

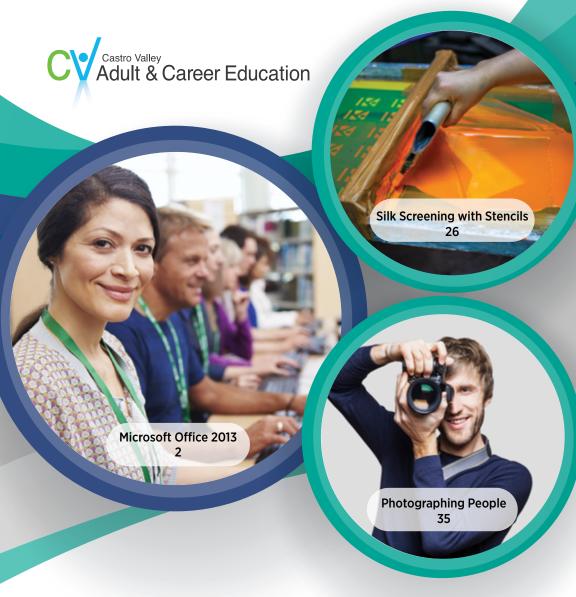
FALL 2018

Find Your Class Inside:

- 2 Careers in Healthcare
- 4 Microsoft Excel
- 20 Target Math

Join Ray and Conquer Your Fear of Math!

LEARN. GROW. ACHIEVE. www.cvadult.org | 510.886.1000



Back to School, at Any Age!

Kids don't have to be the only ones headed back to school this fall. You can join them and take advantage of the many great programs and classes we offer for adults. Fall is the perfect time to strengthen your reading and math skills, explore your options in our career education program, or study to be a United States citizen. Or, do something for yourself in one of our many Community Interest classes. Enroll in a fitness or cooking class, cook up some comfort food, or even learn how to interpret your dreams. Maybe now's the time to brush up on your Spanish or Italian, get your finances into shape, or become a pro at Excel or Microsoft Office. We invite you to explore our brochure and check out our website. This fall, it's your time! Hope to see you on campus.

Susi Pascay

Susie Passeggi, Director

Sham Draver

Sharon Travers, Assistant Principal

High School Diploma, GED & Basic Skills 20



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I was so nervous to come back to school after 20 years of being out of a class setting. The staff was so courteous and helpful. It made the process so easy to enjoy and learn. Thank you!" - Rachel V.

MEDICAL ACADEMY

CERTIFICATE PROGRAMS

Clinical Medical Assistant Program

Medical Office

Become a Clinical Medical Assistant in the growing and demanding area of healthcare! This program will prepare you to sit for the CCBMA and WCCT certification exams. Test prep included. Students will learn to perform clinical procedures including taking vital signs, preparing and administering injections, drawing blood, collecting specimens, taking electrocardiograms, recording and charting patient history, learning the practical applications of Electronic Health Records, preparing patients for x-rays and examinations, applying bandages and dressings, learning medical terminology and career development.

20% discount when you take Clinical Medical Assistant and Healthcare Administration at the same time.

Prerequisite(s): Students must have earned high school diploma or GED. Students must attend orientation (see below).

Note: Successful students will be offered the opportunity to enroll in an optional Clinical Medical Assistant Externship Program.

Textbook required. See book list on page 13.

Instructor: Dasalla, Sherman

No Class: 11/20, 11/22, 12/25, 12/27, 1/1, 1/3

Course No: 610103

Date Day Time Site Sess. Fee 10/16-4/4 Tu/Th 9-4:30pm 44 \$1850+text Rm 16

MANDATORY ORIENTATION

Clinical Medical Assistant/ Healthcare Administration Programs for Fall 2018



Are you interested in a career in the medical field? Learn about our Medical Academy Certificate Programs – Clinical Medical Assistant and Healthcare

Administration – by attending one of the following mandatory orientation dates:

Thursday, Sept 6 – from 6-9 pm, Room 10 Saturday, Sept 8 - from 9 am - 12pm, Room 10 Tuesday, Sept 11 – from 6-9 pm, Room 10

If interested in CMA/HCA, you will take a reading and math assessment. Upon successful completion, you will receive a registration appointment. If you are interested in any of our other medical courses beginning this fall, we will be covering this information during the first hour of orientation. Meet our instructors, ask questions, review course descriptions, and learn about the employment outlook and entrance requirements. Call to reserve your spot.

Call: (510) 886-1000 Cost: Free

Healthcare Administration Program

Healthcare Administrative Services

Learn the practical skills and knowledge needed to work in Healthcare Administration in medical front offices, hospitals (entry level admitting clerk or entry level unit ward clerk) or medical clinic settings. In this comprehensive program, you will learn basic medical office procedures and ethics, medical insurance billing and finance, coding (ICD), ICD-10 diagnostic and procedural coding, Electronic Health Records, Medical Terminology, how to interact with patients, families, physicians and healthcare providers, and career development. This program will prepare you to sit for the CCBMA and NCCT certification exams. 20% discount when you take Clinical Medical Assistant and Healthcare Administration at the same time.

Prerequisite(s): Students must have earned high school diploma or GED. Students must attend orientation (see below).

Note: Successful students who complete both modules of the Healthcare Administration program will be offered the opportunity to enroll in an optional Healthcare Administration Externship Program. This course is transferable to Las Positas and fulfills their requirements for BUSN77.

Textbook required. See book list on page 13.

Instructor: Dasalla, Sherman

No Class: 11/12, 11/19, 11/21, 12/24, 12/26, 12/31,

1/2. 1/21. 2/18 Course No: 620101

Date Dav Time Site Sess. Fee 10/15-3/4 M/W 9-4:30pm Rm 19 32 \$995+text

Externship Program

Medical Office

Students who have successfully completed their program, are recommended by their instructor, and have met the requirements to participate in an externship opportunity may spend 160 hours of practical application in a supervised health care setting. While externships are not required in order to take the state CMA exam, externships increase skill practice and employability. Students who qualify for an externship must pay an additional fee of \$295 for this optional program.

Prerequisite(s): Successful completion of Clinical Medical Assistant or Healthcare Administration Program, and instructor recommendation.

Requirement: Must pass a Live Scan fingerprint clearance and be current on required immunizations.

Date Time Site Sess. Fee Upon completion of CMA/HCA Program \$295

> SPANISH FOR MEDICAL **PROFESSIONALS** Online Class, see page 12

MEDICAL ACADEMY

COURSES



Healthcare Administration Foundations

Healthcare Administrative Services

Learn practical skills and knowledge needed to work in a physician's medical office, clinic or other medical setting. This course will prepare students with knowledge in basic anatomy, physiology, medical terminology, professional and interpersonal skills, medical law and ethics, computer concepts, telephone scheduling and techniques, patient reception, and daily operation of a medical office.

Note: A competency-based certificate will be awarded upon successful completion.

Prerequisite(s): Basic computer keyboarding skills. Must take and pass a math and reading assessment prior to enrolling in this course. Please call office at (510) 886-1000 to make an appointment.

Instructor: Dasalla, Sherman **No Class:** 11/12, 11/19, 11/21

Course No: 620700

 Date
 Day
 Time
 Site
 Sess.
 Fee

 10/15-12/10
 M/W
 9-4:30pm
 Rm 19
 14
 \$550+text

HEALTHCARE ADMINISTRATION
FOUNDATIONS AND HEALTHCARE
BILLING, CODING AND RECORDS
COURSES MAY BE AVAILABLE FOR
INDIVIDUAL ENROLLMENT AS SPACE
PERMITS. HEALTHCARE ADMINISTRATION
PROGRAM ENROLLEES HAVE PRIORITY
ENROLLMENT AT A REDUCED COST.

One of the best training programs, hands down. This class was extremely affordable, but better quality than even some university classes."

- Former Healthcare Administration Student



Healthcare Billing, Coding, and Records

Healthcare Administrative Services

This course prepares students for an entry-level career in the growing health information field. Students will assess and code data to ensure that every procedure performed in the medical office has an accurate numerical code assigned to it for proper billing. Students will process medical insurance claims, learn about commonly encountered medical insurance plans and terminology, and maintain patient health records accurately, efficiently and as mandated by HIPPA (Health Insurance Portability and Accountability Act).

The following materials will be provided for you in class: ICD-10, CPT, and HCPCS coding books.

A competency-based certificate will be awarded upon successful completion of the course. This course prepares you to sit for the NCCT exams.

This course is transferable to Las Positas and fulfills their requirements for <u>BUSN 77.</u>

Prerequisite(s): Basic computer keyboarding skills. Must take and pass a math and reading assessment prior to enrolling in this course. Please call office at (510) 886-1000 to make an appointment.

Instructor: Dasalla, Sherman

No Class: 12/24, 12/26, 12/31, 1/2, 1/21, 2/18

Course No: 620301

 Date
 Day
 Time
 Site
 Sess.
 Fee

 12/12-3/4
 W
 9-4:30pm
 Rm19
 18
 \$595+text

Medical Terminology - Hybrid

In this comprehensive 10-week hybrid course, students attend one day each week for traditional classroom instruction with an additional assignment to be completed at home. Students will be introduced to the language of medicine and will gain an understanding of basic elements, rules of building and analyzing medical words and terms associated with the body as a whole. Utilizing a systems approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, and pharmacology. A competency-based certificate is awarded upon successful completion.

This course is transferable to Las Positas and fulfills their requirements for:

- EMS 62 Basic Medical Terminology
- HSCI 52 Basic Medical Terminology

Instructor: Sherman

 Date
 Day
 Time
 Site
 Sess.
 Fee

 Medical Terminology is returning Winter 2019.

COMPUTERS & TECHNOLOGY

PC COMPUTER CLASSES



NEW LOW PRICE Excel - Part I (Saturday)

Office Systems & Technologies

This hands-on class is designed as an introduction to spreadsheets with an emphasis on applying book skills to realistic office/school examples. Skills covered in this course include editing, viewing, and printing worksheets, working with formulas and functions, formatting cells, changing the appearance of worksheets, basic charting and working with large worksheets.

You will have the option of completing a portfolio of your work to earn a competency-based certificate. **Prerequisite(s):** Basic computer skills and pass a skills assessment test during the first class.

