FREE classes for adults begin August 31

Clases GRATIS para adultos comienzan el 31 de agosto

Các lớp học miễn phí cho người lớn bắt đầu 31 tháng 8

Santa Ana College School of Continuing Education

Centennial Education Center
2900 W. Edinger Ave.
Santa Ana, CA 92704
714-241-5700
www.sac.edu/sce
Santa Ana College Mission Statement
The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Continuing Education Mission Statement
The Santa Ana College School of Continuing Education is a responsive community leader dedicated to adult student success through innovative educational programs and services. The School of Continuing Education prepares students to transition to college, improve language and workforce skills, increase civic involvement, and promote lifelong learning.

Registration Begins:
August 17, 2015
Las Inscripciones Comienzan: el 17 de agosto del 2015

Classes Begin:
August 31, 2015
Las Clases Comienzan: el 31 de agosto del 2015

Students may register for classes beginning August 17 and continue to register at any time during the fall semester until December 9. For registration information, call 714-241-5700 (CEC). New students will take an ESL Placement Test at Centennial Education Center and Santa Ana College at various times during the week or in the evening at Santa Ana High School and El Sol.

La matriculación comienza el 17 de agosto y se mantendrá abierta durante el periodo de clases para ofrecer flexibilidad a los estudiantes. Para mas información comuníquese al 714-241-5700 (CEC).

Registration is offered at Centennial Education Center (CEC A-101) and Santa Ana College (SAC B-8). Students can attend any day of the week, including Saturdays. Some class hours are flexible, so students can attend as many days or times as they like.

Stay Connected
Keep up to date on campus news and activities. Be in the know and Become a Santa Ana College School of Continuing Education (SAC SCE) Fan
http://www.facebook.com/SACSCE

Map/Mapa
Site location map is on back cover.

Come to CEC to:
• Improve your English skills
• Find out how you can obtain a computer skills certificate.
• Earn an Adult High School Diploma.
• Take courses to prepare you for your transfer to Santa Ana College.
ENGLISH AS A SECOND LANGUAGE CLASSES

We offer many classes to help you learn English. All classes are free and are offered at CEC and other community sites starting August 31 through December 19, 2015.

ESL Literacy
ESL Writing A & B
ESL Family Literacy 1, 2, 3
Academic ESL

ESL Beginning 1, 2, 3
ESL Writing and Computers
ESL Family Literacy Intermediate 1
ESL Community Learning Center

ESL Intermediate 1, 2, 3
ESL Conversation 1 & 2
ESL American Pronunciation
ESL Civics/Citizenship

TESTING AND ORIENTATION CENTER SCHEDULE FOR ESL CLASSES AT CEC

Attending class is easy at our one stop Testing and Orientation Center. We offer a convenient schedule listed below of mornings, afternoons, and evenings. Testing and orientation will take 3 hours. Please do not bring children because you will be attending class immediately after enrolling in your class.

August 31 to December 19, 2015

<table>
<thead>
<tr>
<th>Day</th>
<th>Scheduling</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL</td>
<td>Monday thru Saturday 8 am</td>
<td>CEC – Rm E-110</td>
</tr>
<tr>
<td>ESL</td>
<td>Monday and Wednesday 11 am</td>
<td>CEC – Rm E-110</td>
</tr>
<tr>
<td>ESL</td>
<td>Monday and Wednesday 5 pm</td>
<td>CEC – Rm E-110</td>
</tr>
</tbody>
</table>

At our one stop Testing and Orientation Center, our registration, testing, and counseling staff will be there to help you get the class you need all at one location. While in the Testing and Orientation Center you will:

- **Step 1**: Fill out a registration application
- **Step 2**: Take a placement test
- **Step 3**: Attend orientation
- **Step 4**: Enroll in your class
- **Step 5**: Go to your class

* Classes at community sites will have registration and placement testing at that site.

ESL ~ INGLÉS COMO SEGUNDO IDIOMA

Ofrecemos muchas clases para ayudarle a aprender Inglés. Todas las clases son gratuitas y se ofrecen en la escuela CEC y otros sitios de la comunidad a partir del 31 de agosto al 19 de diciembre, 2015.

<table>
<thead>
<tr>
<th>Clase</th>
<th>Inglés Principiante 1, 2, 3</th>
<th>Inglés Intermedio 1, 2, 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alfabetizacíon</td>
<td></td>
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<tr>
<td>Escritura en Inglés A y B</td>
<td>Escritura y Computacion</td>
<td>Conversacion 1 y 2</td>
</tr>
<tr>
<td>Alfabetizacíon Familiar Principiante 1, 2, 3</td>
<td>Alfabetizacíon Intermedio 1</td>
<td>Pronunciación en Inglés</td>
</tr>
<tr>
<td>Inglés Academico</td>
<td>Centro Comunitario de Aprendizaje</td>
<td>Ciudadanía y Gobierno</td>
</tr>
</tbody>
</table>

LAS PRUEBAS Y EL HORARIO DEL CENTRO DE ORIENTACIÓN PARA LAS CLASES DE ESL EN CEC

Asistir a clases es fácil en nuestro Centro de Pruebas y Orientación con solamente “one stop” (un solo lugar). A continuación se ofrece un horario conveniente en las mañanas, tardes y noches. **Tomar las pruebas y orientación tarda 3 horas.** Por favor no traer niños, ya que asistirá a su clase inmediatamente después de inscribirse.

