Simi Institute
FOR CAREERS & EDUCATION

TRAIN FOR A NEW CAREER IN ONE YEAR

SPRING SEMESTER 2023

Certificate Programs and Special Interest Courses
ADULT EDUCATION
- Academic Studies
- GED
- High School Diploma

COMPUTER
- Basic Computer Training
- Career Certificate Programs

COSMETOLOGY
- Barber
- Cosmetologist
- Esthetician
- Manicurist

ESL
- Citizenship
- English as a Second Language
- Integrated Education Training

MANUFACTURING
- Machine Technology
- OSHA and Cal/OSHA
- Upholstery
- Welding

MEDICAL
- Certified Nursing Assistant
- Electrocardiograph Technician
- Emergency Medical Technician
- Medical Assistant
- Medical Insurance Billing & Coding
- Medical Terminology
- Pharmacy Technician
- Phlebotomist
- Respiratory Therapist
- Surgical Technologist

ONLINE
- Bootcamp Courses
- Career Training Courses
- Fundamentals Courses

PARENT + CHILD
- Ages 1-5 Years Old

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

SPRING REGISTRATION BEGINS DECEMBER 7, 2022: SIMIINSTITUTE.ORG
Please Note

Your safety is our highest priority. Due to ongoing Covid-19 restrictions, it may be necessary to change times and locations of classes or to cancel class after the publishing of this catalog. We regret any inconvenience this may cause.

Face coverings and any other required safety protocols may be enforced on campus.

Spring Semester 2023

Structured, Instructor-Led
On-Campus Classroom Courses
These courses are taught by expert instructors in their field and have a set class meeting schedule. Locations vary for follow-up, off-campus clinical rotations for medical programs.

Self-Paced, Open-Entry
On-Campus Classroom Courses
Start any time during the semester. Work at your own pace to achieve course goals and create your own schedule during our open lab times. Expert instructors are available in the classroom to answer your questions and provide you with feedback.

Hybrid Open-Entry
On-Campus / Off-Campus Courses
Work at home to complete assignments. Check in with your teacher for feedback, questions and new assignments.

Adult Basic Education &
Academic Studies Center
- GED® Prep & Testing
- High School Diploma

Boating Safety

Business & Computer Technology

- Career Certificates
- Open-Entry Courses
- Microsoft Workshops
- Testing Service

Cosmetology

CPR

English as a Second Language (ESL)

Finance

Job & Career Center

Manufacturing

- Machine Technology
- NIMS© Testing
- OSHA Training
- Upholstery
- Welding

Medical Programs

Motorcycle Rider

Notary Public

- California Notary Public

Online Courses

Parent and Child Classes

- The Learning Garden

Real Estate

Spanish in the Workplace

Student Services & Policies

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

**Pearson VUE® Test Center**

Register online at [home.pearsonvue.com](http://home.pearsonvue.com)

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

<table>
<thead>
<tr>
<th>Adobe</th>
<th>CBEST</th>
<th>Comp TIA</th>
<th>GED®</th>
</tr>
</thead>
<tbody>
<tr>
<td>C++</td>
<td>Cisco</td>
<td>CSET</td>
<td>RICA</td>
</tr>
</tbody>
</table>

**National Institute for Metalworking Skills (NIMS) Certified Testing Center**

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

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

**National Center for Competency Testing (NCCT)**

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

Simi Institute hosts the NCCT test for our medical program students every month. Fees are paid directly to NCCT.

2023 Dates:
January 20, February 17, March 17, May 5, May 26, June 9, July 14, August 11, September 15, October 13, November 17, December 15

Time: 9:00 am - 12:00 pm  
Room: 212

<table>
<thead>
<tr>
<th>Current / Grads Within Last 6 months</th>
<th>All Others</th>
<th>Simi Institute Sitting Fee (Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$90</td>
<td>$135</td>
<td>$35</td>
</tr>
</tbody>
</table>

**Welding Certifications**

- LA Department of Building & Safety  
- American Petroleum Institute  
- American Welding Society  
- American Society of Mechanical Engineers Section IX  
- AWS D17.1 / Mil. Std. 1595A Specification for Fusion Welding for Aerospace Applications

**GED® Testing Information**

Test candidates who pass the exam will be issued a high school equivalency credential from the State of California.

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

**Registration:** GED.com or call 1.877.EXAMGED

**Cost:** $140 (covers all 4 tests; each test is $35) - not recommended to take all 4 subject tests on the same day. Payment and scheduling are done online. Examinees only come to the school on their selected test date.
Adult Basic Education

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Basic Education</td>
<td>212</td>
<td>January 23 - May 25</td>
<td>M - Th</td>
<td>12:30 pm - 2:30 pm</td>
<td>Free</td>
<td>None</td>
</tr>
</tbody>
</table>

Academic Studies Center

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

General Education Development (GED)® Test Preparation

This independent study program includes the GED® practice tests, teacher support as needed, online resources and extended hours for the learning lab. Both a traditional classroom lab and a blended home study program are available. Students will be given online access to GED® test preparation and the blended home study program after taking a standardized math and reading test and completing 12 hours of attendance. The blended home study program has attendance requirements and requires a minimum of five hours of study per week. Mandatory state pre and post testing is required to determine the appropriate level of service. Register at any time.

To register, please visit: SimiInstitute.org

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>GED Preparation Adults 18 and over</td>
<td>404</td>
<td>January 11 - June 1</td>
<td>M - Th</td>
<td>M / W: 9:00 am - 7:00 pm T / Th: 9:00 am - 8:00 pm</td>
<td>Free</td>
<td>None</td>
</tr>
</tbody>
</table>

High School Diploma Program

Our free, fully accredited, open-entry program offers adults a flexible schedule to complete their high school diploma. Students may apply credits earned from other schools or colleges. Submit your transcripts to get a credit evaluation when you register online. The program has an attendance requirement of 5 hours of study per week. Mandatory state pre and post testing is required to determine the appropriate level of service. Register any time.

To register, please visit: SimiInstitute.org

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School Diploma - Adults 18 and Over</td>
<td>404</td>
<td>January 11 - June 1</td>
<td>M / W T / Th</td>
<td>M / W: 9:00 am - 7:00 pm T / Th: 9:00 am - 8:00 pm</td>
<td>Free</td>
<td>Read at an 8th grade level</td>
</tr>
</tbody>
</table>
Simi Institute offers over 30 self-paced courses in our Business and Computer Training Center. Each of these individual classes culminates in a course completion certificate. Career Certificates are issued to students who have completed a series of courses. We also offer instructor-led sessions each semester. Classes are designed for everyone from beginner students to office professionals. Gain the skills needed to compete in today’s job market!

Instructor-Led Courses for Computerized Accounting: $199 Per Class

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>QuickBooks - Level 1</td>
<td>203</td>
<td>April 4 - May 23</td>
<td>Tues</td>
<td>6:00 pm - 8:30 pm</td>
<td>$199</td>
<td>See above</td>
</tr>
<tr>
<td>Excel 2019 &amp; 365 - Level 1</td>
<td>203</td>
<td>January 31 - March 21</td>
<td>Tues</td>
<td>6:00 pm - 8:30 pm</td>
<td>$199</td>
<td>See above</td>
</tr>
</tbody>
</table>

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

Enroll in our standalone computer classes to learn an individual program or to work towards a career certificate (see page 5). Textbook purchase may be required. Our standalone computer classes are open-entry so you can begin at any time!

- Access
- Accounting
- Business English Review
- Computer Literacy
- Excel
- Excel for Accounting
- Intro to Computers
- Keyboarding
- Math Refresher
- Medical Office Procedures
- Medical Terminology
- Outlook
- Payroll Accounting
- PowerPoint
- Proofreading
- Publisher
- QuickBooks
- Resume Writing
- Speed Building
- Telephone Techniques
- 10 Key
- Windows 10
- Word
- Math Refresher
- Medical Office Procedures
- Medical Terminology
- Outlook
- Payroll Accounting
- PowerPoint
- Proofreading
- Publisher
- QuickBooks
- Resume Writing
- Speed Building
- Telephone Techniques
- 10 Key
- Windows 10
- Word

Testing Service: $10 Fee, Includes Two Certificates

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

Call 805.579.6200, ext. 1720 to schedule an appointment. Testing appointments may be limited.