Instructor: Reves

Textbook required. See book list on page 13. Course No: 680100

Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee
9/15-11/3	Sa	9am-12pm	Rm18	8	\$99+ text

NEW LOW PRICE Excel - Part II (Saturday)

Office Systems & Technologies

This hands-on class is designed as a continuation to Part I and is for users of Excel who would like to improve their spreadsheet skills. Part II will focus on applying book skills to realistic office/school examples. Skills covered in this course include managing multiple sheet workbooks, tables and outlines, adding graphics to worksheets, using templates and protecting workbooks, pivot tables, macros, financial functions and data analysis. This class uses the same book used in Excel Part I. You will have the option of completing a portfolio of your work to earn a competency-based certificate.

Prerequisite(s): Completion of Excel Part One or pass skills assessment at first class.

Instructor: Reves

Textbook required. See book list on page 13. Course No: 680200

Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee
9/15-11/3	Sa	1–4pm	Rm18	8	\$99+ text

NEW LOW PRICE Microsoft Office 2013: Essential Skills

Office Systems Technologies

Explore Office 2013 and learn to utilize features of Word, Excel, and PowerPoint with an introduction to Access. Through instruction and hands-on practice, this course explores the powerful software tools available in the Office 2013 Suite. Students gain practical knowledge to skillfully navigate the Office environment at work or home. This course prepares students to move into more advanced MS Office courses. You will have the option of completing a portfolio of work to earn a competency-based certificate.

Prerequisite(s): Basic computer course or pass skills assessment at first class.

Textbook required. See book list on page 13. Order book before first class.

Instructor: Wedemeyer

No Class: 10/8, 10/31, 11/12, 11/19, 11/21

Course No: 680300, 680301

Preregister by September 7, October 26.

Date	Day	Time	Site	Sess.	Fee	
9/10-10/	22 M/W	6:30-9pm	Rm 18	12	\$99+text	
10/29-12	2/19M/W	6:30-9pm	Rm 18	12	\$99+text	
*The same class material will be taught in both sessions						



Online Courses: Accounting & Finance. See pages 8 & 9 for more information.

COMPUTERS & TECHNOLOGY

NEW LOW PRICE Windows 10 Essential Skills (Basic Computer Course)

Office Systems Technologies

Whether you're using Windows for the first time, or upgrading from an older version, Essential Skills will show you what you need to know. Learn about the new Windows 10 Operating System, working with apps, files and folders, the web and social media, and much more.

Highlights of this course include:

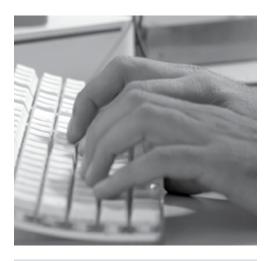
- Learn about the new start screen, how to personalize start menu tiles, and access your familiar desktop.
- Manage files and folders. Understand storage locations, the cloud, flash drives, and file explorer.
- Create, rename, copy, and move files and folders.
- Begin basic word processing of documents on the computer and web apps.
- Certificate of Competency awarded upon successful completion.

Textbook required. See book list on page 13. Order book before first class.

Instructor: Wedemeyer No Class: 11/12, 11/19, 11/21 Course No: 680400, 680401

Preregister by September 7, November 3.

Date	Day	Time	Site	Sess.	Fee	
9/10-10/10	M/W	1-3:30pm	Rm 18	10	\$99+text	
11/5-12/17	M/W	1-3:30pm	Rm 18	10	\$99+text	
*The same class material will be taught in both sessions						



KEYBOARDING

Keyboarding: Improving Speed & Accuracy – Beginning

Office Systems Technologies

Are you frustrated with using the "hunt and peck" method to type on your computer? Need to improve your employment skills? In this self-paced computerized course, students will learn alphabetic and numeric keyboarding by touch. Lessons extend from beginning to proficient levels. Students receive a certificate verifying w.p.m. typing speed and accuracy upon completion. Start anytime — open entry. Please call to arrange schedule.

Instructor: Tues. Evening - Gee; Tues/Thurs Day - Annear

Course No: 680500, 680501

Date	Day	Time	Site	Max Sess.	Fee
8/28-11/13	Tu	12:30-2:30pm	Rm 3	22 hrs	\$65
8/28-11/13	Tu	6:30-8:30pm	Rm 2	22 hrs	\$65
8/30-11/15	Th	12:30-2:30pm	Rm 3	22 hrs	\$65

Keyboarding: Improving Speed & Accuracy – Advanced

Office Systems Technologies

Are you keyboarding at a proficient level but want to increase your speed and accuracy? This course is for the student who has a knowledge of the alphabetic and numerical keyboard at 40 w.p.m. or has taken the Beginning Keyboarding class but wants additional practice hours. Students receive a certificate verifying w.p.m. typing speed and accuracy upon completion. Start anytime — open entry.

Prerequisite(s): Keyboarding/Improving Your Speed and Accuracy or teacher's approval. Call to arrange schedule.

Instructor: Tues. Evening - Gee; Tues./Thurs. Day - Annear

Course No: 680600. 680601

Date	Day	Time	Site	Max Sess.	Fee
8/28-11/13	Tu	12:30-2:30pm	Rm 3	11 hrs	\$35
8/28-11/13	Tu	6:30-8:30pm	Rm 2	11 hrs	\$35
8/30-11/15	Th	12:30-2:30pm	Rm 3	11 hrs	\$35



COMPUTERS & TECHNOLOGY

NOTARY PUBLIC

Become a Notary Public

Notaries must:

- Be 18 years old
- · Be a California resident
- · Read, write, and understand English
- Successfully complete this course
- Pass a state exam (30 multiple-choice questions)
- · Pass a background check

Start your own business or add to your current business working as a notary public. As a commissioned public servant, notaries serve a vital role in protecting the integrity of important documents. This one-day state approved course will teach you everything you need to know to be a successful Notary Public. The instructor will also explain the steps to become a notary public and the associated costs, including insurance, supplies, and a required background check.

Note: Bring to the course a **\$35 materials fee** payable to CA Notary Training Center.

Notary Exam: Students may take the State Notary exam from 3:45 - 4:35 p.m. immediately following the class. Bring to the course a **\$40 check or money order** payable to "Secretary of State", **an unexpired** legal form of identification, a 2"x2" passport photograph, and two #2 pencils. **Per State law, late arrivals will not be permitted in class.**

Instructor: Staff Course No: 910200 ▲

Students must enroll by September 21.

Date	Day	Time	Site	Sess.	Fee
10/13	Sa	8am-3:15pm	Rm 12/13	1	\$99

Notary Public Renewal Course

This 3-hour renewal course is required for existing Notaries Public who are renewing their commission. The renewal course and exam must be taken prior to the expiration of your current commission. If your existing commission expires prior to taking the course and exam, then the full "Become a Notary Public" course is required. This half-day course will teach you everything you need to know to successfully renew your notary public commission. There is a \$35 materials fee payable to the CA Notary Training Center. Per State law, late arrivals will not be permitted in class.

Note: Applicants may take the State notary exam immediately following the course. Bring a **\$40 check or money order** payable to "Secretary of State", an unexpired legal form of identification, a 2"x2" passport photograph, and two #2 pencils. The exam is from 3:45 – 4:45pm, immediately following the course.

Instructor: Staff *Course No: 910300* ▲

Students must enroll by September 21.

Date	Day	Time	Site	Sess.	Fee
10/13	Sa	12-3:15pm	Rm 12/13	1	\$89



Make Extra Money as a Loan Signing Agent

No experience necessary. Title companies and lenders rely on mobile loan signing agents to facilitate obtaining signatures and notarizations for real estate purchases and loan documents. Loan signing agents generally make \$75-\$150 per loan signing. There is no time commitment, you can accept loan signing appointments when convenient for you. The course provides the professional training you need to be a successful loan signing agent. The instructor will explain how to become a loan signing agent and the associated costs, including insurance, supplies, and an added background check. To be a loan signing agent, you must be a Notary Public. If you have taken the Notary Public course and are awaiting your commission, take this class now and be ready to go as soon as you receive your commission. \$40 materials fee payable to the CA Notary Training Center.

Instructor: Staff Course No: 910400 ▲

Students must preregister by December 6.

Date	Day	Time	Site	Sess.	Fee
12/8	Sa	9am-12:30pm	Rm 5	1	\$109

California Notary Training Center has been teaching notary training courses at schools and colleges throughout Northern California since 2009.

Check out our Community Interest Computers and Technology classes on page 27!

CAREER EDUCATION



Career & Technical Education

TECHNICAL ENGINEERS APPRENTICESHIP

Training Northern California Surveyors & Inspectors

Opportunity to:

- Earn while you learn
- Education at low to no cost
- First-rate compensation and benefits
- Become a member of a strong and historic labor union

Become a Surveyor or Inspector Apprentice

Apprentice classes offered throughout Northern California to qualified applicants.

Apprenticeship = A Lifelong Career

You can be trained to successfully build a career in these exciting and fast-growing fields!

Come to an Inspector Orientation

Attending an orientation is the first step to becoming an inspector where you will gain the valuable information you need to consider this career path. Receive your program application at the orientation's conclusion. Visit **teapprenticeship.org** for orientation dates.

Apply for Surveying Online

Submit an online application to receive notification for our entry-level math test as the first step towards selection by this program. Apply at **teapprenticeship.org** where you can review sample test questions.

ONLINE CAREER CERTIFICATE COURSES

Once you have registered for the online course, you will be contacted by email with an invitation to join the class, the Wednesday before your class begins. Please respond to the invitation, as your response will place you in the class. Register online at www.cvadult.org

BUSINESS



NEW ONLINE Certificate in Project

In today's business environment, there is a need for good project management. Project management provides visibility of project health to the business and the customer. Through continuous monitoring, early detection of variations to plan, schedule, and budget can be communicated to stakeholders for quick resolution, including project cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided.

Next, acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work.

Finally, learn the ten Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes.

Instructor: Martinez, Stanhope

Three one-month courses. \$495 for the three courses and certificate.