31 de agosto al 19 de diciembre, 2015

<table>
<thead>
<tr>
<th>Clase</th>
<th>Scheduling</th>
<th>Location</th>
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<tbody>
<tr>
<td>ESL</td>
<td>lunes a sábado 8am</td>
<td>CEC salón E-110</td>
</tr>
<tr>
<td>ESL</td>
<td>lunes y miércoles 11am</td>
<td>CEC salón E-110</td>
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<tr>
<td>EttSL</td>
<td>lunes y miércoles 5pm</td>
<td>CEC salón E-110</td>
</tr>
</tbody>
</table>

En nuestro “one-stop Testing & Orientation Center”, nuestro personal de registración, de pruebas y de asesoramiento personal y educacional estará allí para ayudarle a conseguir la clase que usted necesita en un solo lugar. Mientras que en el centro de pruebas y orientación, usted podrá:

- **1ro Paso**: Llenar una solicitud de inscripción
- **2do Paso**: Tomar una prueba de nivel
- **3ro Paso**: Asistir a la orientación
- **4to Paso**: Inscribirse en su clase
- **5to Paso**: Asistir a su clase

* Las clases en sitios de la comunidad tendrán las inscripción y la prueba de colocación en ese sitio.
English as a Second Language

The English as a Second Language (ESL) non-credit program helps non-English or limited English speaking adults improve speaking, listening, reading, and writing skills. El programa de Inglés como Segundo Idioma (ESL) ayuda a adultos que no hablan inglés o inglés limitado a mejorar la expresión oral, lectura, y escritura.

This free program provides life skills instruction, covering topics such as how to get and keep a job, get medical help, and understand basic government rules. The intermediate level classes provide instruction necessary for educational and workplace success. Academic ESL classes, held on the Santa Ana College campus, focus more intensely on transition into the college.

Other classes in the ESL program include pronunciation, conversation, ESL citizenship, and writing. All students can also enroll in the Community Learning Center (CLC) where they improve their language skills through the use of computers. ESL/Family Literacy classes, held in the community, help parents learn English and how to improve the reading skills of their children.

**Academic ESL**

These classes are only offered on the SAC campus. Register in SAC B8, 714-564-6173 Four levels of Introduction to Academic ESL emphasize grammatical stuctures of English, reading, and writing skills. The ESL Placement test is available at SAC in B-30 on Wednesdays at 4:00 pm.

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<tr>
<th>Time</th>
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<tr>
<td>8:00 am - 11:00 am</td>
<td>Mo Tu We Th / lu ma mi ju</td>
<td>SAC B29</td>
<td>Beg. 3</td>
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<td>8:00 am - 11:00 am</td>
<td>Mo Tu We Th / lu ma mi ju</td>
<td>SAC B30</td>
<td>Intermediate 1</td>
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<td>8:00 am - 11:00 am</td>
<td>Mo Tu We Th / lu ma mi ju</td>
<td>SAC B31</td>
<td>Intermediate 2/3</td>
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<td>8:00 am - 11:00 am</td>
<td>Mo Tu We Th / lu ma mi ju</td>
<td>SAC B32</td>
<td>Writing A</td>
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<td>11:00 am - 12:30 pm</td>
<td>Fr / vi</td>
<td>SAC B33</td>
<td>Conversation B</td>
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<td>6:00 pm - 9:00 pm</td>
<td>Mo We / lu mi</td>
<td>SAC B34</td>
<td>Beg. 3 / Int. 1</td>
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<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Mo Tu We Th / lu ma mi ju</td>
<td>SAC B35</td>
<td>Intermediate 2</td>
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<tr>
<td>6:00 pm - 9:00 pm</td>
<td>Mo Tu We Th / lu ma mi ju</td>
<td>SAC B36</td>
<td>Intermediate 3</td>
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**ESL 399 Literacy / Alfabetización**

Learn to write, say, and read the English alphabet and numbers. This class also benefits students whose native language uses a different writing system from English. Aprende a escribir, pronunciar, y leer el alfabeto y los números en inglés. Esta clase también beneficia a estudiantes que en su idioma natal usan un sistema de escritura diferente al del inglés.

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<td>10:30 am - 1:30 pm</td>
<td>Mo Tu We Th Fr / lu ma mi ju vi</td>
<td>CEC D-107</td>
<td>SAHS</td>
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<td>8:30 am - 11:00 am</td>
<td>Sa / sa</td>
<td>STJC 5</td>
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**ESL 410 Beginning 1 / Principiante 1**

Emphasizes speaking and listening with some reading of everyday words and phrases. Little or no English needed. Esta clase hace énfasis en conversación y audición ademas de la lectura de palabras y frases cotidianas. No se requiere saber inglés.

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<td>AES 34</td>
<td>AES 34</td>
<td>STJC 5</td>
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* Contact SER for class dates and hours: 714-556-8741
## ESL 420 Beginning 2 / Principiante 2

Emphasizes speaking and listening with some reading and writing of simple sentences about everyday life.

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<th>Time</th>
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</tbody>
</table>

*Contact SER for class dates and hours: 714-556-8741*

Weekend classes are **Shaded** • Evening classes are **Bold** / **Clases nocturnas están en letras oscuras** • **Clases de fin de semana están con sombra**
ESL 470 Intermediate 2
Emphasizes more academic reading and writing skills in addition to higher level speaking and listening activities.

