31	

Things to do:

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## FEBRUARY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><i>“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.”</i></p> <p><i>—Thomas Edison</i></p>					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
					No Classes Lincoln’s Day (Holiday)	(no classes)
16	17	18	19	20	21	22
	No Classes Presidents’ Day (Holiday)					
23	24	25	26	27	28	29

**Things to do:**

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## 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	31  No Classes Cesar Chavez Holiday				

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

*—Santa Ana College Mission Statement*

# APRIL 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	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 Spring Break (no classes)
(Spring recess may change to correspond with SAUSD.)						
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Things to do:**

Make an appointment with a SAC College Recruiter to apply to college after April 1 for the fall semester

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# MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>“Just do it.”</i> —Nike					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21  Graduation	22 Spring Instruction Ends	23
24	25 No Classes Memorial Day (Holiday)	26 Summer School Begins*	27	28	29	30
31						

Things to do:

SAC SCE Graduation May 21!

# JUNE 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<i>“We become what we think about.” —Earl Nightingale</i>						
	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				

## JULY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 No Classes Independence Day	4 No Classes Independence Day
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 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 End of Summer 2020 Semester
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					

Things to do:

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# COUNSELING DEPARTMENT SERVICES

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## Counseling Department

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The Counseling Department provides academic, career, and personal counseling services to all enrolled students in the School of Continuing Education. In addition, the Counseling Department assists students with the following services:

1. Orientation to programs and services
2. Defining a course of study
3. Developing student educational plans
4. Providing academic, vocational and personal counseling
5. Providing transition to college counseling and services

### Other Counseling Services Provided

- Educational planning
- Disabled Student Program & Services (DSPS) Referrals
- Orientation to California's educational system
- Career and life planning information
- Referrals to community services and agencies
- Overview of college services and programs
- Scholarship information
- Counseling Workshops
- Foreign transcript information and evaluation
- Crisis Intervention
- Personal Counseling

## Student Transition Program (STP)

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The decision to transition to Santa Ana College is a big step. Many students are the first in their family to attend college and may not be familiar with the process. Meet with a Counselor to design your transition plan and learn about the college programs and services available for you.

Counselors are available to assist students with the college process which includes:

- College Certificate and Degree Options
- College ESL, English and Math Placement
- Financial Aid and Scholarships
- Priority Registration
- College Student Support Services and Resources
- AB 540 information



## Counseling Offices

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The Counseling Offices are available at three different sites for your convenience.

### *Centennial Education Center*

Room# B-100, (714) 241-5720

### *Santa Ana College Adult Education Center*

Room #B-8, (714) 564-6176

### *Remington Education Center*

Front Office, (714) 241-5853

To make an appointment or for more specific information, contact your preferred location.

## Scholarships

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Scholarships are available for Santa Ana College School of Continuing Education High School Diploma graduates who are planning to attend Santa Ana College the following fall semester. Scholarship information is available early spring semester. Scholarship Workshops are planned for every spring to assist students with the Scholarship Online application and personal statement.

The Scholarship Committee reviews all submitted applications that meet the deadline. Recipients are recognized at the High School Graduation ceremony and have the option to also attend the Santa Ana College Scholarship Reception. For more information, contact our Counseling Department Offices.

# OTHER STUDENT SUPPORT SERVICES

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## CEC Career Center

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The School of Continuing Education CEC Career Center, in collaboration with the Santa Ana WORK Center, offers many career and employment services.

### Counselors are available to:

- Help you learn about different careers, educational paths, and training resources
- Offer a career assessment test to find out which career(s) interest you the most
- Provide information about in-demand occupations
- Support development of your career and academic goals

### An Employment Specialist can:

- Introduce you to a variety of employment opportunities
- Help you find and apply for a new job
- Provide salary and labor market information
- Answer your questions about unemployment benefits
- Assist with writing a resume and cover letter

### CEC Career Center Workshops may include:

- How to Find a New Career
- How to Complete an Employment Application
- CALJOBS Resume Writing
- Practice Interviews
- Using Social Media
- How to Start Your Own Business
- Your Next Step: What to Do After Graduation

For more information, please call (714) 241-5805 or (714) 241-5720 or you can visit the CEC Career Center in Room F-111. Walk-ins are welcome or appointments are available.

## Child Development Center

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The Child Development Center at Centennial Education Center provides enriched educational child development programs for your children while you take classes. In order to be eligible for subsidized child care, a family must meet state requirements of need and financial status.

We are located in Room C-101 at Centennial Education Center, for more information call 714-241-5739.

## Disabled Student Program & Services (DSPS)

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- Reviews documentation to qualify for services
  - Provides accommodations for qualified students
  - Bilingual assessment of learning disabilities
  - A resource for issues regarding accommodations
- For more information, please set an appointment by calling 714-241-5769.