Introduction to Project Management

September 4 - 28

Project Management Processes

October 1 - 26

Project Management Knowledge Areas

November 5 - 30

Registration Deadline: September 7

Course No: 962900 ▲

Date Site Sess. Fee See above Online 3 months \$495





ONLINE Certificate in Data Analysis

Data Analysis is quickly becoming one of the most sought-after skills in the workplace. Companies have vast amounts of data, but it is rare to have someone with the ability to analyze that data to see trends and make predictions. Add a whole new skill set to your portfolio, and make a big difference in the success of your organization by acquiring data analysis skills. Begin with getting a basic understanding of how to analyze data in a business setting. Then learn how many of your business decisions involve comparing groups for differences. You will know the statistics behind these group differences and relationships. Finally you will find out how to perform inquiries that will be useful to your business or organization, and have the skill necessary to communicate these results through graphs and text that your fellow employees will understand. Whether your business is home based or a large company, this certificate will take you to the next level where important decision-making is concerned.

Instructor: Rutledge, Kritzer, Dereshiwsky

Three one-month courses. \$495 for the three courses and certificate.

Intro to Data Analysis

September 4 - 28

Intermediate Data Analysis

October 1 - 26

Advanced Data Analysis

November 5 - 30

Registration Deadline: September 7

Course No: 960100 ▲

Date	Site	Sess.	Fee	
See Above	Online	3 months	\$495	

ONLINE CAREER CERTIFICATE COURSES



BUSINESS

ONLINE Certificate in Accounting & Finance for Non-Financial Managers

Every successful person in the workplace utilizes financial information to aid effective decision making. The Certificate in Accounting and Finance for Non-Financial Managers explains the financial concepts and accounting processes used in most businesses and will provide practical techniques that will increase your effectiveness and career.

First, get a foundation to understand the seven steps in the accounting cycle and use financial information in decision making. Come away with the knowledge to analyze resource allocation and evaluate financial performance.

Then find out what you need to know about cash. Cash is the non-financial manager who really makes a difference in the day-to-day cash activities. Discover how to maximize cash flow, learn the importance of cash and find out your role in cash flow success. Finally, acquire advanced knowledge on the financial information that drives your organization. See how business reports are assessed and analyzed. An understanding of this information will help you make smart decisions when it comes to budgeting, setting goals, and assessing performance within your own area of influence.

Instructor: deFonteny, Trana

Three one-month courses. \$495 for the three courses and certificate.

Accounting & Finance for Non-Financial Managers: September 4 - 28

Cash is King

October 1 - 26

Financial Analysis & Planning for Non-Financial

Managers: November 5 - 30

Registration Deadline: September 7

Course No: 960200 ▲

Date	Site	Sess.	Fee	
See above	Online	3 months	\$495	

ONLINE Six Sigma Green Belt Certificate

Six Sigma professionals are in strong demand by organizations around the world. On the front-lines of Six Sigma efforts are Green Belts. LERN's Green Belt training teaches participants problem-solving skills, using the DMAIC (Define, Measure, Analyze, Improve and Control) model. After completing this challenging course, Six Sigma Green Belts serve their organizations as a trained specialist able to work on Six Sigma projects that benefit the organization. Although not required, participants are strongly encouraged to have a project during the course. The instructors and mentors work closely with the class to not only teach the material, but to guide candidates as they work projects.

Instructor: Follet

Three one-month courses. \$495 for the three courses and certificate.

Introduction to Six Sigma Green Belt September 4 – 28

Intermediate Six Sigma Green Belt

October 1 – 26

Advanced Six Sigma Green Belt

November 5 – 30

Registration Deadline: September 7

Course No: 960400 A

Date	Site	Sess.	Fee	
See Above	Online	3 months	\$495	



Scott Follett is an engineer with many years of experience working with organizations. In addition to working with corporations and other

organizations as a Master Blackbelt, he served as an Education Chair and Section Chairman for the American Society for Quality. He has also served as an examiner for the Malcolm Baldrige Award and as a Judge and Senior Examiner for the Arkansas Quality Award. Currently, he is working as a Lean and Six Sigma consultant for several companies as well as teaching Lean and Six Sigma courses.

ONLINE CAREER CERTIFICATE COURSES

Once you have registered for the online course, you will be contacted by email with an invitation to join the class, the Wednesday before your class begins. Please respond to the invitation, as your response will place you in the class.

Register online at www.cvadult.org

BUSINESS

ONLINE Workplace Conflict Solutions Certificate

In today's business environment, employers expect employees to have a solid set of interpersonal skills. The ability to solve problems guickly and effectively is a critical interpersonal skill well worth developing. First, find out how to deal with difficult personalities and broach challenging subjects in the workplace. Gain skills to be an effective team member and leader in the workplace by taking control of the conversation, managing your reactions, and navigating problematic interactions with ease. Then understand how to approach the delicate matter of bullying in the workplace. Both females and males need to understand about relational aggression in the workplace. Finally, develop problem solving skills and find out how to recognize problems and deal with them more appropriately. You will take home techniques relevant for any organization or group context, but they can, be easily adapted to work at an individual level.

Instructor: Webster, Barrow, Niven

Three one-month courses. \$495 for the three courses and certificate.

Dealing with Difficult People in the Workplace September 4 – 28

Female Bullying in the Workplace

Ocotber 1 - 26

Creative Problem Solving

November 5 – 30

Registration Deadline: September 7

Course No: 961900 A

DateSiteSess.FeeSee AboveOnline3 months\$495

BUSINESS COMMUNICATION

NEW ONLINE Mastering Video Marketing Certificate

Video marketing is the latest hot new marketing trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up on page one of Google searches. When done correctly, video can tell a story, and stories connect people. Video also leads to an emotion 'trigger' that plain text cannot do.

Instructor: Lee

Two one-month courses

Video Marketing:

September 4 - 28

YouTube for Business: October 1 - 26

Registration Deadline: September 7

Course No: 962800 ▲

DateSiteSess.FeeSee aboveOnline2 months\$395



Rob Lee is an entrepreneur, author, and Google Geek. Rob's secret for success: simple online video. He has fans worldwide with over 750,000 video views

and more than 7,000 YouTube subscribers. He is a YouTube video makin' entrepreneur happiest helping people live their dreams. Rob is a YouTube partner, creating entertaining, and informative videos. For the past several years he's been teaching his YouTube secrets to anyone looking to build brand identity or to use video to get their messages to the masses.



ONLINE COURSES



BUSINESS

ONLINE Stress Management

Stress isn't the enemy. It is our perceptions of stress that amp our anxiety and use up all our steam. Events happen every day. How we interpret those events can set the stage for how we feel and how we react to others. Reducing stress is as easy as understanding what stress is, understanding what stress is to you, and using that knowledge to restructure your thoughts. Turn stress into a stepping stone, not a stumbling block!

Instructor: Brown

One-month course

November 5 - 30

Registration Deadline: November 9

Course No: 961100 A

Date	Site	Sess.	Fee
See Above	Online	1 month	\$145

Meredith Brown is a full time instructor of psychology at a two year college and teaches online courses at a university. She has worked with various programs to help students recognize and fight stress, control test anxiety, and manage time. Ms. Brown has done seminars on handling stress for nursing students, non-traditional students, and colleagues. Ms. Brown has a Master in Science Psychology, focused her degree work in the area of therapeutic intervention, and is a Certified Online Instructor.

FOR PARENTS



ONLINE For Parents of Boys

Boys learn differently than girls, get worse grades than girls, and face certain challenges in school. Find out how you can help your son succeed more in school. Discover why males do 30% less school work than females, fidget more, like new and hard challenges, and more. Then take home 9 tips for helping your boy learn and succeed more in school. You'll also find out something new about how you learn. Anyone interested is welcome to attend. eBook included.

Instructor: Draves One-month course.

Registration Deadline: September 7

Course No: 961500 ▲

Date	Site	Sess.	Fee
9/4-9/28	Online	1 month	\$95



William A. Draves is a parent and has mentored a number of boys while they were in school. He has studied the issue of boys in school for twenty years and is a co-author

of the book, "Smart Boys, Bad Grades: Gender Inequality and STEM in Education." He also teaches teachers all over Canada and the United States as part of the graduate program in the School of Education at the University of South Dakota

ONLINE COURSES



HEALTH

ONLINE Spanish for Medical Professionals

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class - designed specifically for healthcare professionals - will help you bridge that gap. You will practice practical language skills needed to effectively communicate with your Spanish-speaking patients and their families. You will learn the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare.

In the first four weeks you will learn the basics to communicate to your patients in the present tense. In the second four weeks you will expand your vocabulary and learn to communicate using the past, future and imperative tenses. You will also increase your medical vocabulary and practice interviewing patients, taking health history, diagnosing, giving instructions, and prescribing medication. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish.

Instructor: Sempé One two-month course.

Registration Deadline: September 7

Course No: 961800 A

DateSiteSess.Fee9/4-10/26Online2 months\$290



Cristina Sempé specializes in teaching her native language to adults, having taught more than 35 years at community colleges, community education

programs, and for Cleveland City Schools' adult education. She has designed effective Spanish lessons for a variety of groups with needs ranging from casual travel to professional development. Her specialized courses have been used in the private sector and in non-profit organizations to enhance employee interactions with Spanish-speaking employees, customers and clients. In addition to teaching, Ms. Sémpé is also a certified translator, having translated technical documents from Spanish to English and English to Spanish.

TRAINING FOR K-12

NEW ONLINE Students with ASD (Autism Spectrum Disorder)

Today, every school in America has students who have been diagnosed with ASD (Austim Spectrum Disorder)—a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate ASD. In this course, you take away strategies for working effectively with ASD students. And you will find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder.

The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

Instructor: Coates One-month course

Registration Deadline: October 5

Course No: 962500 ▲

DateSiteSess.Fee10/1-10/26Online1 month\$145



Julie Coates is an experienced researcher, teacher and trainer in the area of students with ASD. She teaches courses at the graduate level in adult and higher

education for the University of South Dakota, does seminars, training and online courses for K-12 teachers, and has experience teaching in an elementary school. Coates wrote the pioneering book Generational Learning Styles. She authored a chapter on students with ASD as co-author of the new book, The Pedagogy of the 21st Century.