8:00 am - 11:00 am Mo Tu We Th / lu ma mi ju  CEC
8:00 am - 12:00 pm Sa / sa  CEC
11:00 am - 2:00 pm Mo Tu We Th / lu ma mi ju  CEC
2:30 pm - 5:30 pm Mo Tu We Th / lu ma mi ju  CEC
6:00 pm - 9:00 pm Mo Tu We Th / lu ma mi ju  CEC
6:00 pm - 9:00 pm Mo Tu We Th / lu ma mi ju  GOFs
6:00 pm - 9:00 pm Mo Tu We Th / lu ma mi ju  SAHS

ESL 480 Intermediate 3
Emphasizes academic reading and writing skills with a focus on grammar in addition to higher level speaking and listening activities.

8:00 am - 11:00 am Mo Tu We Th / lu ma mi ju  CEC
8:00 am - 12:00 pm Sa  CEC
11:00 am - 2:00 pm Mo Tu We Th / lu ma mi ju  CEC
2:30 pm - 5:30 pm Mo Tu We Th / lu ma mi ju  CEC
6:00 pm - 9:00 pm Mo Tu We Th / lu ma mi ju  CEC
6:00 pm - 9:00 pm Mo Tu We Th / lu ma mi ju  GOFS
6:00 pm - 9:00 pm Mo Tu We Th / lu ma mi ju  SAHS

ESL 398 Community Learning Center (CLC) / Centro Comunitario de Aprendizaje (CLC)
Provides learners of all English levels the opportunity to improve their English skills, as well as learn about civics, citizenship, and computer literacy through individualized, small group, and technology-based instruction. Students can attend any day of the week. Hours are flexible.

8:00 am - 12:00 pm Fr / vi  CEC
8:00 am - 12:00 pm Sa / sa  CEC
11:00 am - 6:00 pm Mo Tu We Th / lu ma mi ju  CEC

ESL 394 Writing A
Introduces non-native English speakers to an overview of the writing process including activities to improve composition skills.
This course is designed for Beginning 3 and Intermediate I students. Register in the office.

8:00 am - 11:00 am Fr / vi  CEC
11:00 am - 2:00 pm Fr / vi  CEC
8:00 am - 11:00 am Fr / vi  SAC B-31

ESL 395 Writing B
Introduces the writing process activities to improve students’ composition skills. This course is designed for ESL Intermediate 2 and Intermediate 3 students. Register in the office.

8:00 am - 11:00 am Fr / vi  CEC
11:00 am - 2:00 pm Fr / vi  CEC
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Description</th>
<th>Schedule</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL 392</td>
<td>Writing and Computers: Developing a School Publication</td>
<td>Provides instruction for students in developing a student publication.</td>
<td>8:00 am - 11:00 pm</td>
<td>CEC D-112</td>
</tr>
<tr>
<td>ESL 570</td>
<td>Conversation 1 / Conversacion 1</td>
<td>Introduces conversation strategies in listening, language use, and non-verbal communication. Emphasis on oral skills necessary in initiating, maintaining and closing conversations, which assist in social situations. Recommended for Beginning ESL 3 and Intermediate ESL 1 students.</td>
<td>8:00 am - 10:30 am</td>
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<td>10:30 am - 12:30 pm</td>
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<td>4:30 pm - 6:00 pm</td>
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<tr>
<td>ESL 580</td>
<td>Conversation 2 / Conversacion 2</td>
<td>Introduces conversation strategies in listening, language use, and non-verbal communication. Emphasis on oral skills necessary in initiating, maintaining and closing conversations, which assist in social situations. Recommended for Intermediate ESL 2 and 3 students.</td>
<td>11:00 am - 12:30 pm</td>
<td>SAC B-31</td>
</tr>
<tr>
<td>ESL 530</td>
<td>American English Pronunciation</td>
<td>Develops English language pronunciation skills. Recommended for Beginning ESL 3 and above students.</td>
<td>8:00 am - 11:00 am</td>
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<tr>
<td>ESL 401</td>
<td>Family Literacy, Beginning 1 / Alfabetización Familiar, Principiante 1</td>
<td>Emphasizes speaking and listening for students with little or no English. This class includes a family literacy focus covering topics such as reading with children, parent involvement in local schools, kinder readiness, and how parents can help children of all ages with their homework. Esta clase se enfoca en audición y en la conversación de estudiantes con poco o ningún conocimiento de inglés.</td>
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<td>WAES 10</td>
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<tr>
<td>ESL 402</td>
<td>Family Literacy, Beginning 2 / Alfabetización Familiar, Principiante 2</td>
<td>Emphasizes speaking, listening, and simple conversations. Some reading and writing of simple sentences on everyday life situations. This class includes a family literacy focus covering topics such as reading with children, parent involvement in local schools, kinder readiness, and how parents can help children of all ages with their homework. Esta clase se enfoca en audición y en las conversaciones simples. La clase requiere cierta lectura y escritura de oraciones simples sobre la vida cotidiana.</td>
<td>8:15 am - 11:15 am</td>
<td>BCGG*</td>
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<td>WAES 10</td>
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</tbody>
</table>

Weekend classes are shaded • Evening classes are bold / Clases nocturnas están en letras obscuras • Clases de fin de semana están con sombra
ESL 407 Family Literacy, Beginning 3 / Alfabetización Familiar, Principiante 3

Emphasizes understanding and producing longer conversations. More emphasis on reading and writing. This class includes a family literacy focus covering topics such as reading with children, parent involvement in local schools, kinder readiness, and how parents can help children of all ages with their homework. Esta clase recalca la comprensión y composición de conversaciones largas. Hace más énfasis en lectura y escritura.