See page 2 for additional testing services.
Career Certificate Programs: $360 per 3-Month Period

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

### START HERE: Basic Computer Essentials

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to Computers</td>
<td>20</td>
</tr>
<tr>
<td>Windows</td>
<td>60</td>
</tr>
<tr>
<td>Keyboarding (30 WPM)</td>
<td>60</td>
</tr>
</tbody>
</table>

### Pathways - Choose One

#### Business & Accounting

<table>
<thead>
<tr>
<th>Account Clerk / Payroll Account Clerk</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 1 or Payroll Accounting</td>
<td>114 / 75</td>
</tr>
<tr>
<td>10 Key</td>
<td>30</td>
</tr>
<tr>
<td>Excel Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Excel Level 2</td>
<td>50</td>
</tr>
<tr>
<td>QuickBooks Level 1</td>
<td>30</td>
</tr>
<tr>
<td>QuickBooks Level 2</td>
<td>30</td>
</tr>
</tbody>
</table>

#### Microsoft Certification

**Microsoft Certification 1: General Office**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Word Level 1</td>
<td>40</td>
</tr>
<tr>
<td>PowerPoint Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Access Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Keyboard Speedbuilding (35 wpm)</td>
<td>25</td>
</tr>
<tr>
<td>Outlook</td>
<td>15</td>
</tr>
</tbody>
</table>

#### Office Occupations

<table>
<thead>
<tr>
<th>Front Desk Associate</th>
<th>Hrs.</th>
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</thead>
<tbody>
<tr>
<td>Excel Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Word Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Outlook</td>
<td>15</td>
</tr>
<tr>
<td>Keyboard Speedbuilding (35 wpm)</td>
<td>25</td>
</tr>
<tr>
<td>Telephone Techniques</td>
<td>48</td>
</tr>
</tbody>
</table>

#### Bookkeeper

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting 2</td>
<td>114</td>
</tr>
<tr>
<td>Accounting 3</td>
<td>100</td>
</tr>
<tr>
<td>Excel Level 3</td>
<td>40</td>
</tr>
</tbody>
</table>

#### Microsoft Certification 2: Advanced Office

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excel Level 2</td>
<td>50</td>
</tr>
<tr>
<td>Word Level 2</td>
<td>40</td>
</tr>
<tr>
<td>PowerPoint Level 2</td>
<td>40</td>
</tr>
<tr>
<td>Access Level 2</td>
<td>48</td>
</tr>
<tr>
<td>Keyboard Speedbuilding (40 wpm)</td>
<td>25</td>
</tr>
</tbody>
</table>

#### Administrative Assistant

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business English Review</td>
<td>75</td>
</tr>
<tr>
<td>Word Level 2</td>
<td>40</td>
</tr>
<tr>
<td>Excel Level 2</td>
<td>50</td>
</tr>
<tr>
<td>Proofreading</td>
<td>50</td>
</tr>
<tr>
<td>PowerPoint Level 1</td>
<td>40</td>
</tr>
<tr>
<td>PowerPoint Level 2</td>
<td>40</td>
</tr>
<tr>
<td>Keyboard Speedbuilding (40 wpm)</td>
<td>25</td>
</tr>
</tbody>
</table>

#### Executive Assistant

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word Level 3</td>
<td>45</td>
</tr>
<tr>
<td>Excel Level 3</td>
<td>50</td>
</tr>
<tr>
<td>Access Level 1</td>
<td>40</td>
</tr>
<tr>
<td>Access Level 2</td>
<td>40</td>
</tr>
<tr>
<td>PowerPoint Level 3</td>
<td>40</td>
</tr>
<tr>
<td>Keyboard Speedbuilding (50 wpm)</td>
<td>25</td>
</tr>
</tbody>
</table>
Cosmetology Programs

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

Related Science (Health & Safety) - ONLINE CLASS

Related Science (Health & Safety) is an online, self-paced, week-long course that all students must take prior to beginning core classes. The curriculum covers infection control, health and safety hazards, as well as challenges faced by beauty professionals in the workplace. It is a mandatory course required by the California Board of Barbering and Cosmetology. The class is conducted via Google Classroom and assignments are completed at home. We offer an optional in-person tutorial session on the first day of class that covers the basics of navigating Google Classroom.

Beginning December 2022, the $55 fee for Related Science (Health & Safety) will be included in Level 1 core class tuition. The new fee structure for Level 1 core classes is as follows:

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

Please Note: Students wishing to enroll in January Level 1 core classes must enroll in the December session of Related Science (Health & Safety).

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 12 - 16; March 6 - 10; May 22 - 26</td>
<td>Monday - Friday</td>
<td>Self-paced</td>
<td>ONLINE ONLY, plus additional assignments to be completed at home</td>
</tr>
</tbody>
</table>

Cosmetologist-to-Barbering Crossover (minimum 200 hours)

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

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

**Start Dates: TBD**

For students wishing to transfer hours from another cosmetology program or return after an extended time off, please call 805.579.6200, ext. 1610 for more information.
Cosmetologist Certificate Program (1,000 hours)

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

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

**Start Dates: January 11; March 13; May 30** | Please Note: Level 1 registration for January session closes December 7, 2022.

<table>
<thead>
<tr>
<th>Daytime Cohort Dates</th>
<th>Level</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11 - March 10; March 13 - May 19; May 30 - July 28</td>
<td>1</td>
<td>Monday - Friday</td>
<td>8:30 am - 4:00 pm</td>
<td>407 / 408</td>
</tr>
<tr>
<td>January 11 - March 10; March 13 - May 19; May 30 - July 28</td>
<td>2, 3</td>
<td>Monday - Friday</td>
<td>8:30 am - 4:00 pm</td>
<td>Salon</td>
</tr>
</tbody>
</table>

Evening / Saturday Cohort Dates

<table>
<thead>
<tr>
<th>Level</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Monday - Thursday, Saturday</td>
<td>M - Th: 5:30 pm - 9:00 pm, Sat: 8:30 am - 4:00 pm</td>
<td>407 / 408</td>
</tr>
<tr>
<td>2, 3</td>
<td>Monday - Thursday, Saturday</td>
<td>M - Th: 5:30 pm - 9:00 pm, Sat: 8:30 am - 4:00 pm</td>
<td>Salon</td>
</tr>
</tbody>
</table>
Esthetician Certificate Program (minimum 600 hours)

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

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

Start Dates: January 11; March 10; May 30 | Please Note: Level 1 registration for January session closes December 7, 2022.

<table>
<thead>
<tr>
<th>Daytime Cohort Dates</th>
<th>Level</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11 - March 10; March 13 - May 19; May 30 - July 28</td>
<td>1 &amp; 2</td>
<td>Monday - Friday</td>
<td>8:30 am - 2:00 pm</td>
<td>102 / 103</td>
</tr>
<tr>
<td>January 11 - March 10; March 13 - May 19; May 30 - July 28</td>
<td>3</td>
<td>Monday - Friday</td>
<td>8:30 am - 2:00 pm</td>
<td>Salon</td>
</tr>
</tbody>
</table>

Manicurist Certificate Program (minimum 400 hours)

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

Level 1 Course Fee: $1,105 | Level 2 Course Fee: $1,050 per level

Start Dates: January 11; March 10; May 30 | Please Note: Level 1 registration for January session closes December 7, 2022.