## CalWORKs

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Is designed to help students receiving monthly cash assistance (from the Department of Social Services) gain access to the following benefits:

- Free child care and paid work study
- Assistance in choosing careers, preparing an educational plan, and meeting Department of Social Services requirements
- Attaining Employment
- Vocational training
- Case management
- Job development and placement
- Student support services

For more information, please contact CalWORKs counselors at (714) 564-6232 or visit Santa Ana College The Village VL-110.

## Bookstore at CEC

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The bookstore provides students with books and school supplies. Open Monday–Thursday from 9:00 a.m.–7:00 p.m. For more information, please stop by Building A-103 at Centennial or by calling 714-241-5705.

## Outreach

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Outreach staff is responsible for informing the community about all the programs and options that are available through Santa Ana College School of Continuing Education. Staff members attend community events and resource fairs, as well as Back to School Nights, Open Houses, and Parent Programs. Presentations are regularly conducted in the community to recruit students to attend Centennial Education Center (CEC), Santa Ana College Adult Education Center (AEC), Remington Education Center (REC), and various community sites. Additionally, staff members help students navigate the registration process.

For more information, contact Student Services Coordinator (714) 241-5786.

# STUDENT TRANSITION PROGRAM

## "Your Bridge To Santa Ana College"

Counselors are available to assist all School of Continuing Education Students with the transition to Santa Ana College!

### Counselors can provide you information about:

- College Transition Counseling
- College Certificates and Degree Options
- Online application process
- Financial Aid and Scholarships
- English and Math Placement Information
- Priority registration
- Referrals to Student Services
- Student Success Resources available to support your learning
- Santa Ana College Tours and College Fairs

### Join the SAC Experience!

Contact a Counseling Office today to plan your college pathway!

**Centennial Education Center, B-100 (714) 241-5720**

**Santa Ana College, B-8 (714) 564-6176**

**Remington Education Center, Front Office (714) 241-5853**



# STUDENT DEVELOPMENT PROGRAM AT CENTENNIAL EDUCATION CENTER

## Student Government at Centennial Education Center

Associated Student Government of Santa Ana College School of Continuing Education (ASG SACSCE) values the participation of all Santa Ana College School of Continuing Education students in our team's functions, events, and meetings. Our program provides excellent leadership opportunities to students. We sponsor a variety of educational, social, and cultural programs. We provide multicultural events, educational programs, holiday events, book drives, panel discussions, and services. The voice of every student is important, join us! Meetings are held every Tuesday at 10:30 am in Room A-112 at Centennial Education Center.

Call Nicole Moya for more information at 714-241-5721.



## Leadership Classes:

Leadership Basics Parts 1 & 2: These are classes that offer real life value. You will be able to immediately apply what you learn from these classes in your personal life as well as your work life. Some of the skills you can learn include:

- Goal Setting
- Conflict Resolution
- Time Management
- Personal Awareness
- Communication Skills
- Assertiveness

The Leadership courses offer these topics and many more!

All you have to do is come to the first class, and you can sign up in class to enroll. Come see what the fun is all about! Stop by the Registration Office at Centennial Education Center to register or call 714-241-5700.