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<th>Time</th>
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</tbody>
</table>

ESL 408 Family Literacy, Intermediate 1

Emphasizes intermediate speaking, listening, reading and writing tasks which begin to focus on academic skills. This class includes a family literacy focus covering topics such as reading with children, parent involvement in local schools, kinder readiness, and how parents can help children of all ages with their homework.

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<thead>
<tr>
<th>Time</th>
<th>Days</th>
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<td>CORB ED RM</td>
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<td>8:00 am - 10:00 am</td>
<td>Mo Tu We Th</td>
<td>RES 9</td>
</tr>
</tbody>
</table>

ESL Civics / Citizenship / Ciudadanía y Gobierno

Designed to provide basic knowledge of local, state, and federal government in preparation for the United States citizenship examination. Provides ESL students with conversation practice within the context of history and government. Recommended for students in Beginning ESL 3 and above.

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<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Location</th>
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<tbody>
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<td>8:00 am - 12:00 pm</td>
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<td>CEC D-108</td>
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<tr>
<td>8:00 am - 12:00 pm</td>
<td>Sa / sa</td>
<td>CEC D-107</td>
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<tr>
<td>6:00 pm - 9:00 pm</td>
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<td>CEC F-106</td>
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<tr>
<td>6:00 pm - 9:00 pm</td>
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<td>CEC F-106</td>
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<tr>
<td>9:00 am - 12:00 pm</td>
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</table>

ESL Certificates

Earn ESL Communication, Academic, and/or Vocational Certificates. Complete a combination of ESL courses that prepare you for transitioning to:
- Adult Basic Education (ABE)
- Adult High School Diploma Program
- GED Preparation
- College Credit Courses

Adult Basic Education (ABE) / Educación Básica para Adultos

Instructs students in basic skills, including reading, writing, and mathematics. Prepares students to take High School Subjects courses, job training, or college credit classes. Recommended for Intermediate ESL 2 students or above and/or placement by counselor assessment. Grade: CR/NCR only.

<table>
<thead>
<tr>
<th>ABE Class Hours and Location</th>
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<tbody>
<tr>
<td>Time</td>
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<tr>
<td>8:00 am - 2:00 pm</td>
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<tr>
<td>8:00 am - 12:00 pm</td>
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<td>5:00 pm - 9:00 pm</td>
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<tr>
<td>ABE Reading/Writing Center: CEC B-109W, SAC B-33</td>
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<tr>
<td>ABE Math Center: CEC A-113 / A-114, SAC L-203</td>
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<tr>
<td>8:00 am - 2:00 pm</td>
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<tr>
<td>8:00 am - 12:00 pm</td>
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<tr>
<td>5:00 pm - 9:00 pm</td>
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</tbody>
</table>
Provides the first of a two-part leadership training course in which students acquire and apply learned leadership techniques in the workplace, home, community and at school. Students will increase their knowledge in BASIC leadership skills such as:

- Team Building
- Public Speaking
- Brainstorming and more topics

This course requires these English language acquisition skills: reading, writing, listening, and speaking. This course is open to anyone over the age of eighteen years old. This class is taught in English.

* This condensed version of Leadership does not earn a Leadership certificate or five (5) elective credits.

This training is recommended for professionals, employees, and anyone in the community who may need or wish to expand their knowledge in the area of leadership development. This course is open to the public as well as ABE/GED, ESL Intermediate, HSS students, and the general public.

Students who fulfill course attendance requirements for the English course may be able to receive five (5) elective credits towards their high school subjects diploma program and Leadership course completion certificate. Contact: Robin Storti, CEC E-105, 714-241-5721.

Getting your High School Diploma at Santa Ana College School of Continuing Education is faster than you think.

Register Today!

First Visit:
- Go to CEC’s Counseling Office, B-100 or SAC B-8 to schedule a placement test (See Testing and Orientation Schedule below).
- Complete a registration form.

Second Visit:
- Take the reading placement test.
- Make an appointment to meet with a counselor to obtain your results.

Third Visit:
- Bring any previous high school transcripts.
- Meet with a counselor to create an educational plan.
- Register and attend your classes.

Testing and Orientation Center Schedule for High School Classes at CEC

<table>
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<tr>
<th>September 1 to December 19, 2015</th>
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<tbody>
<tr>
<td>High School</td>
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<td>High School</td>
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<td>High School</td>
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Why choose Santa Ana College School of Continuing Education?
- We offer free classes, textbooks are provided in class
- Flexible class times that fit a busy work and family schedule
- Only 160 credits required for graduation and 3 proficiencies
- California High School Exit Exam not required
- Free assistance with transferring to college
- Two convenient locations in Santa Ana

* Go directly to class to enroll
The Adult High School Diploma program is self-paced and individualized. Classes are offered on an open-entry/open-exit basis throughout the year. Each student has an individualized educational plan to complete his/her personal graduation requirements. All students must see a counselor prior to enrollment. Counseling and tutoring services are available in the classrooms. Classes are offered at Centennial Education Center (CEC) and Santa Ana College (SAC B-33/L-203). Students can attend any day of the week, including Saturdays. The hours are flexible, so students can attend as many days or times as they like. For more information, please call the Counseling Office at each site: CEC B-100 714-241-5720 or SAC B-8 714-564-6173.

Individualized Instruction

Variable credits. Individualized delivery for Adult High School Diploma program. Designed for the adults returning to finish work for a high school diploma. Self-paced with offerings in English communication, math, science, social studies, fine arts, life skills, and electives. Recommended 6th grade equivalency on the assessment.