<table>
<thead>
<tr>
<th>Daytime Cohort Dates</th>
<th>Level</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 11 - March 10; March 13 - May 19; May 30 - July 28</td>
<td>1</td>
<td>Monday - Friday</td>
<td>8:30 am - 2:00 pm</td>
<td>104</td>
</tr>
<tr>
<td>January 11 - March 10; March 13 - May 19; May 30 - July 28</td>
<td>2</td>
<td>Monday - Friday</td>
<td>8:30 am - 2:00 pm</td>
<td>Salon</td>
</tr>
</tbody>
</table>
HAIR SERVICES

FREE SHAMPOO WITH ALL HAIR SERVICES

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

HAIR COLOR SERVICES*

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

CHEMICAL SERVICES

Classic Perm .................................. $20 & Up
Spiral Perm .................................. $30 & Up
Keratin Treatment ............................ $50 & Up

MEN’S SERVICES

Shave .......................................... $8
Beard Trim ................................... $8
Line Up ....................................... $8
Bald Shave .................................. $10
Fade .......................................... $10
Men’s Haircut ................................ $10

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

SKIN SERVICES

FACIALS

Basic Facial (45 Minutes) .................. $30
Includes double cleanse, exfoliation, extraction, face massage, face mask, toner serum, moisturizer & SPF

Custom Facial (60 Minutes) ............... $45 & Up
Includes consultation, double cleanse, exfoliation, extraction, face massage, or body mask, body massage, toner, serum, moisturizer & SPF

The Works (90 Minutes) ................... $55
Includes consultation, double cleanse, exfoliation, extraction, face massage, mask, modality, second mask, toner serum, moisturizer & SPF

Add-Ons .................................... $10
Modality .................................... $15

WAXING

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

MAKEUP SERVICES

Makeup ....................................... $20 & Up
Strip Lash Application ..................... $5
Individual Lash Application ............. $15

NAIL SERVICES

Polish Change ................................ $5
Polish Change Gel ........................... $7
Basic Manicure .............................. $10
Gel Manicure ................................. $15
Spa Manicure ................................. $15
Spa Gel Manicure ........................... $20
Basic Pedicure ............................... $10
Basic Gel Pedicure .......................... $15
Spa Pedicure ................................ $15
Full Set Acrylics ............................. $20
Acrylics Fill ................................ $15
Pink and White Full Set ................... $25
Pink and White Fill ........................ $15
Nail Art Per Nail ............................. $1
Do you want to improve your English skills? Would you like to have better communication with your neighbors and friends? Is your goal to get a job or a promotion? Do you need help preparing for the USCIS citizenship exam? We provide both morning and evening classes for Beginning through Advanced ESL. Based upon individual student goals and designed to meet each person’s language-learning needs, our highly qualified instructors will help you prepare for academic, career-technical, and personal growth opportunities. Our classes teach to all levels from beginning through advanced, and cover reading and writing skills, grammar, context and fluency. **All ESL and Citizenship Classes are FREE.**

### English as a Second Language (ESL)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL - Day</td>
<td>305</td>
<td>January 23 - June 1</td>
<td>M-Th</td>
<td>9:00 am - 12:00 pm</td>
<td>Free</td>
<td>(1)</td>
</tr>
<tr>
<td>ESL - Evening</td>
<td>305</td>
<td>January 23 - June 1</td>
<td>M-Th</td>
<td>5:30 pm - 8:30 pm</td>
<td>Free</td>
<td>(1)</td>
</tr>
<tr>
<td>ESL - Distance Learning</td>
<td>211 / Online</td>
<td>January 23 - June 1</td>
<td>M-Th</td>
<td>Determined by instructor</td>
<td>Free</td>
<td>(1)</td>
</tr>
<tr>
<td>ESL - Citizenship L1 - Beginning Level</td>
<td>205</td>
<td>January 23 - June 1</td>
<td>Fri</td>
<td>9:00 am - 12:30 pm</td>
<td>Free</td>
<td>(2)</td>
</tr>
<tr>
<td>ESL - Citizenship L2 - Intermediate Level &amp; Above</td>
<td>205</td>
<td>January 23 - June 1</td>
<td>Weds</td>
<td>5:30 pm - 8:30 pm</td>
<td>Free</td>
<td>(2)</td>
</tr>
</tbody>
</table>

(1) ESL students will be pre-tested at registration and must post-test prior to exiting the program or at the end of classes. CASAS score is used to place students in the appropriate level ESL class (low, intermediate, high).  
(2) ESL Citizenship classes require lawful permanent resident status (Green Card) for at least 4 years, or 2 years if married to a U.S. citizen for at least 3 years. Level 1 is for beginning level English. Level 2 is for Intermediate to Advanced level English.

### ESL Integrated Education and Training (IET)

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

#### ESL - IET: General Office Clerk

Learn Microsoft Windows 10, Word, Excel, email, 10-key, and increased typing speed to prepare for a career in local offices. You will receive help with vocabulary, test preparation, and writing.

#### ESL - IET: Machine Technology

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESL - IET: General Office Clerk</td>
<td>305</td>
<td>TBD</td>
<td>TBD</td>
<td>TBD</td>
<td>$200</td>
<td>(1)(2)</td>
</tr>
<tr>
<td>ESL - IET: Machine Technology</td>
<td>305</td>
<td>January 23 - June 1</td>
<td>T, Th</td>
<td>5:30 pm - 8:30 pm</td>
<td>$480(3)</td>
<td>(1)(3)</td>
</tr>
</tbody>
</table>

(1) ESL IET - 210+ CASAS test score prior to enrollment.
(2) ESL - IET: General Office Clerk typing speed of 20 WPM prerequisite.
(3) ESL - IET: Machine Tech safety equipment and tools extra.
"The future depends on what you do today."
- Mahatma Gandhi

So...what are you waiting for?

The Job & Career Center can help with:

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

We provide one-on-one support as well as in-depth workshops for resume writing, job search campaigning, and interview preparation. These services are **FREE** of charge to our currently enrolled students and recent graduates of Simi Institute.

Prefer contactless communication? We are happy to offer support via phone, email, and Zoom meetings.

For more information, contact:
sandra.knox@simivalleyusd.org
805.579.6200, ext. 1629

Room 204 | See Website for Hours

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**Now Hiring!**

**Explore Exciting Career Opportunities at Simi Institute**

Would you like to make a difference in the lives of adults in our community? We are currently seeking qualified instructors for the following programs:

• Certified Nursing Assistant
• Barber, Cosmetologist, Esthetician, Manicurist
• English as a Second Language (ESL)
• Respiratory Therapy - Clinical Coordinator
• Respiratory Therapy - Clinical Instructor
• Welding

To learn more and apply, please visit the Employment Opportunities page on our website: SimiInstitute.org
Machine Technology

Open Entry Program - ENROLL ANY TIME - morning, noon or evening. $480 fee covers 3-month access. Certification may take additional time beyond 3 months. Hands-on, no previous experience required. National Institute for Metalworking Skills (NIMS) credentials available. Books and supplies may be required in addition to fees listed. Visit our website or Room 606 for more details, or call 805.579.6200, ext. 1766.