TEXTBOOK LIST

MEDICAL COURSES			
Courses	Textbook	ISBN #	Suggested Vendor
Healthcare Administration	Kinn's The Medical Assistant, 13 th Edition	Textbook info	Elsevier
	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13 th Edition	- provided at registration	
Clinical Medical	Kinn's The Medical Assistant, 13 th Edition	Textbook info	Elsevier
Assistant	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13 th Edition	provided at registration	
Healthcare Administration	Kinn's The Medical Assistant, 13 th Edition	Textbook info provided at registration	Elsevier
Foundations	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13 th Edition		
Healthcare Billing, Coding & Records	Kinn's The Medical Assistant, 13th Edition	Textbook info provided at	Elsevier
Souring & Hobbids	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13 th Edition	registration	

COMPUTER AND LANGUAGE COURSES				
Courses	Textbook	ISBN #	Suggested Vendor	
Windows 10 Essential Skills	Welcome to Computer Basics: Windows 10 and Office Online	978-1591367918	Labyrinth	
Microsoft Office 2013: Essential Skills	Building a Foundation with Microsoft Office 2013: The Basics	978-1591365617	Labyrinth	
Excel Part I & II	Microsoft Excel 2013: Comprehensive	978-1591364832	Labyrinth	
Spanish All Levels	Getting Along in Spanish 5th Edition	978-0395962992	Alibris	
Italian For Beginners	Nuovo Espresso 1, libro dello studente ed esercizi (book + cd/dvd) (optional)	978-8861823174	Amazon	

ADULT SECONDARY EDUCATION				
Courses	Textbook	ISBN #	Suggested Vendor	
GED Prep Courses	Kaplan GED Test 2017 Strategies, Practices and Review with 2 Practice Tests: Book + Online (Kaplan Test Prep)	978-1506209272	Amazon	

You can find textbooks at the following locations:

Elsevier: evolve.elsevier.com • Labyrinth: lablearning.com • Alibris: alibris.com • Amazon: amazon.com

We do NOT recommend buying used textbooks. Often they do not include the necessary software required for the class. *It is advised that students keep packaging on books until first day of class.

JOB OPPORTUNITIES

Are you being served by WIOA Or Cal Works?

Contact Your Employment Counselor To Enroll In One Of Our Approved **Career Education Programs!**

EDEN AREA ONE STOP CAREER CENTER

24100 Amador St. 3rd Fl., Hayward, CA (510) 670-5700

- No cost employment & training resources
- Weekly WIOA program info sessions for individualized employment assistance
- Online job search engine & job postings
- "How to Job Search" Workshops
- Resumé & interviewing combo workshop
- Computers (for employment related activities)

Hours: Mon, Tues, Thur 8:30am – 5pm Wed 8:30am - 7:00pm

Fri 8:30am — 12:00pm

www.edenareaonestop.org







www.caljobs.ca.gov

JOB OPPORTUNITIES

Want to Teach Adults?

We are always looking for ENTHUSIASTIC and CAPABLE Teachers, Substitutes & Paraprofessionals* in a range of program areas including:



Enrichment Classes
Adult Basic & Secondary Ed
Adults with Disabilities
Career Education
ESL

Have an idea for a class you'd like to teach?

LET US KNOW!

Interested applicants should send a resumé & cover letter to:

cvaceinfo@cv.k12.ca.us or online at www.edjoin.org

* Appropriate credentials required for all non-community interest positions. No credential needed for enrichment classes.

Especially:

The Arts
Fitness
Cooking
Medical Academy



WHAT IS YOUR NEXT MOVE?

Get help with your career or college plans!

- College research and financial aid
- Career exploration, planning and resumes
- College tours, workshops, and information

Available free to CVACE students



Contact Linette Escobar at 510-886-1000 or at lescobar@cv.k12.ca.us for an appointment or ask your teacher







JOB OPPORTUNITIES

NOW HIRING CASTRO VALLEY **UNIFIED SCHOOL DISTRICT**

is seeking individuals interested in becoming a:

Substitute Teacher **Substitute Cafeteria Assistant Substitute Paraprofessional Substitute Buildings & Ground**

Substitute Teacher

INTERESTED CANDIDATES MUST:

- Possess a Bachelor's Degree
- Have passed the CBEST (CA Basic Educational Skills Test)
- Obtain a current TB test
- Pass a CA Dept. of Justice (DOJ) Live Scan Criminal Background Check

\$150/day for first 20 days

\$175/day for 21 days and after in the same job.

Substitute Cafeteria Assistant

INTERESTED CANDIDATES MUST:

- Pass a substitute exam we proctor (OR)
- Have 48 semester college units OR possess an AA degree or higher *
- Obtain a current TB test
- Pass a CA DOJ Live Scan Criminal Background Check

Hours range from 2 to 3.5 hours per day. Substitute rate of pay is \$14.97 per hour.

Substitute Paraprofessional

TO WORK IN SPECIAL EDUCATION CLASSES

INTERESTED CANDIDATES MUST:

- Pass a substitute exam we proctor (OR)
- Have 48 semester college units OR possess an AA degree or higher * (OR)
- Hold a Paraprofessional/Instructional Asst. Certification Card
- Obtain a current TB test
- Pass a CA DOJ Live Scan Criminal Background Check

Hours range from 4 to 6.5 hours per day. Substitute rate of pay is \$14.97 - \$16.53 per hour.

Substitute Buildings & Grounds

INTERESTED CANDIDATES MUST:

- Pass a substitute exam we proctor (OR)
- Have 48 semester college units OR possess an AA degree or higher
- Obtain a current TB test
- Pass a CA Dept. of Justice Live Scan Criminal **Background Check**

Hours range from **4 to 8 hours per day**. Substitute rate of pay is \$20.64 per hour.

* If you are using college units to meet academic requirement, bring original college transcripts or original diploma

How do I Apply?

FOR SUBSTITUTE TEACHER:

Apply online at http://bit.ly/CVUSD_EDJOIN

FOR SUBSTITUTE CAFETERIA ASSISTANT, PARAPROFESSIONAL OR **BUILDINGS & GROUNDS:**

Apply online to the Classified Substitute Pool at http://bit.ly/CVUSD EDJOIN

OUESTIONS?

Contact Bernadette Thiry at 510.537.3000 x 1214

COMMUNITY



ENGLISH AS A SECOND LANGUAGE



Fall Registration

NEW STUDENTS - Go to main office

For daytime classes, register August 30, 9:00am For evening classes, register August 30, 6:30pm

Must be 18 years of age or older to attend

Fall Quarter September 4 - November 5, 2018

(No classes September 3)

DAY CLASSES

Monday, Tuesday, Wednesday, Thursday 9:00 am-12:30 pm

NIGHT CLASSES

Monday, Tuesday, Thursday 6:30-9:30 pm

NO ENGLISH?

Literacy Class - Learn to speak and write basic English. Tuesdays and Thursdays 1:00-2:30pm



Winter Registration

NEW STUDENTS - Go to main office

For daytime classes, register November 13, 9:00am For evening classes, register November 13, 6:30pm

Must be 18 years of age or older to attend



ENGLISH AS A SECOND LANGUAGE

Inglés como segundo idioma Inscripción de otoño

Estudiantes nuevos: dirigirse a la oficina principal Para clases de día, inscribirse 30 agosto, 9:00am Para clases de noche, inscribirse 30 agosto, 6:30pm Para asistir, deben tener 18 años o más Trimestre de otoño 4 septiembre- 5 noviembre 2018 (Sin clases 3 de septiembre)

CLASES DE DIA

lunes, martes, miercoles, jueves 9:00am- 12:30pm

CLASES DE NOCHE

lunes, martes, jueves 6:30pm- 9:30pm

英语为第二语言

秋季注册

新生 - 前往主办公室 对于日间课程,请注册 8八月30上午 9:00 对于夜间课程,请注册 8八月30下午 6:30 必须年满 18 岁,方可参加。

秋季 9九月4 11十一月5 无课程 9九月3 日间课程 星期一 星期二 星期三 星期四 上午 9:00 - 中午 12:30 夜间课程 星期一 星期二 星期四 下午 6:30 下午 9:30

Inscripción de invierno

Estudiantes nuevos: dirigirse a la oficina principal Para clases de día, inscribirse 13 noviembre, 9:00am Para clases de noche, inscribirse 13 noviembre, 6:30pm Para asistir, deben tener 18 años o más

冬季注册

新生 - 前往主办公室 对于日间课程,请注册 11十一月13上午 9:00 对于夜间课程,请注册 11十一月13下午 6:30 必须年满 18 岁,方可参加。



CITIZENSHIP

Learn everything you need to know to prepare for the U.S. Citizenship test.

Monday and Wednesday 1:00 - 2:30 pm September 10 - November 14 • Room 14 ORIENTATION: Monday, September 11, 1:00-2:00 pm



WINDOWS 10 ESSENTIAL COMPUTER SKILLS WITH EXTRA LANGUAGE SUPPORT (FREE)

Office Systems Technologies

September 11 - November 15, 2018 Tuesdays & Thursdays • 1:00 – 2:30 p.m.

Learn the vocabulary and computer skills you need to be able to communicate in the workplace, i.e. manage files and folders; learn basic word processing of documents; and learn important features of a desktop computer.

Open only to Level 3 and Level 4 English language learners at Castro Valley Adult & Career Education. Sign up with your teacher by September 6.

HIGH SCHOOL DIPLOMA, GED & BASIC SKILLS

"When adult students think that math is too difficult or get discouraged, I encourage them to keep going – for their own kids, or their sister's or brother's kids' sake, so you can help them create a better future."



Ray Villegas grew up in a suburb of Los Angeles and came to the Bay Area to attend Dominican College. Although being a teacher wasn't in his plans, one of his professors noticed how patient and clear Ray was when explaining concepts to other students. She encouraged Ray to become a math teacher and luckily for us, he took her advice.

Ray, who's often called "V" by his students, has been a math teacher for 22 years. He works at CVACE with adult students and teaches at Redwood High School. He also taught math for English Language Learners and at an alternative high school. "All these different experiences helped me to figure out different ways to reach and teach students," he says.

Walking into Ray's class, you're likely to hear a lively discussion and laughter about how to remember a math concept, see students working at the board with Ray right there to offer suggestions, or watch students sharing tips with other students. "This class is a place where people are encouraged to ask questions, and where we all learn from one another. I never want a student to go home and say, 'The teacher didn't show me how to do it."