Adult High School Diploma Graduation Requirements

(See counselor for detailed information in each subject area)

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
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<tbody>
<tr>
<td>English</td>
<td>40</td>
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<tr>
<td>Mathematics</td>
<td>20</td>
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<tr>
<td>Natural Sciences</td>
<td>20</td>
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<tr>
<td>Social and Behavioral Sciences</td>
<td>30</td>
</tr>
<tr>
<td>Humanities</td>
<td>10</td>
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<tr>
<td>Electives</td>
<td>40</td>
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<tr>
<td><strong>Total Credits Required</strong></td>
<td><strong>160</strong></td>
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</tbody>
</table>

GED Test Preparation Course / PREPARACIÓN PARA EL EXAMEN DEL GED

The GED test preparation course prepares students to take the four official GED tests in Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. El curso de preparación para el examen de GED prepara al estudiante para tomar las cuatro pruebas oficiales de GED en escritura, ciencias, estudios sociales y matemáticas. Los estudiantes pueden asistir a clases mientras haya cupo disponible.

GED Test Preparation / Preparación para el Examen del GED

The GED® Test is a national examination that demonstrates both high school equivalency as well as college and career readiness. It represents the content-area knowledge and the reading, writing, thinking, and problem-solving skills needed for postsecondary educational programs and for the world of work. This means that your GED® diploma is not an end to itself—it is the springboard to more education and to both better-paying jobs and career pathways.
The mission of Disabled Student Program & Services (DSPS) at Santa Ana College is to provide equal access to educational opportunities for students with verifiable disabilities.

DSPS reviews documentation to qualify for services, provides accommodations for qualified students, conducts bilingual assessment of learning disabilities, and is a resource for issues regarding accommodations.

How to Apply for DSPS Services?
Call (714) 241-5769 or stop by B-100 to schedule an appointment with a DSPS Specialist.

The Counseling Department provides various program to assist students with academic guidance, personal and career advisement. In addition, counseling can assist students with questions regarding all educational programs, as well as transitioning to the credit program. For more information, please call either CEC B-100 at 714-241-5720 or SAC B-8 at 714-564-6173.

Assists native Spanish-speaking students in acquiring literacy in Spanish in order to facilitate the transition to beginning ESL courses and Spanish GED. Focuses on basic reading and writing skills, including phonics, decoding and encoding skills, as well as classroom and community coping skills. Taught in Spanish.

* Contact SER for class dates and hours: 714-556-8741
The CTE Vocational / Business Skills program prepares you for work. You will learn the computer skills and job skills that are much needed at work. You will also learn how to prepare yourself when looking for a job and to get the skills to keep a job. You can take individual classes or obtain one or more of the State Approved Certificates listed. For more information call us at 714-241-5736

**VBUS 118 Introduction to Windows / Introducción al Sistema Operativo Windows ▲**

Learn the basics of the Windows operating system including navigation and file management. Also, you will create, save, open, and print files using variety of Windows software applications.

8:00 am - 9:00 pm  Mo Tu We Th / lu ma mi ju  CEC E-108
8:00 am - 12:00 pm  Fr Sa / vi sa  CEC E-108
9:30 am - 12:00 pm  Tu Th / ma ju  GWIF*
4:30 pm - 7:30 pm  Mo We / lu mi  OCCT

**VBUS 124 Introduction to Keyboarding I / Introducción al Teclado I ▲ ●**

Learn the basic fundamentals skills to type and become familiar with the computer keyboard by touch or improve your typing speed.

8:00 am - 9:00 pm  Mo Tu We Th / lu ma mi ju  CEC E-108
8:00 am - 12:00 pm  Fr Sa / vi sa  CEC E-108
8:30 am - 9:30 am  Tu Th / ma ju  GWIF*
4:30 pm - 7:30 am  Mo We / lu mi  OCCT
4:30 pm - 7:30 pm  Tu Th / ma ju  OCCT
8:00 am - 2:00 pm  Mo Tu We Th Fr / lu ma mi ju vi  SER*

**VBUS 125 Introduction to Keyboarding II / Introducción al Teclado II ★**

Learn how to make corrections and create Word documents while improving your typing speed. You will work with business reports, letters, envelopes, memos and tables.

8:00 am - 9:00 pm  Mo Tu We Th / lu ma mi ju  CEC E-108
8:00 am - 12:00 pm  Fr Sa / vi sa  CEC E-108
8:00 am - 2:00 pm  Mo Tu We Th Fr / lu ma mi ju vi  SER*

* Contact SER for class dates and hours: 714-556-8741
* Contact GWIF for additional information: 714-547-6308
Learn the basics of a variety of software applications such as Word, Excel, PowerPoint, Internet Explorer, Keyboarding, Publisher, Adobe Photoshop, Adobe Illustrator, Flash, and others.

**VBUS 123 Introduction to Computer Software Applications / Introducción al Aplicaciones Informáticas**

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**Weekend classes are Shaded • Evening classes are Bold / Clases nocturnas están en letras obscuras • Clases de fin de semana están con sombra**
**VBUS 301 Business Skills / Aptitudes Empresarias**

Learn the basics of accounting procedures, creating journals, performing basic payroll calculations, and maintaining business records and transactions using QuickBooks software program.