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

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

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Shop Open Lab</td>
<td>606</td>
<td>Open-entry: enrol any time</td>
<td>Monday - Thursday</td>
<td>8:00 am - 9:00 pm</td>
<td>$480</td>
<td>See Course Progress Above</td>
</tr>
<tr>
<td>Advanced CNC Programming Concepts</td>
<td>606</td>
<td>TBD</td>
<td>Saturday</td>
<td>9:00 am - 2:00 pm</td>
<td>$230</td>
<td>Prior CNC work experience or education</td>
</tr>
</tbody>
</table>

National Institute for Metalworking Skills (NIMS) Certified Testing Center

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

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

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

Call 805.579.6200, ext. 1766 for more information.
**OSHA 10-Hour & Cal/OSHA - General Industry**

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

Each training program is held on two consecutive Saturdays. For more information, call 805.579.6200, ext. 1766

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>OSHA 10-Hour Training Course - General Industry</td>
<td>606</td>
<td>TBD</td>
<td>Saturday</td>
<td>8:00 am - 1:30 pm</td>
<td>$125</td>
<td>None</td>
</tr>
<tr>
<td>Cal/OSHA Training Course - General Industry</td>
<td>606</td>
<td>TBD</td>
<td>Saturday</td>
<td>8:00 am - 1:30 pm</td>
<td>$125</td>
<td>None</td>
</tr>
</tbody>
</table>

**Upholstery**

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

**Technical Skills**

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upholstery Session 1</td>
<td>604</td>
<td>January 24 - March 16</td>
<td>T, W, Th</td>
<td>9:00 am - 2:00 pm</td>
<td>$280</td>
<td>None</td>
</tr>
<tr>
<td>Upholstery Session 2</td>
<td>604</td>
<td>April 4 - May 25</td>
<td>T, W, Th</td>
<td>9:00 am - 2:00 pm</td>
<td>$280</td>
<td>None</td>
</tr>
</tbody>
</table>
Welding

Simi Institute is proud to offer a fully comprehensive 6-month Welding program. One low fee covers all instructional hours, lab consumable gases and metals, up to four certification exams, and a full set of gears, tools, and books aligned with the students’ industry pathway of choice. All students will gain an understanding of the tools and techniques involved in welding as a trade and career. Students will complete training in safety around the tools and gases, basic technical print reading, welding symbols, and shop math. Students will also learn how to perform basic welding techniques using the Oxy-Acetylene and one of four industry pathways of their choice. **Course Fee: $2,800 per Industry Pathway.**

For more information about the Welding courses below, please call [805.579.6200 ext. 1606](tel:805.579.6200 ext. 1606).

### Industry Pathways (6 month program)

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

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

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Session Days &amp; Times (Choose One)</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welding for Aerospace / Automotive Trades &amp; Careers</td>
<td>605</td>
<td>Open-entry; enrollment date dependent on wait list</td>
<td>M-Fri: 8:00 am - 12:00 pm; OR M-Fri: 12:30 pm - 4:30 pm; OR M-Th: 5:00 pm - 9:00 pm &amp; Sat: 8:00 am - 4:00 pm</td>
<td>$2,800</td>
</tr>
<tr>
<td>Welding for Petrochemical / Pipefitting Trades &amp; Careers</td>
<td>605</td>
<td>Open-entry; enrollment date dependent on wait list</td>
<td>M-Fri: 8:00 am - 12:00 pm; OR M-Fri: 12:30 pm - 4:30 pm; OR M-Th: 5:00 pm - 9:00 pm &amp; Sat: 8:00 am - 4:00 pm</td>
<td>$2,800</td>
</tr>
<tr>
<td>Welding for Fabrication / Manufacturing Trades &amp; Careers</td>
<td>605</td>
<td>Open-entry; enrollment date dependent on wait list</td>
<td>M-Fri: 8:00 am - 12:00 pm; OR M-Fri: 12:30 pm - 4:30 pm; OR M-Th: 5:00 pm - 9:00 pm &amp; Sat: 8:00 am - 4:00 pm</td>
<td>$2,800</td>
</tr>
<tr>
<td>Welding for Construction / Building Trades &amp; Careers</td>
<td>605</td>
<td>Open-entry; enrollment date dependent on wait list</td>
<td>M-Fri: 8:00 am - 12:00 pm; OR M-Fri: 12:30 pm - 4:30 pm; OR M-Th: 5:00 pm - 9:00 pm &amp; Sat: 8:00 am - 4:00 pm</td>
<td>$2,800</td>
</tr>
</tbody>
</table>
Welding Certification Exams

City of Los Angeles,
Department of Building & Safety
- D1.1 SMAW Structural Welding Code - Steel
- D1.1 FCAW Structural Welding Code - Steel
- D1.3 SMAW Structural Welding Code - Sheet Steel
- D1.3 FCAW Structural Welding Code - Sheet Steel

Military Specifications
- Mil Std.1595A GTAW Group IB Alloy Steels
- Mil Std.1595A GTAW Group IIA Stainless Steel
- Mil Std.1595A GTAW Group IIII Nickel Base Alloys
- Mil Std.1595A GTAW Group IV Aluminum
- Mil Std.1595A GTAW Group VI Titanium
- Mil Std.1595A GTAW Group IA Steel

American Society of Mechanical Engineers
- ASME GTAW 316L Stainless Steel 6G Tubing
- ASME GTAW/SMAW 6"SCH 80 6G Carbon Steel
- ASME GTAW 6"SCH 80 6G Carbon Steel
- ASME GTAW 2" 6G 4130 Chromolly
- ASME SMAW E6010-E7018 6"SCH80 6G Carbon Steel

American Petroleum Institute
- API 1104 6G SCH 40 Pipe Certification

American Welding Society
- AWS D1.1 SMAW Structural Welding Code - Steel
- AWS D1.1 FCAW Structural Welding Code - Steel
- AWS D1.1 FCAW-G Structural Welding Code - Steel
- AWS D1.1 GMAW Structural Welding Code - Steel
- AWS D1.2 GMAW Structural Welding Code - Aluminum
- AWS D1.2 GTAW Structural Welding Code - Aluminum
- AWS D1.3 SMAW Structural Welding Code - Sheet Steel
- AWS D1.3 FCAW Structural Welding Code - Sheet Steel
- AWS D1.3 GMAW Structural Welding Code - Sheet Steel
- AWS D1.3 Bridge Welding Code
- AWS D1.5 SMAW Bridge Welding Code
- AWS D1.5 FCAW Bridge Welding Code
- AWS D1.8 SMAW Structural Welding Code - Seismic
- AWS D1.8 FCAW Structural Welding Code - Seismic
- AWS D17.1 GTAW Group IB Alloy Steels
- AWS D17.1 GTAW Group IIA Stainless Steel
- AWS D17.1 GTAW Group IIII Nickel Base Alloys
- AWS D17.1 GTAW Group IV Aluminum Alloys
- AWS D17.1 GTAW Group VI Titanium

For more information on welding certification testing, please call
805.579.6200 ext. 1606
Medical Programs

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

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

Licensing Requirements: In addition to program completion and clinical requirements, proof of U.S. High School diploma or equivalent, passing licensure exam score, and additional items may be required for licensure in California. For NCCT Testing information and dates, see page 2.

Simi Institute’s Medical Career Programs now have National College Credit Recommendation Service (NCCRS) College Credit Recommendations associated with them!

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

Basic Life Support (BLS) CPR & AED Training for Healthcare Professionals

One-day Saturday class. This American Heart Association (AHA) course content includes Adult, Child and Infant CPR as well as AED use for those whom are healthcare providers or who intend to enter the healthcare profession.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>410</td>
<td>February 11; April 22</td>
<td>Saturday</td>
<td>9:00 am - 4:00 pm</td>
<td>$90, includes textbook &amp; card</td>
<td>None</td>
</tr>
</tbody>
</table>

Certified Nursing Assistant

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom</td>
<td>January 24 - May 24</td>
<td>Tues &amp;  Weds</td>
<td>8:00 am - 2:30 pm</td>
<td>$1,300, including textbooks, supplies, uniforms, CPR training</td>
<td>5</td>
</tr>
<tr>
<td>Clinical</td>
<td>Offsite</td>
<td>Begins March 14</td>
<td>7:00 am - 2:30 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites: See top of page for clinical rotation requirements.