But more than just teaching math so adults can make smarter financial decisions or be a better consumer, Ray feels passionately about how understanding math empowers adults and their families.

"The other day, we were talking about why this class was important. One student said, 'You're helping us change family history in relation to mathematics.' And it's true!" Ray says, "When adult students think that math is too difficult or get discouraged, I encourage them to keep going – for their own kids, or their sister's or brother's kids' sake, so you can help them create a better future."

Math Booster & Target Math

Give your math skills a boost! In Math Booster (6-7:30pm), the focus is on fractions and decimals. Target Math (7:30-9pm) gives you the tools to succeed in GED Math (slope) and Financial Llteracy (interest rates) Plenty of in-class support and practice.

Day	Time	Site	
M	6-7:30am	Rm4	
М	7:30-9pm	Rm4	

CVACE HIGH SCHOOL DIPLOMA REQUIREMENTS

You may enroll at any time for High School Diploma, GED Preparation classes, or Academic Transitions Skill Builder. Registration is free! A refundable cash deposit required for materials.

Call 510-340-9011 between 8 a.m. and 4 p.m. for an appointment to attend our program orientation.

Academic Transitions Skill Builder

BASIC ENGLISH AND BASIC MATHEMATICS

Looking to brush up on your reading, writing, and math skills for your current job, to get a new job, or to help your kids with homework? Do you need to build your skills before starting our high school diploma or GED Program? Our Academic Transitions program gives you the skills you need to succeed. Come to class for teacher-led instruction, and work independently at home with a textbook and computer-based skills program.

Distance Learning is also available. Instruction is given through weekly one-on-one appointments with the teacher, access to school computer lab, and take-home learning materials.

Day	Time	Site	
T/Th	9am-noon	Rm 3	
T/Th	6:00-8:30pm	Rm 3	

Math Booster & Target Math

Give your math skills a boost! In Math Booster (6-7:30pm), the focus is on fractions and decimals. Target Math (7:30-9pm) gives you the tools to succeed in GED Math (slope) and Financial Literacy (interest rates) Plenty of in-class support and practice.

Day	Time	Site
M	6-7:30pm	Rm 4
M	7:30-9pm	Rm 4



Get Your High School Diploma or GED

Have you been thinking about going back to school to get your high school diploma or GED but are hesitant because you don't enjoy traditional textbook learning? We have online blended learning alternatives to help you achieve your goals.

High School Diploma - iSchool Blended Learning Lab

It's the best of both worlds! Learn online from anywhere with an internet connection, work two hours per week in the classroom with teacher support and complete your homework from anywhere with an internet connection. No textbooks! Our online curriculum is interactive and includes video and audio. Move through the curriculum at a faster pace with software that fits your learning style. Choose one lab that fits your schedule:

Day	Time	Site	Day	Time	Site
Mon	9–11am	Rm1	Wed	9–11am	Rm1
	6:30-8:30pm	Rm1	Thu	12–2pm	Rm1
Tue	12–2pm	Rm1		6:30-8:30pm	Rm1
	6:30 <u></u> 8:30pm	Rm1	Fri	10am-12pm	Rm1
	·		Sa	9–11am	Rm1

CVACE HIGH SCHOOL DIPLOMA REQUIREMENTS

English	40 Units
Mathematics	10 Units
Algebra	10 Units
Science	
 Biological Science 	10 Units
 Physical Science 	10 Units
Social Studies	
 World Civilizations 	10 Units
– U.S. History	10 Units
 U.S. Government 	5 Units
U.S Economics	5 Units
Visual and Performing Arts	10 Units
Health	5 Units
Career Development	5 Units
Financial Literacy	5 Units
Electives	5 Units
TOTAL	140 Units

CREDIT RECOVERY-CONCURRENT ENROLLMENT FOR HIGH SCHOOL SENIORS AND JUNIORS:

High school students seeking make-up credit may enroll concurrently in the adult school after meeting with their high school counselor to determine eligibility, completing an application including parental release form, and attending an orientation with parent/guardian. Only Castro Valley High School and Redwood High School seniors and juniors are admitted.

GED PREPARATION

Get your GED done by focusing on the areas you need to strengthen! Receive targeted teacher-led test preparation, then complete the rest of your assignments in a GED prep book with an online component. Learn the essential content you need to pass the GED, including test-taking strategies and computer skills for the GED exam.

GED for Non-Native Speakers will focus on reading comprehension and essay skills. Taught by a CVACE ESL instructor.

GED Test Prep Lab

1E31 PREPARATION		
Day	Time	Site
Tue	9-11:30am	Rm 1
Wed	6:30–9pm	Rm 1
Thu	9-11:30am	Rm 1

GED for Non-Native Speakers

TEST PF	REPARATION	•
Day	Time	Site
Mon	1:30–4pm	Rm 1
	G	ED

Textbook required. Must be purchased before class begins. Kaplan GED® Test 2017 Strategies, Practice and Review. Approximately \$20. Available from Amazon, Barnes & Noble, Books-a-Million, Indie Bound.

TAKE YOUR GED TEST HERE: Castro Valley Adult & Career Education is a computer-based GED testing center. To register or for more information on the GED® Test visit:

www.ged.com

Don't feel prepared to take the GED® test? Don't worry — we can help! Even with your busy schedule, you can prepare, plan, and succeed. See above and find a class that will fit your schedule

ATTEND CHABOT COLLEGE... AT CASTRO VALLEY ADULT & CAREER EDUCATION!





- Convenient location
- ✓ Accelerate your college education

FALL 2018

Intro to Ethnic Studies (ES 1)

Mondays/Wednesdays
 4 - 6 PM: 9/5/18 - 12/19/18

SPRING 2019 COURSES INCLUDE:

Introduction to Entrepreneurship (ENTRE 1) International Relations

HOW TO REGISTER

www.chabotcollege.edu

Space is limited!







PARENTING

CASTRO VALLEY PARENT NURSERY SCHOOL

3657 Christensen Lane, Castro Valley, CA

www.cvpns.org

Come explore the wonder and excitement of preschool at Castro Valley Parent Nursery School (CVPNS). Since 1949 CVPNS has been providing families with multi-level learning experiences that stimulate and enrich parenting skills while supporting the development and self-worth of children. This play-based learning program fosters exploration, resourcefulness, and critical thinking skills. The environment and program content is designed to foster cooperation, friendships and community involvement.

The guiding philosophy of CVPNS are "the Four R's": helping parents and children be Responsible, Respectful, Resourceful, and Resilient. CVPNS also embraces the four R's for our environment: Reduce, Reuse, Recycle and Rot (composting). CVPNS is CERTIFIED as a GREEN BUSINESS. CVPNS is also a Green Child Care Ambassador, protecting the health of preschoolers and the planet.

Our program is open to parents and their children who turn three or four on or before Dec. 2. To schedule a tour, learn about the program, enrollment, or start dates, please visit the website or email our membership coordinators: www.cvpns.org or membership@cvpns.org

Parenting the Preschooler: Child Development and Guidance

For enrollment or to be placed on the wait list, please contact: membership@cvpns.org.

Tuition of \$250/mo. is payable to Castro Valley Parent Nursery School. \$47 one time fingerprinting fee per adult "working" in the classroom payable in cash or by credit or debit card to CVACE.

SPRING AM CLASS FOR STUDENTS TURNING 3 YEARS OLD BY 12/2/19

No Class: 10/5, 11/12 **Instructor:** *Giffin*

Date	Day	Time	Site	Fee
8/27-11/17	M-F	9-11:30am	CVPNS	\$250/mo.

SPRING PM CLASS FOR STUDENTS TURNING 4





YEARS OLD BY 12/2/19

No Class: 10/5, 11/12

Date	Day	Time	Site	Fee
8/27-11/17	M-F	12:30-3pm	CVPNS	\$250/mo.

FOR PARENTS/GUARDIANS

Meets first Wednesday of each month.

Instructor: Giffin

Date	Day	Time	Site	
8/29-11/7	W	7-9:30pm	Rm 10*	
*11 11			0 51 .: 44	

*Held at Castro Valley Adult & Career Education: 4430 Alma Avenue, Castro Valley. Orientation is held in August onsite at CVPNS.

PARENTING

Castro Valley Adult & Career Education is redesigning its Parent University format. This year, instead of hosting a one-day Saturday event, we will be holding evening workshops throughout the year on a variety of important parenting topics.

Visit our website to see what's available!

www.cvadult.org/for-students/programs/parent-education



ONLINE For Parents of Boys

Boys learn differently than girls, get worse grades than girls, and face certain challenges in school. Find out how you can help your son succeed more in school. Discover why males do 30% less school work than females, fidget more, like new and hard challenges, and more. Then take home 9 tips for helping your boy learn and succeed more in school. You'll also find out something new about how you learn. Anyone interested is welcome to attend. eBook included. **Registration Deadline: 4/6. 6/8**

Course No: 961500 ▲

Date		Site	Sess.	Fee
9/4-9/28	Online	1 month	\$95	



ART

The Art of Drawing & Painting

All art media explored. A self-paced class geared to the student's own personal level of ability. Areas of instruction include: composition, perspective, color mixing, use of values, use of line and texture. All levels of ability welcome. Occasional field trips. Bring 5x7" tablet, pencil, and kneaded eraser. Material list available at first class meeting.

Instructor: Gunn Course No: 931000 ▲

Preregister by September 5.

9/11-11/13 Tu 9-11:30am Sr Ctr* 15 \$75	Date	Day	Time	Site	Sess.	Fee
	9/11-11/13	Tu	9-11:30am	Sr Ctr*	15	\$75

*Classes held at Kenneth Aitken Senior Center, 17800 Redwood Rd.



NEW Beyond the Brush: More Mixed Media

Play with different materials in creating layered paintings. Use a variety of papers, acrylic mediums and other art materials. Learn about contemporary artists and their ways of working through slideshows and demonstrations. New techniques will be introduced each week and lots of individual guidance will be provided as students work on projects. This class is suitable for beginners and also for returning students. Students will complete a sample board and at least one finished work by the end of the class. All materials are provided; however feel free to bring photographs and other collage items to serve as inspiration to make projects more unique and any additional supports that you may want to use.