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<th>Time</th>
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<th>Class</th>
<th>Code</th>
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<td>QuickBooks</td>
<td>CEC E-106</td>
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<tr>
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<td>Fr / vi</td>
<td>Accounting</td>
<td>CEC E-101</td>
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<td>8:00 am - 12:00 pm</td>
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<td>Payroll</td>
<td>CEC E-101</td>
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**VBUS 303 Introduction to Electronic Imaging Using Adobe Photoshop**

Learn the basics of repairing, correcting exposure and color, and manipulating pictures using Adobe Photoshop.

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<td>9:00 am - 1:00 pm</td>
<td>Fr</td>
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**VBUS 304 Introduction to Electronic Presentations Using PowerPoint / Introducción a Presentaciones Multimedia con Microsoft PowerPoint ★**

Learn the basic steps in planning, organizing, and creating an electronic slide presentation including text, charts and pictures.

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**VBUS 400 Employability Skills / Aptitudes Básicas Necesarias para el Trabajo ▲ ★ ●**

Learn the professionalism and communication skills required in today’s workplace. Explore various techniques for conducting a job search, write a resume and cover letter, prepare for interviewing, and learn job-retention strategies

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<td>2:00 pm - 5:00 pm</td>
<td>Mo Tu / lu ma</td>
<td>CEC E-109</td>
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<td>4:30 pm - 7:30 pm</td>
<td>Tu Th / ma ju</td>
<td>CEC E-109</td>
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</table>

**VBUS 450 Hardware & Software A+ Preparation, Review, and Practice ■**

Learn to prepare, review, and practice through hands-on training with computer hardware and software for the CompTIA A+ certification to become a computer technician. Gain experience to troubleshoot and repair computers and local area networking. Learn to install operating systems and application software. Earn the CA state approved certificate.

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<th>Days</th>
<th>Class</th>
<th>Code</th>
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</table>

**VBUS 574 Computer Basics: Hardware and Software / Computacion Básica: Soporte Fisico y Programas del Sistema ■**

Learn to build, maintain, troubleshoot and repair PCs. Learn to install operating systems and applications, troubleshoot and repair failed installations. Learn to remove viruses and malware. Become familiar with SOHO networking. Prepare for entry-level computer repair certification. Become a PC tech. Earn CA approved certificate.

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<th>Code</th>
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Page 14
Learn how to select the best network design, hardware, and software for your home and small business office. Get the skills to build a network from scratch, maintain, upgrade, and troubleshoot an existing network.

Get prepared to pass CompTIA’s (the Computing Technology Industry Association’s) Network+ and the A+ certification exam.

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**PROGRAMS FOR PERSONS WITH SUBSTANTIAL DISABILITIES / PROGRAMAS PARA PERSONAS CON INCAPACIDADES SIGNIFICANTES**

These community-based courses are designed for persons who have physical or mental impairments, which substantially limit one or more major life activities. Courses promote development of life-skills activities.

Estos cursos basados en la comunidad están diseñados para personas que tienen impedimento físico y mental que los limitan considerablemente en una o varias de sus actividades. Los cursos promueven el desarrollo de actividades de la vida cotidiana.

**SSD 350 Communication with the Deaf – Beginning / Comunicación con Personas Sordas**

Designed as an introductory course to teach English, the manual alphabet, and signs used by the deaf. Uses the formalized sign system, Signing Exact English.

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<th>Time</th>
<th>Days</th>
<th>Location</th>
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<td>TAFT (Class starts Sept. 14th)</td>
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**SSD 495 Personal Development and Grooming for the Developmentally Disabled / Higiene y Desarrollo Personal para Adultos Incapacitados**

Provides developmentally disabled adults with interpersonal, social, behavioral, grooming, and physical fitness skills.

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<th>Time</th>
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<th>Location</th>
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<tbody>
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<td>1:00 pm - 6:00 pm</td>
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<td>5:00 pm - 9:00 pm</td>
<td>Tu Th / ma ju</td>
<td>PAI*</td>
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</table>

**SSD 778 Independent Living Skills for Developmentally Disabled Adults / Habilidades Cotidianas e Independientes para Adultos Incapacitados**

Designed to assist developmentally disabled adults to attain a higher functional level for independent living.

<table>
<thead>
<tr>
<th>Time</th>
<th>Days</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00 am - 12:00 pm</td>
<td>Mo We / lu mi</td>
<td>CEC A-112</td>
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<tr>
<td>7:15 am - 11:15 am</td>
<td>Tu / ma</td>
<td>WVC*</td>
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<td>7:15 am - 11:15 am</td>
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**SSD 400 Developmentally Disabled Adults Job Coach Training / Entrenamiento Laboral para Adultos con Discapacidades de formacion del desarrollo**

Job Coach instruction/training to assist developmentally disabled adults. Students will acquire the necessary skills to instruct/train developmentally disabled clients.

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<th>Time</th>
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<td>7:15 am - 11:15 am</td>
<td>Fr / vi</td>
<td>WVC*</td>
</tr>
<tr>
<td>8:00 am - 11:00 am</td>
<td>We Th / mi ju</td>
<td>WVC*</td>
</tr>
</tbody>
</table>

* Contact GWIF for additional information: 714-547-6308
* Contact PAI for additional information: 714-537-1545
* Contact GWIF for additional information: 714-265-9886

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For more information on dates, times, locations or classes at other Santa Ana area sites not listed, please call 714-241-5700 or visit us at CEC Admissions office (A-101), 2900 Edinger Ave. in Centennial Park, Santa Ana, CA 92704. www.sac.edu/sce

For classes in the Orange area, please call 714-628-5900

www.sac.edu/sce

Weekend classes are **Shaded** • Evening classes are **Bold** / Clases nocturnas están en **letras obscurcas** • Clases de fin de semana están con sombra
Fall 2015
AUGUST 31–DECEMBER 19
Classes are FREE and are offered Open Entry/Open Exit
Enroll in our FREE classes!
• Adult Basic Education (ABE)
• Adult High School Diploma Program
• Career Technical Education
• Citizenship
• Computer Applications
• English as a Second Language (ESL)
• Family Literacy
• GED Preparation
• Parent Education
• Programs for Adults with Substantial Disabilities

Class Cancellation Policy
Any class with fewer than 20 students may be canceled.