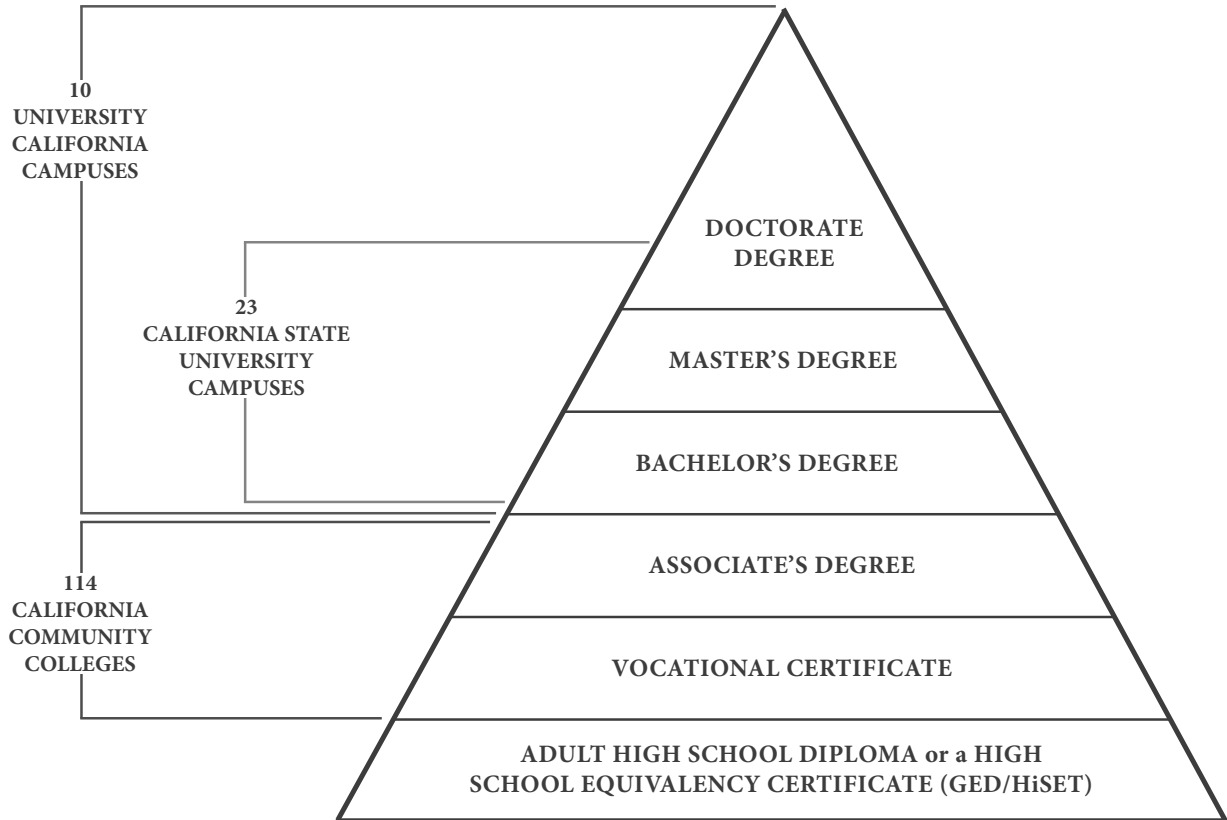


## HOW IS COLLEGE DIFFERENT FROM NON CREDIT?

<b>Continuing Education (Noncredit)</b>	<b>College (Credit)</b>
Noncredit classes are free of cost.	Credit College classes cost money.
Financial Aid does not apply for noncredit.	Financial Aid assistance is available for students who qualify.
Courses are open entry open exit students can change schedule during the semester to accommodate needs.	Courses are scheduled and the times/hours are the same throughout the semester.
The academic year is 40 weeks, between Fall and Spring. Summer Semester is available.	The academic year is divided into 16 week semesters Fall and Spring with a week scheduled for final exams. Winter and Summer sessions are shorter weeks and fast paced.
Noncredit courses offer ESL, ABE, GED, HiSET, High School, Vocational training, and wellness classes for older adults.	Credit courses are designed for students who are interested in earning college units towards a degree, certificate or self-development.
You may spend time studying outside of class however most assignments are completed during class time.	You need to study 2-3 hours a week outside of class for hour in class.
You are expected to read assignments that are discussed in class and complete them during class time.	You are assigned substantial amount of reading and need to review class notes, handouts and text materials regularly on your own time.
Course work can be finished completed over various semesters. Some programs are self-paced.	Courses need to be completed as scheduled during the semester.
Certificate of Completion and a High School Diploma can be earned.	Students can earn a Certificate, (CA, CP) or an Associate of Arts Degree (AA-T, AS-T, AA/AS).
Registration occurs throughout the semester.	Student can only enroll at scheduled times before the semester begins.

# PLANNING YOUR EDUCATION

## Educational Options in California



<b>DOCTORATE DEGREE</b>	Master Degree PLUS advanced graduate courses in specialized area. Units vary, depending on field of study. Usually referred to as Ph.D. or Ed.D. (Doctor of Philosophy or Doctor of Education), etc. Normally requires 3 to 5 additional years of full-time work AFTER completion of Master Degree. <i>Thesis required.</i>
<b>MASTER'S DEGREE</b>	Bachelor Degree PLUS graduate courses in specialized area. Bachelor Degree units (124-132) PLUS about 36 units. Usually referred to as MS or MA (Master Science or Arts) Degrees. Normally requires 2 additional years full-time work AFTER completion of Bachelor Degree.
<b>BACHELOR'S DEGREE</b>	Major Courses PLUS General Education & Minor or Electives, approximately 124-132 total units required. Usually referred to as BS or BA (Bachelor of Science or Arts) Degrees. Normally requires 4 years of full-time work. You may complete the first 2 years at a community college and then transfer to a 4-year university.
<b>ASSOCIATE'S DEGREE</b>	Major Courses PLUS General Education Courses & Electives, 60 units required. Usually referred to as AA or AS (Associate of Arts or Science) Degrees. Normally requires 2 years or 4 semesters of full-time work. Offered by community colleges.
<b>VOCATIONAL CERTIFICATE</b>	Major Courses Only - Number of units required varies. A series of special major courses, all related to a particular occupational skill. Sole objective is immediate employment. Offered by community colleges and private educational organizations.
<b>ADULT SECONDARY EDUCATION</b>	<b>High School:</b> Number of credits required varies. Previous credits from approved institutions accepted. Modes of instruction differ per educational institution. Time of completion varies per student.
<b>GED/HiSET</b>	<b>GED/HiSET:</b> Courses offered to prepare for the official state tests. Time of completion varies per student.