Electrocardiograph Technician (ECG / EKG) / Telemetry Technician

The ECG Technician (Telemetry Technician) provides critical information to physicians about patients’ heart health by preparing patients for procedures, operating machines, and measuring and recording heart rates and rhythms including arrhythmia (irregular heartbeat). The course also includes vital signs, medical terms, anatomy, and physiology. Students who successfully complete this course are eligible to take the NCCT’s ECG Exam.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>January 25 - May 31</td>
<td>Wednesday</td>
<td>5:00 pm - 9:00 pm</td>
<td>$830, includes textbook</td>
<td>6</td>
</tr>
</tbody>
</table>

Prerequisites: None. Medical Terminology is recommended but not required.
EMT - Emergency medical technicians (EMT) respond to emergency calls, perform medical services, and transport patients to medical facilities. EMT certification and work experience are also required for those seeking paramedic training. Upon successful completion of the course, students will receive an EMT-1 Course Completion Certificate from Simi Institute and will be eligible to take the computerized National Registry Exam. Clinical ride-along and ER externship experience included.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>508</td>
<td>Jan. 24 - June 3</td>
<td>T, Th, &amp; Sat</td>
<td>T, Th: 6:00 pm - 9:00 pm; Sat: 8:00 am - 4:00 pm</td>
<td>$1,185, includes EMT polo shirt &amp; textbooks*</td>
<td>6</td>
</tr>
</tbody>
</table>

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

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

EMT Accelerated - This course covers the same topics as the EMT course in a condensed timeframe. Upon successful completion, students will receive an EMT-1 Course Completion Certificate from Simi Institute and will be eligible to take the National Registry EMT Exam. Clinical ride-along and ER externship included.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>508</td>
<td>Feb. 6 - March 17</td>
<td>M, T, W, Fri, Sat</td>
<td>M, T, W: 8:00 am - 6:00 pm; Fri: 8:00 am - 4:30 pm; Sat: 8:00 am - 4:00 pm</td>
<td>$1,185, includes EMT polo shirt &amp; textbooks*</td>
<td>6</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>508</td>
<td>April 12 - 15</td>
<td>Weds - Sat</td>
<td>W &amp; Th: 8:00 am - 6:00 pm; Fri: 8:00 am - 4:30 pm, Sat: 8:00 am - 4:00 pm</td>
<td>$325</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>508</td>
<td>April 15</td>
<td>Saturday</td>
<td>8:00 am - 4:00 pm</td>
<td>$75</td>
</tr>
</tbody>
</table>

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

Medical administrative assistants complete a variety of administrative tasks in the offices of physicians, hospitals, and other healthcare facilities. Their duties vary with the location, specialty, and size of the practice. A person attending 25 hours per week should be able to complete this program in approximately 20 weeks. The following courses must be completed to earn this career certificate: Intro to Computers; Windows, Keyboarding (40wpm)*; Business English Review; Word Level 1; Medical Terminology; Medical Office Procedures.** For additional career certificate programs, see page 5.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td></td>
<td>Self-paced, 13 weeks enrollment starts on registration date.</td>
<td>M/W: 9:00 am - 8:00 pm; T/Th: 9:00 am - 5:00 pm; Fri: 9:00 am - 2:00 pm</td>
<td>$1,800, including uniform, textbooks, classroom supplies, CPR training</td>
<td>15 (optional clinical is additional 4)</td>
</tr>
</tbody>
</table>

*If the minimum typing speed is not met then speedbuilding courses must be taken until that speed and accuracy is attained.

**Course requirements may change without prior notice. Some courses may be waived upon demonstration of skills. Multiple open-entry sessions may be required.

Medical Assistant (Front & Back Office)

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>DAYTIME COHORT</td>
<td>Monday - Thursday, and Fridays beginning April 14</td>
<td>9:00 am - 12:30 pm</td>
<td>$1,800, including uniform, textbooks, classroom supplies, CPR training</td>
<td>15 (optional clinical is additional 4)</td>
</tr>
<tr>
<td></td>
<td>EVENING COHORT</td>
<td>Tuesday, Thursday, Saturday, and Mondays beginning April 3</td>
<td>T/Th: 6:00 pm - 9:00 pm; Sat: 8:30 am - 4:00 pm</td>
<td>$1,800, including uniform, textbooks, classroom supplies, CPR training</td>
<td>15 (optional clinical is additional 4)</td>
</tr>
</tbody>
</table>

Prerequisites: See page 16 for clinical rotation requirements.

Medical Assistant Plus Phlebotomy (New for Spring 2023!)

Medical assistants are responsible for supporting physicians and other healthcare professionals in patient care. They prep patients for exams, administer medications, perform injections, and perform non-invasive routine technical support services under the supervision of a licensed physician. Medical assistants with an add-on phlebotomist license can perform venipunctures and obtain lab samples for diagnostic testing.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>502</td>
<td>MEDICAL ASST: January 24 - June 3</td>
<td>Tuesday, Thursday, Saturday</td>
<td>6:00 pm - 9:00 pm</td>
<td>$2,955, including uniform, textbooks, classroom supplies, CPR training, externship</td>
<td>20 (optional clinical is additional 4)</td>
</tr>
<tr>
<td></td>
<td>PHLEBOTOMY: March 6 - May 24</td>
<td>Monday &amp; Wednesday</td>
<td>6:00 pm - 9:00 pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites: See page 16 for clinical rotation requirements.
Phlebotomists collect blood samples and units for laboratory tests, transfusions, donations, or research. Students must successfully complete the on-campus Basic Phlebotomy portion of the class in order to continue onto the Advanced Phlebotomy portion of the program. This course includes a one-week unpaid clinical externship.* Students successfully completing the Phlebotomy Program (basic, advanced, and externship) receive completion certificates and are eligible to take the NCCT Phlebotomy exam and apply for State Licensing. Students should be aware that blood withdrawal techniques are practiced on classmates throughout this course. For additional certification information, please see Laboratory Field Services (LFS) section at www.CDPH.ca.gov.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>Classroom Portion</td>
<td>Monday &amp; Wednesday</td>
<td>6:00 pm - 9:00 pm</td>
<td>$1,355, includes uniform, textbooks, classroom supplies, CPR training, clinical externship</td>
<td>5</td>
</tr>
</tbody>
</table>

*Prerequisites: See page 16 for clinical rotation requirements. *Completed after course dates listed.

Medical Insurance Billing & Coding - Online Classes

A medical billing clerk is responsible for billing patients and insurance companies, collecting co-pays, recording billing payments in the software system, and reconciling payments. These courses cover patient advocacy, ethics, current medicolegal issues, analysis of various types of documentation and the medical record, diagnostic (ICD-10-CM) and procedure (CPT/HCPCS) coding, basic commercial and government health-plan benefit structures and coverage requirements, types of managed care systems, completion of CMS-1500 claim form, ledger transactions, insurance communications, tracking reimbursement and appeals process. See website for more information and additional online classes.

- Medical Billing Specialist
- Medical Billing Specialist with Electronic Health Records
- Medical Billing and Coding
- ICD-10 Medical Coding
- Certified Electronic Health Records Specialist
- Certified Inpatient Coder
- Certified Outpatient Coder
- Certified Electronic Health Records Specialist + Medical Terminology

Medical Terminology (Self-Paced, Start Anytime)

This open-entry, self-paced course teaches the language of medicine applicable to all health care occupations, including basic medical word roots, combining forms, prefixes, suffixes, abbreviations, and pronunciation. This self-paced course includes non-technical explanations and provides students with a working knowledge of terms used in anatomy, physiology, pathology, clinical procedures, and laboratory tests. No prerequisites.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>201</td>
<td>Register anytime. Open-entry, self-paced. 13 weeks enrollment starts on registration date.</td>
<td>Self-paced</td>
<td>M/W: 9:00 am - 8:00 pm  T/Th: 9:00 am - 5:00 pm  Fri: 9:00 am - 2:00 pm</td>
<td>$299, includes textbook</td>
<td>3</td>
</tr>
</tbody>
</table>

Pharmacy Technician (Now Includes Clinical Externship!)

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
</table>
| 503  | Classroom: January 24 - June 3  
Classicals: Begin April 27 | Classroom: Tues, Weds &Thurs (only Thursday classes beginning May 4)  
Classicals: Sunday - Saturday (schedules vary*) | Classroom: 5:30 pm - 9:00 pm  
Classicals: Hours TBD | $1,800, includes textbooks, scrub set, classroom supplies & CPR training | 15 |

*Clinical schedules vary per student and location. Depending on student's clinical schedule, additional clinical days / evenings may be required during the Summer semester (June 5 - August 5, 2023).