Teacher material fee: \$40. Course No: 932100 ▲ Instructor: Parker

Preregister by October 2.

Date	Day	Time	Site	Sess.	Fee
10/9-10/23	Tu	5-7pm	CVHS*	3	\$69

*Room 204 - Castro Valley High School 19400 Santa Maria Ave.

NEW Jewelry Happy Hour

Create fun and personalized jewelry using shrink film. Free hand or trace designs using colored pencils and markers and watch the magic as the plastic shrinks down to 1/3 of the original size. Make earrings, pins, key chains, pendants and hair accessories.

Materials fee covers everything you will need to make several jewelry pieces. Bring images that you might want to trace onto the plastic or to use as inspiration for your designs. Light refreshments provided. (No alcohol allowed on school campuses.)

Teacher material fee: \$15. Course No: 932000 ▲

Instructor: Parker Preregister by October 30.

Date	Day	Time	Site	Sess.	Fee
11/6	Tu	5-6:30pm	CVHS*	1	\$29

*Room 204 - Castro Valley High School 19400 Santa Maria Ave.



NEW Silk Screening with Stencils

Come create a custom design to be printed on bags, T-Shirts and scarves. Learn how to cut and make a stencil to use with a silkscreen. Leave the 3 hour class with two custom made giftable items. Materials fee covers supplies and two items to print on (canvas bag, t-shirt or infinity scarf). Feel free to bring additional items you would like to print on and any drawings/ ideas/pictures you would like to use for inspiration.

Teacher material fee: \$20. Course No: 931700 A Instructor: Parker

Preregister by September 11.

Date	Day	Time	Site	Sess.	Fee
9/18	Tu	5:30-8:30pm	CVHS*	1	\$39

*Room 204 - Castro Valley High School 19400 Santa Maria Ave.



Jenn Leighton Parker is a local artist and art educator. Her passion to teach and inspire students has allowed her 12+ years experience of teaching art at Castro

Valley High School. She has also taught classes at Patten University and Academy of Art and conducts private lessons in her studio. She has earned a BFA in painting and an MA in Art and Religion. She currently enjoys exploring texture and design through the medium of encaustic collage. Layers and texture are important elements in her work revealing a variety of materials. Inspiration is found within natural elements, vintage drawings, playful child inspired designs, religious symbols, and language. You can see some examples of her encaustic work at www.jennleighton.com

BIRDING

Birds of the Bay Area

This season, we will review selected elements of birds and their prehistoric beginnings, including Archaeopteryx, Pterodatyls, Dimetrodons and extant, and the more primitive species seen today, such as Tinamous and Ostriches. We will delve into the history of bird art and learn/review more tips for identification. Bird groups or species will be varied as we examine these topics. Field trips will again be planned for experiences that elaborate our semester themes. Fall migration will be underway and will also be part of our observations. Field trips may include the greater Bay Area (Double Sessions will have extended time, e.g., 8:15 am - 12:15 pm or 10:15 am - 2:15 pm). Destinations and directions will be announced prior to

Requirement: Physically able to participate in planned activities

Instructor: Gordon Course No: 970100 ▲

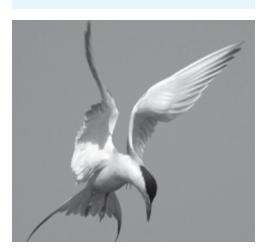
Preregister by September 11.

Date	Day	/ Time	Site	Sess.	Fee
9/14- 11/16	F	10:15am-12:15pm	Rm 12	10	\$59



Phil Gordon, a retired biology teacher, has taught Bird Classes for over 40 years. An active birder and popular instructor, along with his wife Pat, as a regular

participant and leader to Audubon Society field trips. They are compilers for the Hayward-Fremont Christmas Bird Count. He continues to share with students, including photographically, experiences related to birds locally and in the natural world at large – Arctic to Temperate to Neotropic, even (recently) to subAntarctic. Field Trips and workshops are coordinated to focus on birding skills and learning aspects of the natural history and biology of birds and their protection.



COMPUTERS/TECHNOLOGY



NEW Apple Problems Solved

If you'd rather not wait in line at the local Genius Bar to get your Apple questions answered, give this class a whirl. Bring your questions (and your devices), we'll try to find answers. We'll fill any open time with various tips and tricks, from both the instructor and the students--so bring your favorite tip to share. We guarantee you'll learn something new..

Requirement: Students need to bring their own Apple devices to the class.

Instructor: Matthews Course No: 931900

Preregister by September 17.

Date	Day	Time	Site	Sess.	Fee	
9/22	Sa	10am-12pm	Rm 4	1	\$35	





Photos: Take, Organize, Share

The best camera is the one you have with you, and for the vast majority of us, that camera is our iPhone. We'll run through all the features of the iPhone's builtin camera app. We'll also go over how Apple's photos app makes organizing your photos and sharing them a breeze, whether you're using a Mac, an iPhone, an iPad...or even an iPod Touch or Apple TV. Bring your devices to class, and make sure they've been updated to the latest version of macOS or iOS.

Requirement: Students will need their own iPhone or iPad, updated to the latest version of the operating system

Instructor: Matthews Course No: 931800 Preregister by October 1.

Date	Day	Time	Site	Sess.	Fee	
10/6-10/13	S	10am-12pm	Rm 4	2	\$55	



Consultants Network.

For over a decade. Mike Matthews has taught various CVACE classes about Apple's hardware and software products. He is a member of the Apple





NEW Mexican Soup and Corn

Soup is the perfect meal for a crisp autumn evening. Paired with homemade cornbread muffins, no one in your family will be late for dinner! Join Christine and learn the secrets for a spicy and hearty Mexican soup filled with simple, fresh ingredients. At the end of class, you will have the chance to eat this lovely meal. The recipe is large enough that when prepared at home, you will easily have leftovers that will be perfect for later in the week, or tucked away in the freezer for a night when you're too tired to cook!

Teacher material fee: \$10. Instructor: Clement-Shurma Course No: 920600 A Preregister by October 18.

Date	Day	Time	Site	Sess.	Fee
10/24	W	6:30-9pm	Rm 9	1	\$50



NEW Polenta Au Gratin- An Italian Favorite!

Cooked polenta is a hearty dish that lends itself to many different toppings. You will learn the secrets to preparing a perfect polenta base and then create both a vegetarian and meat topping to satisfy any palate. Christine will share the secrets to making a fresh tomato sauce for those who do not eat meat. and then show you how to turn this sauce into a lovely Bolognese. As with all of her classes, you will get to eat what you make — a perfect finish to the perfect cooking class!

Teacher material fee: \$8. Instructor: Clement-Shurma Course No: 920800 A Preregister by November 26.

Date	Day	Time	Site	Sess.	Fee
11/29	Th	6:30-8:30pm	Rm 9	1	\$45



NEW Vegan Indian Curry Potato Casserole

Vegans, vegetarians, and meat-eaters alike will be fans of this savory dish. It is the perfect main course for your Meatless Monday and the combination of garam marsala, onion, garlic, chickpeas, cauliflower, carrots and coconut milk will satisfy your taste buds and warm you to your core! At the end of class, you will eat this delicious comfort food and go home confident that you can prepare it again in your own kitchen.

Teacher material fee: \$6. Instructor: Clement-Shurma Course No: 920700 A

Date	Day	Time	Site	Sess.	Fee
11/7	W	6:30-8:30pm	Rm 9	1	\$45



Christine Clement Shurma was born in Switzerland on a farm. Bread, butter, cream and everything was made from scratch. This gave Christine the taste for

"real food". Love brought her to America and after her kids started school, she opened a Swiss bakery so she could share her love of authentic food. Christine operated Swiss Delices in Castro Valley for eight years, and now she's ready to share all the tips and recipes!

Check us out on Facehook!

www.facebook.com/cvadult



ESTATE AND TRUST PLANNING

Estate and Trust Planning

Would you like to know how to save income, property, and estate taxes for your heirs or how best to have your beneficiaries receive their inheritance? Are you uncertain about how to plan your estate? Do you wonder how the new tax laws impact your estate planning? Do you wonder whether you need a trust or who to put in charge of your estate? This course is intended to help you answer these important questions. Attend this two-hour course and receive guidance through the key options involved in estate and trust planning. Topics include living trust, wills, powers of attorney for health and financial affairs, tax planning, long term care planning, planning for mature, immature, dysfunctional, and postponed beneficiaries, as well as planning for "nuclear" vs "blended" families.

Instructor: Phillips Course No: 910100 ▲

Preregister by September 21.

Date	Day	Time	Site	Sess.	Fee
9/26	W	6:30-8:30pm	Rm 6	1	\$29



James J. Phillips is a certified specialist in estate planning, probate, and trust law with over 30 years of experience. He holds an LL.M. postgraduate law degree in taxation. Highest rating

(AV) of professional excellence by Martindale-Hubbell Law Directory since 1990. Included annually in Northern California Super Lawyers since its inception. He is native of Castro Valley and a 1972 graduate of CVHS.He practices with his daughter, Katelyn M. Phillips, at Phillips & Phillips with offices in Castro Valley and Pleasanton. www.phillipslaw.us.

FINANCE

Taking Control of Your

Do you know the value of your assets or how to calculate your net worth? Come to this class and learn how to assess your personal assets and develop your balance sheet! We will explore important aspects of financial good health such as: Are you keeping ahead of your expenses? Can you save? How do you make your savings grow with minimum risk? Do you own or rent? In addition, we will look at the effects of keeping assets in cash and how to hedge against inflation. We will

learn some investment strategies for the safe investor and think about practical life lessons like whether to buy or lease a car.

Instructor: Mahadevan Course No: 910500 ▲ Preregister by October 5.

Date	Day	Time	Site	Sess.	Fee
10/10-10	1/24 W	6:30-8pm	Rm 6	3	\$45



Dev Mahadevan has served as Chief Financial Officer and Chief Executive Officer for both Eden Hospital and Kaiser Permanente, and been in the health care

industry for more than 40 years. He started as an accountant and almost became a CPA before deciding to stay in one industry. He has prepared hundreds of financial statements and budgets and educated students and CEOs in finance and accounting principles.

FITNESS

Basketball Skills for Adults

Develop physical conditioning through basketball. Limited to 15 players.