## Goal Setting



### Have you ever wondered what makes some people successful?


Talents and abilities are important, but equally important for success is knowing what you want. When you know what you want, you can choose actions that will lead you toward your goals.

Tips for setting goals:

1. List short-term and long-term goals (review your values—what’s important to you).
2. Define goals (be specific). General goals such as “I want to be happy” need to be broken down into smaller parts.
3. Be flexible and realistic when you set your goals.
4. Consider possible obstacles and do away with them if you can.
5. Write down a step-by-step plan of action for reaching your goals and then take action.
6. Share your goals with your family, friends, and teachers. They can give you encouragement when you need it.
7. Periodically evaluate your goals to assess the progress you have made toward those goals.
8. Reward yourself when you reach a goal. 

*Getting what you want out of life doesn’t just happen—you make it happen!*

Taking action will lead you to attain your goals

1. Challenge yourself (try something new).
2. Have your values in mind (make sure your life is going in the direction you want).
3. Believe in yourself (have positive self-esteem).
4. Be realistic.
5. Stay healthy.
6. Have a positive attitude. Mistakes are a part of life and they help you learn. 

## Time Management

### What is time management?


It is a system of making the best use you can of the limited time you have. Time management means learning to manage your activities more effectively to best help you reach your short-term and long-term goals.

### Why is managing time important?

Time management is a tool you need to succeed in school and in everyday life. Learning this skill will help you

- get more done
- have more free time
- lead a balanced life
- meet deadlines
- achieve goals




How you use your time reflects what kind of person you are and want to be. If you care about your future, then you’ll care about the way you organize your time. 

### Where does all your time go?


The first step in improving your time management skills is knowing how you spend your time now.

### How do you improve your time management skills?

- ◆ Learn to organize your time by
  - using a planning guide such as this one
  - dividing large tasks into several smaller parts
  - completing one part at a time
  - focusing on your specific goal
- ◆ Control interruptions since these unexpected situations can take away a large percentage of your time. Some common interruptions are
  - drop-in visitors
  - noise
  - telephone calls 
  - distractions you create to avoid doing a task
- ◆ You can learn to control interruptions by
  - using a quiet place to study or do work
  - learning to say “no” to others
  - scheduling social or free time
  - controlling distractions in your home or work area
  - taking care of your basic needs

## Other Tips

There are many methods you can practice in your daily life to make the most of your time. Some of these are:

1. Make use of your wait time.
2. Don't wait to do things until the last minute because it will decrease your ability to do things well.
3. Do hard or least-liked tasks or activities first. 
4. Don't feel everything you do has to be perfect.
5. Don't overcommit yourself. Make yourself responsible to only those activities you can manage in the time you have.
6. Be realistic in your expectations of yourself, rather than becoming "superman" or "superwoman."
7. Plan creative time. Schedule time each day to do things that make you feel good or help you clear your mind.
8. Take care of yourself by eating a healthy diet and by exercising regularly.
9. Learn to ask others for help when you have too many things going on.


## Study Skill Tips

Developing study skills will help you to become a successful student. Remember that skills need to be learned, practiced, and mastered.

### Get Prepared

- Find a quiet regular place where you can study.
- Schedule your study time when you have the most energy.
- Keep an assignment notebook.
- Use a calendar to remind you when your assignments, quizzes, or tests are due.

### In the Classroom

- Attend class regularly.
- Be prepared and bring classroom supplies (paper, pencil, pen, calendar).
- Pay attention and write down directions given by your instructor.
- Review your class notes and materials before the next class session.
- Organize your notes and information in a way that makes sense to you.
- Be prepared to ask questions.
- Do not wait until the last moment to study. 

## Standards of Conduct for Using Computers

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### Do Not:

- Use the computer **without** teacher's permission
- Access chat rooms or pornography
- Access, alter, damage, delete, destroy, copy, or distribute computer software or hardware
- Copy a virus onto a school computer
- Print without permission from a teacher
- Insert in a disk or USB from home
- Use the internet in your native language without teacher permission

### Do:

- Use the computer to improve your English
- Use English at all times while using the computer
- Send and/or receive personal email messages
- Set cell phones and pagers on vibration mode



**PLEASE FOLLOW THESE RULES  
DON'T LOSE YOUR OPPORTUNITY  
TO USE COMPUTERS**

# STUDENT PLANNING WORKSHEETS

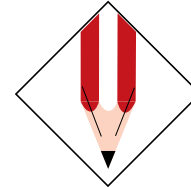
1. What major course of study are you considering? \_\_\_\_\_