Prerequisites: See page 16 for clinical rotation requirements.

Phlebotomist

Phlebotomists collect blood samples and units for laboratory tests, transfusions, donations, or research. Students must successfully complete the on-campus Basic Phlebotomy portion of the class in order to continue onto the Advanced Phlebotomy portion of the program. This course includes a one-week unpaid clinical externship.* Students successfully completing the Phlebotomy Program (basic, advanced, and externship) receive completion certificates and are eligible to take the NCCT Phlebotomy exam and apply for State Licensing. Students should be aware that blood withdrawal techniques are practiced on classmates throughout this course. For additional certification information, please see Laboratory Field Services (LFS) section at www.CDPH.ca.gov.

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>106</td>
<td>Classroom Portion: March 6 - May 24</td>
<td>Monday &amp; Wednesday</td>
<td>6:00 pm - 9:00 pm</td>
<td>$1,355, includes uniform, textbooks, classroom supplies, CPR training, clinical externship</td>
<td>5</td>
</tr>
</tbody>
</table>

*Prerequisites: See page 16 for clinical rotation requirements. *Completed after course dates listed.
Respiratory Therapy Associates Degree / Bachelor’s Degree Program

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

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

This intensive SICE Respiratory Therapy program includes courses in math and science, anatomy and physiology, medical terminology, microbiology and infection control, foundations of respiratory care, applied anatomy and physiology, assessment of respiratory disorders, cardiopulmonary disease and pharmacology, airway management and therapy, acute and critical care, preventative and long-term care, exam preparation, and clinical experiences in area hospitals. See page 16 for more details about clinical requirements. Associates / Bachelor’s degree from Excelsior University has additional course requirements. See the application packet for more details.

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days+</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>703 &amp; 704</td>
<td>June 2023 - June 2025</td>
<td>On-campus classes are held Monday - Friday Externship shift days may include weekends.</td>
<td>RT classes are held on campus between 8:00 am - 4:00 pm Externship site hours vary. May include evenings.</td>
<td>Year 1 SICE Fees*: $12,050 ($50 application fee; $4,000 Summer Term 2023; $4,000 Fall Term 2023; $4,000 Spring Term 2024). Includes SICE Respiratory Therapy courses, uniforms, textbooks, required course materials, CPR training &amp; certification, Fire Card, background check, and drug screening. Year 2 SICE Fees: $250 (Summer Term 2024). Includes all Year 2 SICE Respiratory Therapy courses, credentialing exam preparation course, and clinical externship.</td>
<td>54</td>
</tr>
</tbody>
</table>

*Additional Fees: Please read the application packet for Excelsior University fees and more information on additional costs associated with clinical preparation (such as physical and immunizations), the completion of associates degree, credentialing exam, and obtaining licensure as an RT in California.

+Excelsior University courses are offered online and with flexible schedules. Transfer credits from other accredited universities are also accepted for most courses.

Prerequisites: U.S. high school diploma or equivalent. Speak, read, and write English at a college level.

APPLICATION SUBMISSION DEADLINE:
MARCH 10, 2023 | 3:00 PM

- Application packets will be available to download online and to pick up in the Counseling Office (Room 402) starting Tuesday, January 17, 2023.
- A non-refundable application fee of $50 is required for each program applied for (Respiratory Therapy or Surgical Technology) and must be paid at the time of application submission.
Surgical Technology Associates Degree / Bachelor’s Degree Program (New!)

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

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

IMPORTANT: Students who enter the program in June 2023 will have the option of completing a non-degree “Certificate Only” surgical technology program at SICE. Cohorts who enter after June 2023 will need to earn the AA or BA degree. This is a national change in training requirements by CAAHEP and ARC/STSA.

This intensive SICE Surgical Technology program includes math and science, anatomy and physiology, medical terminology, microbiology and infection control, introduction to surgical technology, principles of surgical technology, surgical procedures, career preparation, exam review, and clinical experiences in area hospitals and surgery centers. See page 16 for more details about clinical requirements. See the application packet for more details.

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

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

<table>
<thead>
<tr>
<th>Room</th>
<th>Dates</th>
<th>Days+</th>
<th>Times</th>
<th>Fees</th>
<th>NCCRS Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>501</td>
<td>June 2023 - October 2024</td>
<td>On-campus classes are held Monday - Friday</td>
<td>ST classes are held on campus between 8:00 am - 4:00 pm</td>
<td>Year 1 SICE Fees*: $10,550 ($50 application fee; $3,500 Summer Term 2023; $3,500 Fall Term 2023; $3,500 Spring Term 2024). Includes SICE Surgical Technology courses, uniforms, textbooks, required course materials, CPR training &amp; certification, Fire Card, background check, drug screening, AST membership, certification exam application and clinical externship.</td>
<td>54</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Externship shift days may include weekends.</td>
<td>Externship site hours vary. May include evenings.</td>
<td>Year 2 SICE Fees: $250 (Summer Term 2024). Includes all Year 2 SICE Surgical Technology courses, credentialing exam preparation course, and clinical externship.</td>
<td>Please Note: SICE fees pending SVUSD Board approval.</td>
</tr>
</tbody>
</table>

*Excelsior University courses are offered online and with flexible schedules. Transfer credits from other accredited universities are also accepted for most courses. Prerequisites: U.S. high school diploma or equivalent. Speak, read, and write English at a college level.

APPLICATION SUBMISSION DEADLINE:
MARCH 10, 2023 | 3:00 PM

• Application packets will be available to download online and to pick up in the Counseling Office (Room 402) starting Tuesday, January 17, 2023.
• A non-refundable application fee of $50 is required for each program applied for (Respiratory Therapy or Surgical Technology) and must be paid at the time of application submission.
**Parent & Child Cooperative Classes**

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

**Registration Information**

Parents must register in-person in Room 301. A $75 deposit is required to hold your spot with the remaining balance due by January 16, 2023.

**Please Note**

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

**Contact**

Please call 805.579.6200, ext. 1624 for availability.

<table>
<thead>
<tr>
<th>Age Requirement</th>
<th>Dates</th>
<th>Day(s)</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
<th>Teacher</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Young Toddlers</strong>&lt;br&gt;12 mos. - 18 mos.</td>
<td>Date of birth: Mar. 1, 2021 - Sept. 1, 2021</td>
<td>January 25 - May 31</td>
<td>Wednesday</td>
<td>9:00 am - 11:00 am</td>
<td>507</td>
<td>$250</td>
</tr>
<tr>
<td><strong>Older Toddlers</strong>&lt;br&gt;18 mos. - 24 mos.</td>
<td>Date of birth: Aug. 31, 2020 - Feb. 28, 2021</td>
<td>January 26 - June 1</td>
<td>Thursday</td>
<td>9:00 am - 11:30 am</td>
<td>507</td>
<td>$260</td>
</tr>
<tr>
<td><strong>2 Years Old - Tuesday</strong></td>
<td>Age 2 by Sept. 1, 2022</td>
<td>January 24 - May 30</td>
<td>Tuesday</td>
<td>9:00 am - 12:00 pm</td>
<td>505</td>
<td>$280</td>
</tr>
<tr>
<td><strong>3 Years Old T/Th</strong></td>
<td>Age 3 by Sept. 1, 2022</td>
<td>January 24 - June 1</td>
<td>Tuesday &amp; Thursday</td>
<td>9:00 am - 12:30 pm</td>
<td>506</td>
<td>$410</td>
</tr>
<tr>
<td><strong>3.5 - 5 Years Old M/W/F</strong></td>
<td>Age 3 by Mar. 1, 2022</td>
<td>January 23- June 2</td>
<td>Monday, Wednesday, &amp; Friday</td>
<td>9:00 am - 12:30 pm</td>
<td>Justin Early Learners Academy (JELA)</td>
<td>$600</td>
</tr>
<tr>
<td><strong>3.5 - 5 Years Old T/Th</strong></td>
<td>Age 3 by Mar. 1, 2022</td>
<td>January 24 - June 1</td>
<td>Tuesday &amp; Thursday</td>
<td>9:00 am - 12:30 pm</td>
<td>Justin Early Learners Academy (JELA)</td>
<td>$410</td>
</tr>
</tbody>
</table>
Special Interest Programs