Instructor: Moncrief

Course No: 940700, 940800 A

Preregister by September 7.

Date	Day	Time	Site	Sess.	Fee			
9/11-11/13	Tu	7-9pm	CMS Gym*	10	\$125			
9/12-11/14	W	7-9pm	CMS Gym*	10	\$125			
*Classes held at: Canyon Middle School, 19600 Cull								
Canyon Ro	!.	,						



Damien Moncrief is a PE teacher at Canyon Middle School.



FITNESS

Pilates, Power & Posture

This essential class is designed to strengthen the core muscles surrounding your spine whether you are performing standing 3-dimensional movement or mat exercises. Challenge your core and create the well-balanced body you've been looking for! Bring your own yoga mat and hand weights.

No Class: 11/13, 11/20 Instructor: Wright-Morash Course No: 940500 ▲ Preregister by September 27.

Date	Day	Time	Site	Sess.	Fee
10/2-12/11	Tu	4-5pm	Rm 13	9	\$59



Dallis Wright-Morash graduated with a degree in dance from York University in Toronto. Originally from Victoria, BC, Dallis has been choreographing,

performing, and teaching fitness at all levels for over 20 years. Dallis holds ACE, AFAA, and OFC/ NFLA (Canada) certifications in personal training, group exercise, Pilates and Yoga. In addition to teaching at CVACE, she has been fitness director at Bay-O-Vista since June of 2004. Her goal is to create classes where everyone can succeed, no matter their limitations. Her motto is STAY ACTIVE!

Nice and Easy Movement

Health and Fitness

This is a slower-paced exercise class which will help you improve your joint flexibility, bone density, muscle strength, and balance. Exercises are done seated in a chair and standing, but no floor exercises. We do lots of stretches and strength training to music. These exercises will relieve stress and improve your mood while giving you more energy to perform daily tasks. Please wear comfortable clothing and bring light weights. *Moderate Workout*

No Class: 9/3, 11/12, 11/19, 11/21, 11/23

Instructor: Nohr
Course No: 940100 ▲
Preregister by August 24.

DateDayTimeSiteSess.Fee8/29-12/19 MWF10-11:15amSr Ctr*Qtr\$55 qtr*Classes held at Kenneth Aitken Sr Center, 17800Redwood Rd.

Qigong Review Class

Mindfulness & Movement for Good Health
Are you practicing on auto-pilot or still asking, "What comes next?" Refresh your understanding about the

flow and purpose of each flowing qigong movement. Explore mindful body awareness and the dynamics of balance and well being through Wild Goose Qigong. Each of the six 1.5 hour Saturday morning classes includes warm-up exercises, a review of points and connections, individual coaching, and practice of the entire 1st Set Dayan Qigong form.

Prerequisite(s): Must already be familiar with the entire 1st Set **Wild Goose** (*Dayan Qigong*) practice.

Instructor: Cynthia Eaton Course No: 941500 ▲ Preregister by September 12.

Date	Day	Time	Site	Sess.	Fee
9/15-10/20	Sa	9:30-11am	Rm 10	6	\$69 gtr



After more than 25 years of practice, instructor **Cynthia Eaton** continues to be amazed about the resilience of the human body, and especially its capacity to be forgiving when we begin to care

for it well. Her vivid metaphors and analogies create a fun and engaging atmosphere for learning. Her greatest joy as a teacher comes from making Dayan Qigong (DYQG) accessible to students in ways that help them to personalize and embed what they learn into everyday living.

Chair Yoga

With the support of a chair, this is a gentle class that emphasizes proper breathing, correct spinal and pelvic alignment, improved balance, stretch, and posture. With a seated or standing assist, you will activate the body and mind. If you feel you have lost some mobility or muscle strength or even balance, come and join us to reverse these feelings and have some fun together. The chair replaces the yoga mat and becomes an extension of your body, allowing you to take full advantage of the amazing potential of yoga. Yoga can really be for everyone!

Please bring your own yoga mat.

No Class: 10/31, 11/21 Instructor: Dalla Muta Course No: 940200 ▲ Preregister by September 14

Date	Day	Time	Site	Sess.	Fee
9/19-12/5	W	4:30-5:30pm	Rm 3	6	\$49

Gentle Yoga

Gentle Yoga is designed to be an introduction to Yoga, with a mild and soft approach, dedicated to people with reduced mobility and flexibility. You will be introduced to the classic yoga asanas with particular attention to alignment and breathing techniques and also guided to achieve a gradual release of tension and stiffness in your body. The class is slow paced

and modifications will be applied in order to enter postures slowly and safely.

Please bring your own yoga mat.

No Class: 11/12, 11/19
Instructor: Dalla Muta
Course No: 940300 ▲
Prereaister by September 12.

Date	Day	Time	Site	Sess.	Fee
9/17-12/3	М	4:30-5:30pm	Rm 3	6	\$49

Yang/Yin Yoga

The best of both worlds!

Yang and Yin are the patterns of our life, and in nature all patterns are formed by opposite and complementary principles: hot and cold, active and passive, matter and energy, female and male, summer and winter, etc. A Yang/Yin class balances these contrasts in our physical and energetic body. We will practice traditional Yang Yoga for the first half of the class: dynamic postures and conscious breathing allow the body to warm up, strengthen, and energize. We will continue with Yin Yoga for the second half to complete our practice: our deeper "yin," connective tissues, ligaments, joints, and bones will be stressed when holding long postures to achieve lubrication, optimal health, and vitality. Some yoga experience needed, as the "yang" portion of the class requires some strength and familiarity with the poses. Please bring your own yoga mat.

No Class: 10/31, 11/12, 11/19, 11/21

Instructor: Dalla Muta
Course No: 940400 ▲

Preregister by September 12, 14.

Date	Day	Time	Site	Sess.	Fee
9/17-12/3	М	5:45-7pm	Rm 3	6	\$55
9/19-12/5	W	5:45-7pm	Rm 3	6	\$55



Antonella Dalla Muta

teaches classes at The Yoga Company in Castro Valley. Her yoga practice has enabled her to connect with her physical self and channel her in-

ner strength, helping her to conquer the everyday anxieties we all have. As an instructor, she hopes to share these experiences with her students and create an environment "on the mat," where participants can forget their troubles, fears and worries, and enter a world of comfort, harmony and balance, and be at a place where they can listen to themselves and experience healing. For Antonella, it's all about the journey. Everyone wants to get to the top of the mountain, but the happiness comes while you're climbing it!

Zumba®

Zumba® puts the fun in fitness! Exciting music from around the world will get you moving and sweating using easy to follow dance moves. Zumba® requires no dance experience and is open to all fitness levels making it fun for everybody and every body! Come ready to sweat, smile, and focus on having fun. Students should wear comfortable clothing, supportive shoes, and bring plenty of water. Come join the party!

Instructor: Jones
Course No: 940600 ▲
Prereaister by September 13.

Date	Day	Time	Site	Sess.	Fee
9/17-11/5	М	7-8pm	Rm 10	8	\$55

Katie Jones is a licensed Zumba® instructor whose goal as a fitness instructor is to bring no-pressure fun to her students' quest to burn calories. Katie was born and raised in Castro Valley and has been teaching elementary school in the district for over 10 years.

GARDENING

Bonsai – Basic

Instructional class includes basic skills, styles of Bonsai, plant selection, trimming and shaping, wiring, planting, fertilizing, and watering. Lecture and demonstration each week followed by hands-on projects. Supplies additional. *Limited to 18 students*.

No Class: 11/12, 11/19
Instructor: Butler
Course No: 930400 ▲
Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee	
9/17-12/3	М	7-9pm	Rm 6	10	\$125	

Bonsai – Advanced



This class is designed for students with advanced knowledge. Workshop format. Each week students will bring finished bonsai. Instructor will critique and advise on care and maintenance tasks. Topics include: show wiring, show presentation, judging

criteria, air layering, and grafting.

Prerequisite(s): At least 3 sessions of Bonsai Intermediate/Basic, or permission of the instructor.

No Class: 11/12, 11/19 Instructor: Baker Course No: 930600 ▲ Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee
9/17-12/3	M	7-9pm	Rm 5	10	\$125

HEALTH & SAFETY

CPR Class (American Heart Assoc.)

Learn essential life-saving techniques! This CPR course will teach a combination of artificial respiration and artificial circulation for basic life support techniques. Instruction will also cover how to catch a CAB (Circulation, Airway, Breathing), the updated steps in CPR and review training for individuals requiring re-certification. Defibrillator skills are also practiced using practice AED's. Class limited to 18 students.

Book required, same text used for both CPR and First Aid, purchase before the class. Purchase the text at the CVACE office.

Bring your own snack for break time.

Note: CVUSD certificated employees can take CPR and First Aid classes for \$15.00 each, plus the purchase of the text which is used for both classes. Substitute teachers do not qualify for discounted fee.

Instructor: Velasquez

Course No: 841100, 941101, 941102 A

Date	Day	Time	Site	Sess.	Fee
10/9	Tu	4-8pm	D0*	1	\$50
12/11	Tu	4-8pm	D0*	1	\$50

*Class at: District Office Board Room, 4400 Alma Ave.

First Aid Class (American Heart Assoc.)

The American Heart Association First Aid class is designed to give you the confidence to respond in an emergency situation with skills that can save a life. This 5-hour course provides complete first aid and safety skills, equipping individuals to recognize and provide basic first aid care for injuries and sudden illnesses. You will learn how to identify and care for a variety of medical emergencies, including severe bleeding, shock, musculoskeletal injuries and other sudden illnesses, as well as how to reduce the risk of disease transmission while providing care. Course meets OSHA standard for first aid. Limited to 18 students. Bring your own snack for break time.

Book required, same text used for both CPR and First Aid, purchase before the class. Purchase text at the CVACE office.

Note: CVUSD Certificated Employees can take CPR and First Aid classes for \$15.00 each plus the purchase of the text which is used for both classes. Substitute teachers do not qualify for discounted fee.

Instructor: Velasquez Course No: 941200 ▲

Date	Day	Time	Site	Sess.	Fee
11/13	Tu	4-9pm	D0*	1	\$50
*Class a	nt: District	Office Boa	rd Room	. 4400 Al	lma Ave.

MUSIC



Guitar Fundamentals, All Styles Learn the skills to teach yourself guitar.