2. When can you attend classes? \_\_\_\_\_

3. List the courses you want to take:


4. Check student services that you need this semester:

- Educational Planning/Counseling
- Career Counseling
- Help Finding Resources (childcare, financial aid, and more)
- College Transition



**“Write it down”**

5. Make an appointment with a counselor in building B-100 at CEC, or call 714-241-5720 or at SAC, B-8, 714-564-6173.

**Record your *fall semester* schedule information:**

Course Number	Course Title	Instructor's Name	Day	Time	Room

**Write your classes:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

Record your *spring semester* schedule information:

Course Number	Course Title	Instructor's Name	Day	Time	Room

Write your classes:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

Record your *summer semester* schedule information:

Course Number	Course Title	Instructor's Name	Day	Time	Room

Write your classes:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

# TEST SCORES

## ESL Department

### Pre/Post Tests

Semester 1

Pre	Post

Level \_\_\_\_\_

Level \_\_\_\_\_

Semester 2

Pre	Post

Level \_\_\_\_\_

Level \_\_\_\_\_

### CASAS (Test)

Form & Date	Form & Date
Score	Score
Form & Date	Form & Date
Score	Score
Form & Date	Form & Date
Score	Score

### EL Civics Units

Unit Theme	Unit Theme
Unit Theme	Unit Theme

## ABE, GED/HiSET and ASE (Adult Secondary Education)

### Placement Test

### Proficiency Tests

Reading		
Math		
Composition		

ABE, GED/HiSET, & High School test scores are kept in student folders in your classroom.  
See instructor or counselors for assistance!

# STANDARDS OF STUDENT CONDUCT

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Guidelines for Student Conduct are set forth in the California Education Code, California Administrative Code, Title V, policies of the Board of Trustees, and all civil and criminal codes. Students enrolling in district educational programs assume an obligation to obey state law and district rules and regulations governing the conduct of students.

Students who enroll in those instructional programs in which the college has affiliations with various outside associations must comply with the college's policies and procedures and also with the outside associations' policies and procedures. This includes but is not limited to students enrolled in the programs of Cosmetology, Fire Academies, Criminal Justice Academies and Nursing.

## GUIDELINES FOR STUDENT CONDUCT

The following represent violations for disciplinary action, up to but not limited to expulsion, that may be taken:

- A. Dishonesty, cheating, plagiarism, lying, or knowingly furnishing false information to the district or a college official performing their duties.
- B. Forgery, alteration, or misuse of district documents, records, or identification.
- C. Willful misconduct that results in damage to any real or personal property owned by the district or district employees (damage includes, but not limited to vandalism, such as cutting, defacing, breaking, etc.).
- D. Obstruction or disruption of pedestrian or vehicular traffic or of teaching, research, administration, or of other district activities on or off District premises. This includes obstruction or disruption of administration, disciplinary procedures or authorized college activities.
- E. Assault, battery, or any threat of force or violence upon a student, college personnel, or campus visitor; willful misconduct which results in injury or death to a student, college personnel, or campus visitor. This includes fighting on district property or at a district sponsored event, on or off district premises.
- F. Detention of any person on district owned or controlled property or at district-sponsored or supervised functions or other conduct which threatens or endangers the health or safety of another.
- G. Theft of any property of the district which includes property of a member of the district community or a campus visitor.
- H. Unauthorized entry into or unauthorized use of district property, supplies, equipment, and/or facilities.
- I. Misrepresentation of oneself or of an organization to be an agent of the district
- J. Sexual assault or physical abuse, including rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat or assault, or any conduct that threatens the health and safety of the alleged victim, which includes students, college personnel, or campus visitors.
- K. Use, possession, distribution, or being under the influence of alcoholic beverage on district property or at any district sponsored event.
- L. Use, possession, distribution, or being under the influence of narcotics, other hallucinogenic drugs or substances, or any poison classified as such by Schedule "D" in Section 4160 of the Business and Professions Code on District property or at any District-sponsored event except as expressly permitted by law.
- M. Expression which is libelous, slanderous, obscene or which incites students so as to create a clear and present danger of commission of unlawful acts on district premises, or violation of district regulations, or the substantial disruption of the orderly operation of the college.
- N. Engaging in lewd, indecent, or obscene behavior on district property or at any district-sponsored function.
- O. Possession or use while on the district premises, or a district-sponsored function, of any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife or explosive. Exceptions include those participating in a criminal justice educational program who are authorized such possession or those who are enrolled in a course which authorizes such possession.
- P. Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, of any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative regulation.
- Q. Engaging in harassing or discriminatory behavior based on race, sex (i.e., gender), religion, age, national origin, disability, sexual orientation or any other status protected by law.
- R. Continuous disruptive behavior or willful disobedience, habitual profanity or vulgarity, open and persistent abuse of college personnel, or open and persistent defiance of the authority of college personnel, which includes physical as well as verbal abuse, including the use of racial epithets and hate speech.
- S. Disruptive written or verbal communication, vulgarity, open and persistent abuse of other students which include verbal abuse, racial epithets and hate speech.