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

Finance and Notary Classes

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Investing / Stock Market Boot Camp</td>
<td>510</td>
<td>April 12 - 26; or May 3 - 17</td>
<td>Wednesday</td>
<td>6:00 pm - 8:00 pm</td>
<td>$35</td>
<td>None</td>
</tr>
<tr>
<td>California Notary Public</td>
<td>510</td>
<td>February 11; or May 20</td>
<td>Saturday</td>
<td>7:30 am - 2:15 pm</td>
<td>$100 (1)</td>
<td>Valid photo ID</td>
</tr>
</tbody>
</table>

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

Foreign Language: Spanish in the Workplace

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

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

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

**Spanish in the Workplace III** - Semester Class. Advanced class which builds on previously learned language and conversational skills in the workplace. Increase your Spanish communication and comprehension.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish 1A</td>
<td>512</td>
<td>January 24 - May 23</td>
<td>T</td>
<td>6:00 pm - 8:30 pm</td>
<td>$129</td>
<td>None</td>
</tr>
<tr>
<td>Spanish 1B</td>
<td>512</td>
<td>January 25 - May 24</td>
<td>W</td>
<td>6:00 pm - 8:30 pm</td>
<td>$129</td>
<td>None</td>
</tr>
<tr>
<td>Spanish II</td>
<td>512</td>
<td>January 26 - May 25</td>
<td>Th</td>
<td>6:00 pm - 8:30 pm</td>
<td>$129</td>
<td>None</td>
</tr>
<tr>
<td>Spanish III</td>
<td>512</td>
<td>January 26 - May 25</td>
<td>Th</td>
<td>6:00 pm - 8:30 pm</td>
<td>$129</td>
<td>None</td>
</tr>
</tbody>
</table>
**Health & Safety**

**Boating Safety Course** - This 8-hour Boat America certificate class taught by members of the Coast Guard Auxiliary is approved by the National Association of State Boating Law Administrators and fulfills the requirements for a California Boater Card. Topics include types of boats, boating law, safety equipment, safe operation and navigation, boating emergencies, trailering, and sports boating. Per the California State Parks Division of Boating and Waterways, all boat operators will be required to carry a CA Boater Card by January 1, 2025. See website for upcoming course dates.

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

**Prerequisite:** Read, speak and write English at 8th grade level

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boating Safety</td>
<td>211</td>
<td>TBD</td>
<td>Sat</td>
<td>See website for details</td>
<td>$25</td>
<td>None</td>
</tr>
<tr>
<td>Basic Life Support (BLS) CPR &amp; AED Training for Healthcare Professionals</td>
<td>508</td>
<td>February 11; or April 22</td>
<td>Sat</td>
<td>10:00 am - 2:00 pm</td>
<td>$65</td>
<td>See Above</td>
</tr>
</tbody>
</table>

**Motorcycle Rider Education**

**Motorcycle Rider Education: Beginner and Intermediate** - One weekday plus one weekend course: Thursday (classroom), Saturday and Sunday (range). Provides motorcyclist training as approved by the CHP for beginning and returning riders to get their motorcycle license. Visit [www.mre-corp.com](http://www.mre-corp.com) or call 805.389.5303 for further information and complete schedule. Learn the rules of the road on Thursdays, and get safe riding time and coaching on Saturday and Sunday.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motorcycle Beginner Under 21</td>
<td>702 and Parking Lot</td>
<td>See website for details.</td>
<td>See website for details.</td>
<td>See <a href="http://mre-corp.com">mre-corp.com</a> for details.</td>
<td>$295</td>
<td>None</td>
</tr>
<tr>
<td>Motorcycle Beginner Over 21</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$350</td>
<td>None</td>
</tr>
<tr>
<td>Motorcycle Intermediate</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$250</td>
<td>None</td>
</tr>
</tbody>
</table>
Real Estate Agent / Broker (On-Campus)

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

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

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

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Real Estate Practice</td>
<td>210</td>
<td>T, Th</td>
<td>6:00 pm - 9:00 pm</td>
<td>$280</td>
<td>None</td>
</tr>
<tr>
<td>Real Estate Principles</td>
<td>210</td>
<td>T, Th</td>
<td>6:00 pm - 9:00 pm</td>
<td>$280</td>
<td>None</td>
</tr>
<tr>
<td>Property Management</td>
<td>210</td>
<td>T, Th</td>
<td>6:00 pm - 9:00 pm</td>
<td>$295*</td>
<td>None</td>
</tr>
</tbody>
</table>

*Includes textbook.

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

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

ONLINE CAREER TRAINING PROGRAMS

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

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

INSTRUCTOR-LED ONLINE SHORT COURSES

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

- 6 Week Format
- Discussion Areas
- Monthly Start Sessions
- Expert Instructors

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

careertraining.ed2go.com/sicectp

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

ed2go.com/sice
Online Classes

Popular Short-Term Courses (6 Weeks)

Work at your own pace from home around your busy schedule! See the full list list of classes at: ed2go.com/sice/

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

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

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

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

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

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

Writing & Publishing
- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Beginning Writer’s Workshop
- Introduction to Screenwriting
- Writing Essentials
Online Classes

Courses That Lead to Industry-Recognized Certifications

Enroll today at: careertraining.ed2go.com/sicectp/training-programs

Business

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

Hospitality

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

Information Technology

- AWS System Operations Certification
- Certified Ethical Hacker - Certified Information Security Management (CISM)
- Certified Information Systems Auditor (CISA)
- Certified Information Systems Security Professional (CISSP)
- Certified Penetration Testing Professional (CPent)
- Cisco CCNA Certification Training
- CompTIA Advanced Security Practitioner (CASP)
- CompTIA Certification Training: A+, Network+, Security+
- CompTIA Cloud Essentials+
- CompTIA Project+
- CompTIA A+ Certification Training
- CompTIA Cloud+ Certification Training
- Help Desk Analyst: Tier 1 Support Specialist
- Information Security Training
- IT Foundations Bundle

Construction & Trades

- HVAC/R Technician
- Certified Indoor Environmentalist Prep
- Certified Indoor Air Quality Management

Marketing & Sales

- Certified Digital Marketing Fundamental
- Certified Digital Marketing Professional

Fitness

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

Medical

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

### Popular Career Training Courses

These online courses are offered through Simi Institute. For more information, visit us online at SimiInstitute.org and click on Online Courses, then Online Career Training Programs.