Attendance Policy
Students are expected to attend all class meetings. Students who are enrolled and absent on the first class session may be dropped.

Who May Enroll?
Persons 18 years of age and over may enroll in continuing education classes. Students currently enrolled in secondary schools who wish to attend continuing education classes may be admitted by special request of the secondary school and approval by the CEC administration.

All classes are free and operate on an open-entry/open-exit basis. Registration is ongoing provided there is space available in class. All classes are free. Enrollment is on a first-come, first-served basis. Times listed for classes are subject to change without notice from the administration. For more information about dates, times, and locations for classes, call 714-241-5700.

Register in person at:
Centennial Education Center (CEC)
Room A-101
2900 W. Edinger, Santa Ana, CA 92704

Disabled Students Policy
Disabled Students Programs & Services (DSPS) provides instructional support services and academic accommodations to students with disabilities attending the college. Students are responsible for requesting services and providing disability verification. To apply for services, students must meet with a DSPS professional to have their needs evaluated. Assessment for learning disabilities eligibility is available to students experiencing ongoing academic difficulties. To request services, contact the office of Disabled Students Programs and Services at 714-241-5769.

Textbooks and Supplies
Textbooks are available for purchase by students at the bookstore. Supplementary books and supplies are also available. For bookstore hours, please call 714-241-5705.

Otoño 2015
31 DE AGOSTO–19 DE DICIEMBRE
Las clases se ofrecen GRATIS y con inscripción abierta
Inscribíbase en clases GRATIS!
• Educación Básica para Adultos
• Programa de ‘High School’ Diploma
• Educación Profesional Técnica
• Ciudadanía
• Aplicaciones Informáticas
• Inglés como Segundo Idioma (ESL)
• Alfabetización Familiar
• Preparación para el Examen de GED
• Educación Para Padres
• Programas para Adultos con Discapacidades

Dar de Baja
Las clases que no tengan un mínimo de 20 estudiantes inscritos para el primer día de clases serán canceladas.

Política de Asistencia
Se espera que los estudiantes asistan a todas sus clases. Los estudiantes que estén inscritos pero que no se presenten el primer día de clase, podrían ser dados de baja.

¿Quien Se Puede Inscribir?
Personas mayores de 18 años se pueden inscribir en clases de educación continua. Los estudiantes que estén actualmente inscritos en escuelas secundarias que desean atender las clases de educación continua serán aceptados si someten una solicitud de su escuela secundaria. Todas las clases son gratuitas y de inscripción abierta. El registro es constante si hay espacio disponible en las clases. El horario de las clases está sujeto a cambios sin previo aviso de la administración. Personas interesadas favor de llamar al 714-241-5700 con anticipación para confirmar el horario de las clases.

Inscribíbase en persona en la siguiente dirección:
Centennial Education Center (CEC)
Salón A-101,
2900 W. Edinger, Santa Ana, CA 92704

Póliça para estudiantes deshabilitados
Los Programas y servicios para estudiantes con discapacidades (DSPS) proporcionan servicios de apoyo informativo y alojamiento académico a estudiantes con discapacidad que asisten a la escuela. Los estudiantes son responsables de solicitar servicios y proporcionar verificación de discapacidad. Para solicitar servicios, los estudiantes deben hablar con un profesional de DSPS para que sus necesidades sean evaluadas. Evaluaciones de elegibilidad para los estudiantes con dificultades académicas está disponibles constantemente. Para solicitar servicios, contacte la oficina de Programas y Servicios para Estudiantes con Discapacidades llamando al 714-241-5769.

Libros de texto y Materiales Escolares
Los libros de texto están disponibles para la compra por parte de los estudiantes en la librería. Libros complementarios y materiales escolares también están disponibles. Para horas de servicio de la librería, llame al 714-241-5705.
EDUCATIONAL PROGRAMS & SERVICES FOR ADULTS

Rancho Santiago Community College District is comprised of Santa Ana College and Santiago Canyon College. Each college has a division of continuing education wherefree educational programs and services are offered to adults.

Programs include:
- Adult Basic Education (ABE)
- Citizenship
- Computer Applications
- Computer Basics
- English as a Second Language (ESL)
- Family Literacy
- General Education Development (GED)
- Test Preparation
- Adult High School Diploma Program
- Office Employment Training Program
- Computer Literacy
- General Education

The schools also provide free services such as assessment, academic counseling, career counseling, personal counseling and orientation to all students. With the working adult in mind, classes are offered during the day, night, or on weekends to fit individual schedules.