- T. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the Board of Trustees.
- U. Violation of the Computer Usage Policy is applicable to students using computer classrooms, computer labs, the wireless network or other locations on and off district property. A violation is considered any of the following:
  - (a) Accessing with or without permission, or causing to be accessed without authorization, altering, damaging, deleting, hacking, destroying, or otherwise using any data, computer, computer system, computer software and programs, or computer network belonging to or used by the college or any member of the District.
  - (b) Accessing with or without permission, taking, copying, or making use of any data from a computer, computer system, or computer network, or taking or copying any supporting documentation, whether existing or residing internal or external to a computer, computer system, or computer network belonging to or used by the college or District.
  - (c) Using or causing to be used, computer services without permission.
  - (d) Disrupting or causing the disruption of computer services or denying or causing the denial of computer services to an authorized user of a computer, computer system, or computer network belonging to or used by the college or District.
  - (e) Introducing any computer contaminant or virus into any computer, computer system, or computer network belonging to the college or District.
  - (f) Sending any message using any computer system or network without authorization or sending any message in the name of another person or entity.
  - (g) Using any account or password without authorization. Standards of Student Conduct Santa Ana College Policies and Procedures | 33
  - (h) Allowing or causing an account number or password to be used by any other person without authorization.
  - (i) Accessing or causing to be accessed, downloading or causing to be downloaded, pornographic or obscene materials except when accessing such material which is part of the instructional process or assignment for a class in which the student is currently enrolled.

- (j) Use of systems or networks for personal commercial purposes.
- (k) “Cyberstalking”, which is to be understood as any use of the college or district computer system, computer network, or computer programs to stalk another person via excessive messages or inquiries, inappropriate or threatening messages, racially motivated communications, photos or other means of communication.
- V. Any act constituting good cause for suspension or expulsion, or violation of district policies or campus regulations.



### Student Procedures for Complaints

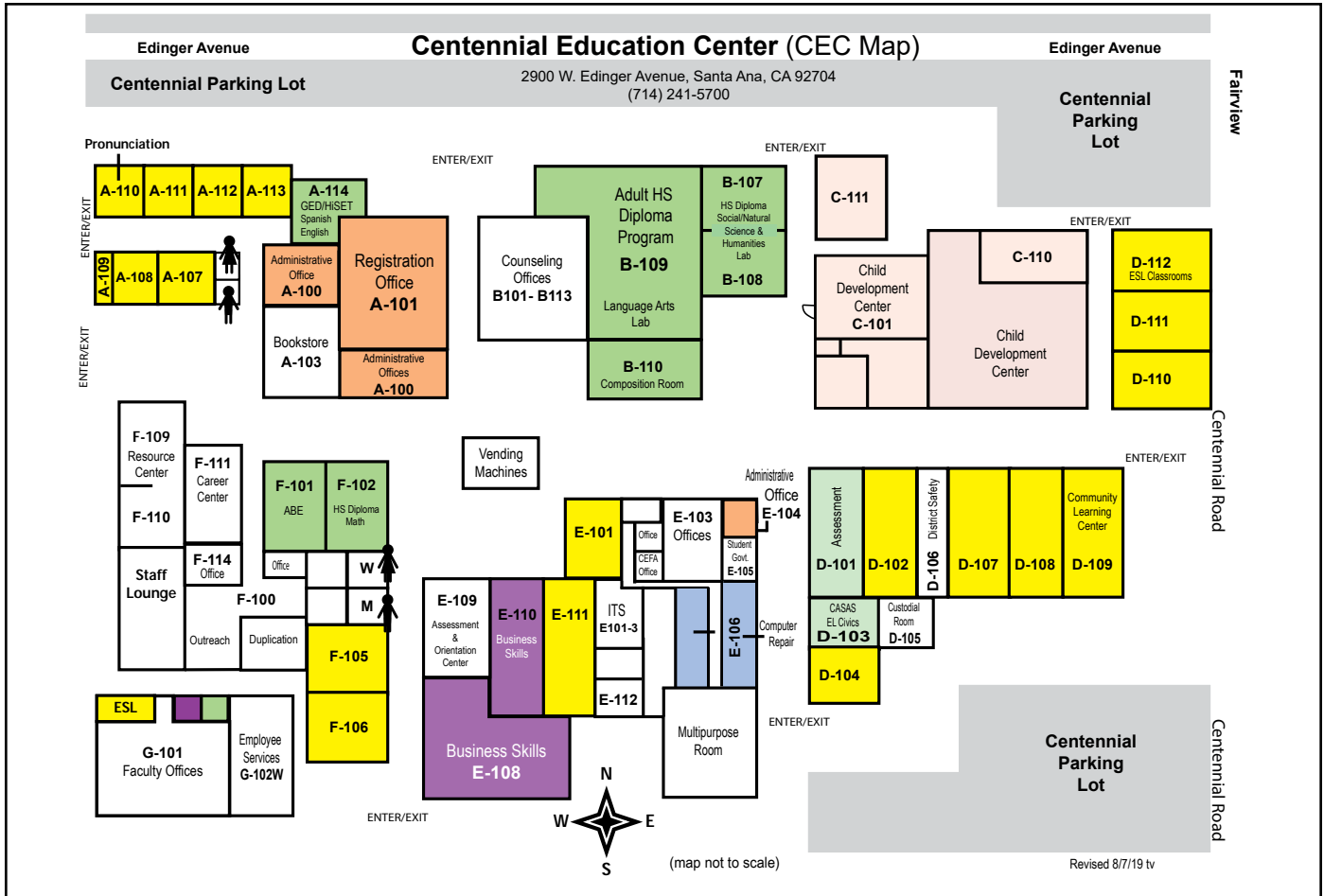
Students may file a complaint when they believe they have been deprived of a right granted to students by the Board of Trustees in any of the policies or regulations of the Rancho Santiago Community College District. The purpose of these complaint procedures is to resolve differences as fairly and expeditiously as possible while preserving the rights of students and staff members. For further information, students may go to the Registration Office to obtain the proper form.