## Business Online

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

## Child Development Online

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child Development Associate - Center-Based</td>
<td>Online</td>
<td>6 months - Start Anytime</td>
<td></td>
<td></td>
<td>$1,295</td>
<td>None</td>
</tr>
</tbody>
</table>

## Computer Technology Online

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Information System Auditor (CISA)</td>
<td>Online</td>
<td>6 months - Start Anytime</td>
<td></td>
<td></td>
<td>$1,395</td>
<td>Experience in IT Auditing recommended</td>
</tr>
<tr>
<td>CompTIA Certification Training: A+, Network+, Security+</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$3,995</td>
<td>None, but practice in field before taking exams recommended - see website</td>
</tr>
<tr>
<td>Full Stack Software Developer</td>
<td>Online</td>
<td>18 months - Start Anytime</td>
<td></td>
<td></td>
<td>$3,495</td>
<td>None</td>
</tr>
<tr>
<td>Marketing Design</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$3,295</td>
<td>High school diploma or equivalent recommended</td>
</tr>
<tr>
<td>Oracle SQL and PL/SQL + Python Developer + Java Programmer</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,595</td>
<td>None</td>
</tr>
<tr>
<td>Video Game Design &amp; Development</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,145</td>
<td>Familiar with computers and high school level math recommended</td>
</tr>
</tbody>
</table>

## Medical and Health Online

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Medical Administrative Assistant</td>
<td>Online</td>
<td>6 months - Start Anytime</td>
<td></td>
<td></td>
<td>$1,895</td>
<td>None</td>
</tr>
<tr>
<td>Certified Medical Administrative Assistant with Medical Billing and Coding</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$3,695</td>
<td>None</td>
</tr>
<tr>
<td>Certified Professional Life Coach</td>
<td>Online</td>
<td>6 months - Start Anytime</td>
<td></td>
<td></td>
<td>$1,895</td>
<td>None</td>
</tr>
<tr>
<td>Medical Billing Specialist</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,495</td>
<td>None</td>
</tr>
<tr>
<td>Nutrition for Optimal Health, Wellness &amp; Sports</td>
<td>Online</td>
<td>6 months - Start Anytime</td>
<td></td>
<td></td>
<td>$1,995</td>
<td>None</td>
</tr>
<tr>
<td>Optician Certification Training</td>
<td>Online</td>
<td>6 months - Start Anytime</td>
<td></td>
<td></td>
<td>$1,995</td>
<td>High School Diploma or equivalent</td>
</tr>
</tbody>
</table>
### Construction & Machine Servicing Online

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Technician (Tools Included)</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,845</td>
<td>None</td>
</tr>
<tr>
<td>Home Inspection Certificate</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,495</td>
<td>None</td>
</tr>
<tr>
<td>HVAC/R Technician</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,895</td>
<td>High School Diploma or equivalent recommended</td>
</tr>
<tr>
<td>Residential Electrician (Tools Included)</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$3,145</td>
<td>None</td>
</tr>
</tbody>
</table>

### Environment & Energy Online

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Room</th>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Fees</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biofuel Production Operations</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,595</td>
<td>High School Diploma or equivalent</td>
</tr>
<tr>
<td>Chemical Plant Operations</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,595</td>
<td>High School Diploma or equivalent</td>
</tr>
<tr>
<td>Leadership in Energy &amp; Environmental Design (LEED)</td>
<td>Online</td>
<td>3 months - Start Anytime</td>
<td></td>
<td></td>
<td>$695</td>
<td>None</td>
</tr>
<tr>
<td>Natural Gas Plant Operations</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,595</td>
<td>High School Diploma or equivalent</td>
</tr>
<tr>
<td>Oil Refinery Operations</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,795</td>
<td>High School Diploma or equivalent</td>
</tr>
<tr>
<td>Power Plant Operations</td>
<td>Online</td>
<td>12 months - Start Anytime</td>
<td></td>
<td></td>
<td>$2,595</td>
<td>High School Diploma or equivalent</td>
</tr>
</tbody>
</table>

### Spring 2023 Calendar

**Spring Semester Begins**
- January 23, 2023
- School Closed (Martin Luther King, Jr. Day)
- Saturday, January 14 - Monday, January 16
- School Closed (President’s Day)
- Saturday, February 18 - Monday, February 20
- School Closed (Spring Recess)
- Monday, March 27 - Saturday, April 1
- School Closed (Good Friday)
- Friday, April 7 - Saturday, April 8
- School Closed (Memorial Day)
- Saturday, May 27 - Monday, May 29
- High School Diploma Graduation
- Thursday, June 1
Accreditation
Simi Institute for Careers & Education is a public non-profit adult education school fully accredited by the Western Association of Schools and Colleges (WASC). This Certificate of Accreditation is in Room 302. Our real estate, medical, and dental programs are also fully accredited by their specific accrediting boards. Career Technical Education programs at the Institute have been recognized as “Programs of Excellence” by the State of California Department of Education (CDE). In addition, the Academic Skills Center has been awarded a Certificate of Excellence by the CDE.

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

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

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

Refunds
FULL REFUNDS will only be made if a course is closed by the Simi Institute or if the days and/or times of the class are changed and the student cannot attend. Students facing a compelling reason for withdrawal may appeal for a refund using the form found on the website and in the Business Office (Room 301).

Book and Supply Purchases
Some books and supplies are included with course fees. Other books and supplies may be purchased in the Student Store, Room 601. Books or supplies required for a course may not be purchased until the first class meeting as course requirements may change. All sales, including books, are final. No refunds.
Rights and Responsibilities
At Simi Institute for Careers & Education, students have both rights and responsibilities.

Students have the right to:
- receive an education in a safe learning environment;
- fair, consistent, and respectful treatment from staff members and other students; and
- present complaints or grievances to school authorities through the Counseling Office (Room 402) and students will receive a reply within a reasonable period of time.

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

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

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

Simi Valley Unified School District
NON-DISCRIMINATION POLICY
SVUSD does not discriminate on the basis of age, gender, sexual orientation, ethnic group, race, ancestry, national origin, religion, color or disability in any program or activity.

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

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

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

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

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

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

Simi Institute courses are open to the public; however, adults have priority over high school students in all adult education courses (VI-AI9a)/[EC 52923[a]). Auditing of Simi Institute courses is not permitted.

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

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

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

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

Covid-19
Your safety is our highest priority. Face coverings and other safety protocols may be required.

Disclaimer
After publishing of the schedule of classes, it may be necessary to change times and locations of classes or to cancel class. We regret any inconvenience this may cause.
Become a productive member of a veterinary team! Topics include anatomy & physiology, animal restraint, laboratory sample collection, assisting in surgery & dentistry, taking radiographs, preparation, and client interactions.

225 hours.

Veterinary Assistant

Master the fundamentals of planning, orchestrating and delivering stunning weddings & parties. This program allows you to earn your certification as a professional wedding planner and offers the opportunity to put your new skills to work in an optional internship.

340 hours.

Certified Wedding Planner

Learn about the American legal system, how to conduct legal research, and legal interviews, how to perform legal analysis, and more. Your training will prepare you to become a legal secretary or paralegal, and to take the certification exam.

225 hours.

Certified Paralegal

This course provides an excellent foundation for not just the start-up business owner, but also for business owners and managers seeking a further understanding of some of the fundamental principles associated with owning and operating a start-up or established business.

200 hours.

Entrepreneurship: Start-Up & Business Owner Management

Are you seeking a career in a high-demand field with plenty of opportunity for advancement? This program will prepare you to take the Professional in Human Resources (PHR) exam, with HRCI (Human Resources Certification Institute) as the certifying body.

120 hours.

Human Resources Professional

To work in the translation field, being bilingual is a start but you also need to master translation skills. This course will train you to work as an English / Spanish translator and prepare you for the American Translators Association (ATA) certification exam.

100 hours.

Professional Translator

Learn the strategies and techniques needed to help clients break the cycle of addiction. This course is also certified by the International Association of Professional Recovery Coaches (IAPRC) and International Association of Peer Supporters (INAOPS).

60 hours.

Professional Recovery Coach

To enroll in these online courses, please visit careertraining.ed2go.com/sicectp
Spring Registration

Registration begins December 7, 2022.

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

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

Students may register for classes online at SimiInstitute.org

Spring Classes

Career Training

- Barbering
- Bookkeeping
- Business Technology
- Cosmetology
- Esthetician
- Machine Technology
- Manicuring
- Manufacturing
- Notary Public
- Cal/OSHA & OSHA-10
- Real Estate
- Upholstery
- Welding

Medical Careers

- Certified Nursing Assistant
- Electrocardiograph Technician (EKG)
- Emergency Medical Technician
- Medical Assistant
- Medical Insurance Billing
- Pharmacy Technician
- Phlebotomist
- Respiratory Therapist
- Surgical Technologist

We’re Hiring!

View current job openings on page 11.