NONDISCRIMINATION POLICY

The 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, 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 RSCCD Title IX Officer and Section 504/ADA Coordinator: John Didion, 2323 N. Broadway, Santa Ana, CA 92706, 714-480-7489.
<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
<th>Address</th>
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<tbody>
<tr>
<td>AES</td>
<td>Adams Elementary School</td>
<td>2130 S. Raitt St.</td>
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<tr>
<td>BGCG</td>
<td>Boys &amp; Girls Club</td>
<td>950 W. Highland St.</td>
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<tr>
<td>CEC</td>
<td>Centennial Education Center</td>
<td>2900 W. Edinger Ave.</td>
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<tr>
<td>CORB</td>
<td>Corbin Center</td>
<td>2215 W. McFadden</td>
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<td>DES</td>
<td>Diamond Elementary School</td>
<td>1450 S. Center.</td>
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<tr>
<td>EGUM</td>
<td>El Getsemani United Methodist</td>
<td>701 S. Parton St.</td>
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<tr>
<td>ESC</td>
<td>El Salvador Center</td>
<td>1825 W. Civic Center</td>
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<td>ESOL</td>
<td>El Sol Academy</td>
<td>1010 N. Broadway St.</td>
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<td>ESQ</td>
<td>Esqueda Elementary School</td>
<td>2240 S. Main St.</td>
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<td>GAES</td>
<td>Garfield Elementary School</td>
<td>850 Brown St.</td>
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<td>GOFS</td>
<td>Godinez Fundamental High School</td>
<td>3002 Centennial Rd.</td>
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<td>HES</td>
<td>Heroes Elementary School</td>
<td>1111 W. Civic Center Dr.</td>
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<tr>
<td>KES</td>
<td>Kennedy Elementary School</td>
<td>1300 E. McFadden</td>
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<td>LES</td>
<td>Lincoln Elementary School</td>
<td>425 S. Sullivan</td>
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<td>MDES</td>
<td>Madison Elementary School</td>
<td>1124 E. Hobart</td>
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<td>MBS</td>
<td>Martinez Bookstore</td>
<td>216 N. Broadway</td>
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<td>MVES</td>
<td>Monte Vista Elementary School</td>
<td>2116 Monta Vista Ave.</td>
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<tr>
<td>OCCT</td>
<td>OC Children’s Therapeutic Arts Ctr.</td>
<td>2215 N. Broadway</td>
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<tr>
<td>OLPC</td>
<td>Our Lady of Pilar Church</td>
<td>1622 W. 6th St.</td>
</tr>
<tr>
<td>REM</td>
<td>Remington Elementary School</td>
<td>1325 E. 4th St.</td>
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<td>RCES</td>
<td>Romero-Cruz Elementary School</td>
<td>1512 W. Santa Ana Blvd.</td>
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<tr>
<td>RES</td>
<td>Roosevelt Elementary School</td>
<td>501 S. Halladay</td>
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<tr>
<td>STJC</td>
<td>Saint Joseph’s School</td>
<td>608 Civic Center Dr.</td>
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<td>SAC</td>
<td>Santa Ana College</td>
<td>1530 W. 17th St.</td>
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<tr>
<td>SAHS</td>
<td>Santa Ana High School</td>
<td>520 W. Walnut</td>
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<td>SASC</td>
<td>Santa Ana Senior Center</td>
<td>424 W. 3rd St.</td>
</tr>
<tr>
<td>WORK</td>
<td>Santa Ana Work Center</td>
<td>1000 E. Santa Ana Blvd., Suite 200</td>
</tr>
<tr>
<td>SER</td>
<td>Service Employment &amp; Redevelopment</td>
<td>1243 E. Warner Ave.</td>
</tr>
<tr>
<td>TAFT</td>
<td>Taft Elementary School</td>
<td>500 W. Keller</td>
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<tr>
<td>TSJ</td>
<td>Taller San Jose</td>
<td>801 N. Broadway</td>
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<tr>
<td>VHS</td>
<td>Valley High School</td>
<td>1801 S. Greenville St.</td>
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<tr>
<td>VTCM</td>
<td>Vietnamese Community Center</td>
<td>1618 W. First St.</td>
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<tr>
<td>WAES</td>
<td>Washington Elementary School</td>
<td>910 Anahurst Place</td>
</tr>
<tr>
<td>WLES</td>
<td>Wilson Elementary School</td>
<td>1317 N. Baker</td>
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</tbody>
</table>
LOOKING FOR A PRESCHOOL FOR YOUR CHILD WHILE YOU ATTEND CLASSES?

We offer free preschool classes based on families who qualify – application required.

Our part-time preschool program is for children 3 to 5 years old. Priority is given to 4 year old:

- Safe learning environment
- Highly qualified teachers
- Nutritious meals
- Opportunities for parent involvement
- Bilingual staff (English/Spanish)

Choose 1 session from our schedule:

Morning: 7:45 am to 10:45 am
Afternoon: 11:15 am to 2:15 pm
Twilight: 2:30 pm to 5:30 pm

¿ESTÁ BUSCANDO UN PREESCOLAR PARA SU HIJO/A MIENTRAS ASISTE A CLASES?

Ofrecemos clases de preescolar gratuitas en base a familias que califican – se requiere llenar una solicitud.

Nuestro programa preescolar de tiempo parcial es para niños de 3 a 5 años de edad. Prioridad a los niños de 4 años:

- Ambiente de aprendizaje seguro
- Profesores altamente calificados
- Comidas nutritivas
- Oportunidades para la participación de los padres
- Personal bilingüe (Inglés / Español)

Elija 1 sesión de nuestro programa:

Mañana: 7:45 am a 10:45 pm
Tarde: 11:15 am a 2:15 pm
(2) Tarde: 2:30 pm a 5:30 pm

Centennial Child Development Center
2900 W Edinger Ave., Santa Ana – Room C-101
(Located on the campus of Centennial Education Center)

Call for information 714-241-5739