**Cell phones are to be *turned off* while in class.**

(See SAC Policy)





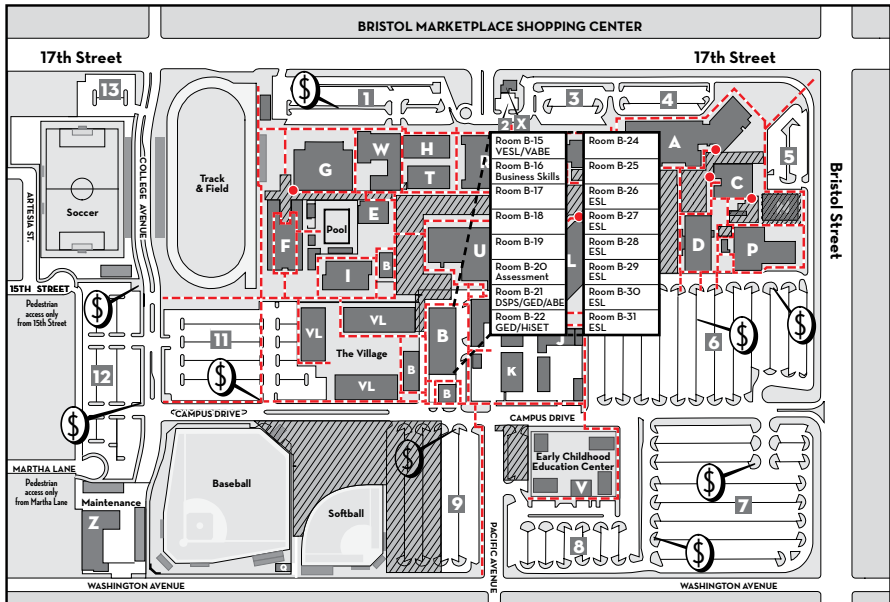


## SANTA ANA COLLEGE

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** Nealey 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)



# SANTA ANA COLLEGE

School of Continuing Education

## Comprehensive Adult Education Centers



Santa Ana College  
Adult Education Center (B-8)  
1530 W 17<sup>th</sup> St.  
Santa Ana, CA 92706  
(17<sup>th</sup> & Bristol)  
714-564-6173

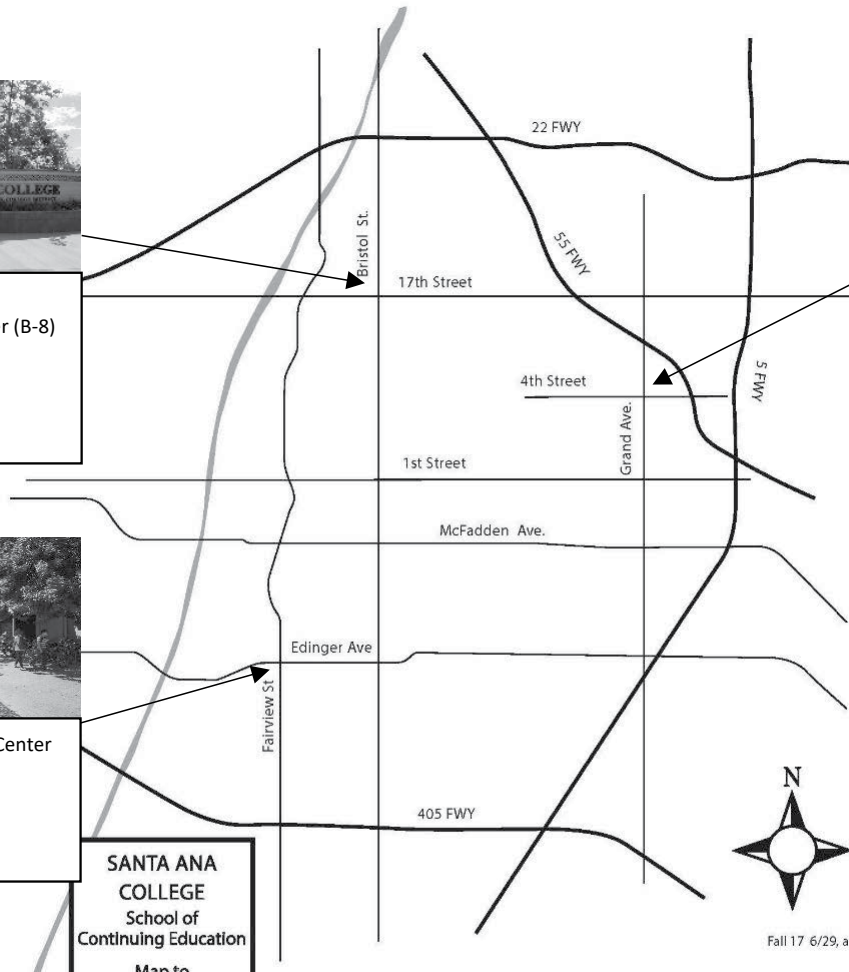


Remington Education Center  
1325 E 4<sup>th</sup> St.  
Santa Ana, CA 92701  
(4<sup>th</sup> & Grand)  
714-241-5700



Centennial Education Center  
2900 W Edinger Ave.  
Santa Ana, CA 92704  
(Fairview & Edinger)  
714-241-5700

**SANTA ANA  
COLLEGE**  
School of  
Continuing Education  
Map to  
Class Locations  
Map Not to Scale\*



Fall 17 6/29, al

## SCHOOL OF CONTINUING EDUCATION SITES

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<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>OSCC</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











# QUESTIONS & ANSWERS

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**Q: What is the philosophy statement for the school?**

A: We strive to be a responsive community leader and partner dedicated to empowering students to become productive citizens, workers, family members, and lifelong learners.

**Q: Where can I go to take classes or get services?**

A: We offer a wide range of services and programs to assist and serve you at large centers and community sites. Please call 714-241-5700 for information about classes closest to your home.

**Q: Is tutoring available?**

A: Yes, tutors work alongside teachers in most classrooms day and night. Our Tutors are Santa Ana College students. You can ask them for help, to understand assignments and instructions, and you can also ask them about college life.

**Q: Is childcare available?**

A: Yes. childcare for preschool-age children is available free of charge or on a sliding scale for students enrolled in classes at the School of Continuing Education. Call one of our centers for more information. CEC Child Development Center (714) 241-5739 SAC Child Development Center (714) 564-6952 REC Child Development Center (714) 564-6952

**Q: What do I do if I need to stop attending school for awhile?**

A: First, be sure to talk to your instructor. We are dedicated to helping you overcome obstacles in your education, and are working to develop new opportunities for students who have to “stop out” for awhile. Remember, it is always okay to come back when you are ready—just visit the Registration Office located at Centennial Education Center or you may ask your former instructor for assistance and encouragement!

**Q: What can I do to get my high school diploma as quickly as possible?**

A: When you are an ESL student in Intermediate you can take ABE (Adult Basic Education) classes in addition to your ESL class. In ABE, you will study at your own pace and set your own schedule. Classes meet six days a week and you can come any time and for any amount of time. In addition to working intensively on reading and writing, you can also practice basic math skills to prepare you for the high school program and to help you work with your own children on their homework.

**Q: How do I sign up for an ABE (Adult Basic Education) or GED (General Educational Development) class or HiSET (High School Equivalency Test)?**

A: You need to make an appointment for a reading assessment in B-100 (Counseling Office.) After the assessment, you will be enrolled in the appropriate classes at the Centennial Education Center or at the Adult Education Center at Santa Ana College. For any other off-site ABE, and GED, or HiSET classes, go directly to the classroom for placement.

**Q: Where can I get help in filling out the college application?**

A: Go directly to the Counseling Office or call to schedule an appointment with a counselor.

*Centennial Education Center*  
Room# B-100, (714) 241-5720

*Santa Ana College*  
*Adult Education Center*  
Room #B-8, (714) 564-6176

*Remington Education Center*  
Front Office, (714) 241-5850

**Q: Where can I get assistance in validating my degree from my own country?**

A: You need to make an appointment in the Counseling Office at CEC in B-100 (714) 241-5720, at SAC B-8 714-564-6173 or at REC Front Office, (714) 241-5850.