Do you want learn how to teach yourself guitar? Don't know where to start? Whether you are just beginning or already have some skills, this course will show you how. Tuning, proper ergonomics, right-hand picking and fingerstyle, left-hand techniques, rhythm, chords, and scales will all be explored. No matter what kind of music you like, the course will provide the tools to teach yourself for years to come.

Most guitar music is learned by written guitar "tablature" and listening/observation. The course will explain tablature and how to use this method to read and write different chords & rhythm structures. We will also learn how to "play by ear". These skills and techniques can also be applied to other stringed instruments such as ukulele, mandolin, vihuela, Cuban tres, and requinto.

Requirement: You may bring an acoustic or electric guitar — either steel-string or nylon-string.

Instructor: Foster Course No: 950600 ▲ Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee
9/18-11/6	Tu	7-8nm	Rm 10	8	\$7 9



Jon Foster is a Bay Area native. He is a largely self-taught guitarist with 30 years of experience who is proficient with various guitar styles and techniques such as

electric and acoustic flatpicking, classical fingerstyle, and authentic gypsy flamenco fingerstyle techniques learned through private lessons in Europe from a master flamenco guitarist for one vear. Jon has a comprehensive knowledge of the history and evolution of the guitar & guitarbased music, including classical, blues, folk, jazz, rock (including hard rock & heavy metal), country, and authentic gypsy flamenco.

MUSIC

Orchestra

Come play great music! The Orchestra will perform three concerts during the year, provide outreach to enthuse students in music, and build community support for the performing arts. If you are an intermediate to advanced player, the Orchestra will be a fulfilling musical experience and a fun way to bring great music to the community. Members are chosen by audition and instrument needs for the next performance.

No Class: 11/20 **Instructor:** Cohen **Course No: 950200 ▲** Preregister by August 23.

Date	Day	Time	Site	Sess.	Fee
8/28-12/18	Tu	7:15-9:15pm	Rm 27*	1 qtr	\$85
*Creekside	e Mida	dle School, 1	9722 Ce	nter St.	

Community Band

If you love music and play an instrument, come join the Community Band! The band performs concerts and events throughout the Bay Area. The band performs classical music as well as marches, show tunes and pops. A great way to keep up your skills, develop new skills on a second instrument and make new friends who share your musical interests. Intermediate and advanced players welcome. www.CastroValleyBand.com

No Class: 11/21 Instructor: Maier Course No: 950100 ▲ Preregister by August 24.

Date	Day	Time	Site	Sess.	Fee
8/29-12/19	W	7:30-9pm	Band Rm*	1 qtr	\$42
*Convon 1	1iddla	Cobool 100	מח כייוו כי	nuan D	4

*Canyon Middle School, 19600 Cull Canyon Rd.

Swing Band – Big Band Era

This class is for adults who are proficient in sight reading and enjoy playing the big band sounds of the 1930's and '40's. The musical library of over 600 arrangements are for two Alto, two Tenor, and Baritone Saxophones, four Trumpets, four Trombones, Piano, String Bass, Guitar and Drums. Altos and Tenors who double on Clarinet or Flute are a plus. Vocalists are also welcome to try out. The band will perform two concerts per year. Interested musicians must make an appointment with the director through the Adult School for an interview and/or audition before enrolling.

No Class: 9/3, 11/12, 11/19 **Instructor:** Bowerman **Course No: 950300** ▲ Preregister by August 23.

Date	Day	Time	Site	Sess.	Fee
8/27-12/10	М	7:30-9pm	Rm G2*	1 qtr	\$59
*Canyon I	Middle	School, 19	600 Cull C	anyon R	d

Beginning Piano with Theory

Learn lead sheet playing on the piano or keyboard in this beginning level class. We will focus on style and performance technique covering chord symbols, bass line, and melody. Each class begins with a brief theory lesson and is followed by lab time with individual help from the instructor. Some electronic keyboards w/ headphones are available for students to use in class on a first-come, first-serve basis. No text is required, however information on suitable books is available from the instructor.

No Class: 11/22 Instructor: Wedemeyer Course No: 950400, 950401 ▲

Preregister by September 10, October 29.

	,	,			
Date	Day	Time	Site	Sess.	Fee
9/13-10/25	Th	9:30-11am	Sr Ctr*	7	\$69
11/1-12/20	Th	9:30-11am	Sr Ctr*	7	\$69
*Kenneth Aitken Sr Center, 17800 Redwood Rd.					

COMMUNITY CONCERT Decorporation CASTRO VALLEY ADULT AND CAREER EDUCATION ORCHESTRA Sunday, November 4, 2018 | Sunday, March 31, 2019 Sunday, May 19, 2019 CASTRO VALLEY COMMUNITY BAND Wednesday, December 19, 2018* | Wednesday, March 27, 2019 Wednesday, June 12, 2019 *Concert Venue TBD Concerts performed at Castro Valley Center for the Arts 19501 Redwood Road, Castro Valley

NUTRITION



NEW Power Your Day With Whole

Foods

Breakfast, Lunch and Snacks for Sustained Energy!

We all know that our health depends on good nutrition, and most people do make an effort to eat a wellbalanced dinner. Yet eating well throughout the day is equally or possibly even more important. Unfortunately, time pressure tends to favor convenient and often poor quality choices. We will tackle three key eating times: breakfast, lunch & snacks. Each of these present an opportunity to fuel your body and mind for best energy/ mood, stable blood sugar and clear thinking. Class will combine discussion about WHY that meal is important, along with a food demo of 2 or 3 example recipes as well as a practical discussion about planning, cooking, and preparation strategies that can make better nutrition throughout the day more achievable. Class resources include helpful handouts, recipes, book references. Teacher material fee of \$15.

Instructor: Blanc Course No: 920900 ▲ Preregister by October 19.

Date	Day	Time	Site	Sess.	Fee
10/22 11/6	To	6.30 8.30nm	Rm 0	3	405

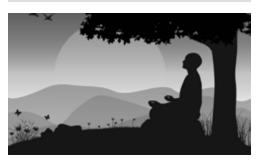


Susan Blanc is a nutrition & herbal therapist. She has a private practice in San Ramon and Berkeley and teaches at CVACE and the California School of Herbal Stud-

ies. Susan provides nutritional support for a variety of health issues, including digestive, blood sugar, endocrine and cardiovascular concerns. Contact the instructor at 510-610-4644.

> **Qigong Review Class** See page 30

PERSONAL GROWTH



Mindfulness Meditation

Supporting and Sustaining a Daily Practice Whether you have never meditated before or have been meditating for years, this class will support your journey in experiencing and benefiting from a mindfulness meditation practice. Studies from both Harvard and Stanford confirm that a regular mindfulness meditation practice can make positive changes in our physical and mental well-being. During class, we will learn and practice sitting and walking meditation and mindfulness techniques on the spot and meditations with objects and sound. We will also explore mindfulness of current emotions and emotional rescue (mindful gap, clear seeing and letting go). This meditation class is a great way to begin, support or strengthen a mediation or mindfulness practice.

Note: This class is educational, experiential and for personal enrichment. It is not therapy or a substitute for therapy.

No Class: 11/6, 11/20. Instructor: Bass Course No: 941400 ▲

Preregister by October 11.

Date Dav Time Site Sess Fee 10/16-12/4 Tu Rm 3 7-8pm \$59



John Bass LMFT has been practicing and teaching meditation for over 20 years. John is a licensed Marriage and Family Therapist and a meditation practice

instructor for Nalandabodhi (a Tibetan Buddhist organization founded in the United States by Dzogchen Ponlop Rinpoche). John's style is warm and friendly with an emphasis on helping his students find out what works best for them. You can find out more about John by visiting his website at www.contemplativecounselingsolutions.com

PERSONAL GROWTH



NEW Dreams and the Hidden Power of Sleep

Where do dreams come from and what do they mean? Can we learn from our dreams and even learn to control them? Can dreams predict the future and why is it so hard to remember our dreams? Dr. Van Zino will bring her years of experience working with dreams to answer these questions, as well as work with students to interpret their dreams. Come explore this truly fascinating world!

Instructor: Van Zino No Class: 10/16 Course No: 941600 ▲ Preregister by October 5.

Date	Day	Time	Site	Sess.	Fee
10/9-11/6	Tu	6:30-8pm	Rm 6	4	\$55



Dr. Van Zino has helped people to understand themselves throughout her years as a primary care physician, medical educator at Stanford Medical School and

community teacher. She worked with a worldrenowned sleep specialist while a student at Stanford and has taught highly praised classes on many subjects. She recently published her anthology, Midnight's All A Glimmer: Poetry, Personality and the Power to See.

PHOTOGRAPHY



NEW Photographing People

Taking great pictures of people can be harder than it looks! You can learn some tips and techniques, however, for getting the best out of your subjects. Join Stephen and learn how to effectively scout for ideal locations, pose individuals and groups, and determine the composition of your photos for maximum effect. You will learn how to process your digital files with Adobe Lightroom and Photoshop. Students will practice with various forms of light including natural light, studio lights, camera flash, and off camera flash.

All levels of photographers are welcome, though we will explore some intermediate techniques such as adjusting exposure with aperture, shutter speed, and

Instructor: Hew No Class: 10/11 Course No: 930100▲

Date	Day	Time	Site	Sess.	Fee
9/20-10/18	Th	6-8pm	Rm 6	4	\$65



NEW Digital Photography Processing & Management with Adobe Lightroom

Photography Basics & Practical Techniques

Would you like to learn how to import, rate, process, print, and share your images with Adobe Lightroom Classic CC? Join this class and learn the tips and tricks to be get the most from this powerful software! The class is designed for both beginners and those who have been wondering how this Lightroom software can help their photography. You will learn about exposure correction, retouching, color and tone adjustments. Purchasing a Lightroom Classic CC subscription is required, as the school computers do not have this software. It is available at adobe.com.

Requirement: Students must bring personal computer with Adobe Lightroom Software pre-installed.

Instructor: Hew Course No: 931400▲

Date	Day	Time	Site	Sess.	Fee	
11/1-11/15	Th	6:30-8:30nm	Rm 6	3	\$49	

Stephen Hew started his photography education at UC Santa Cruz in 1998 and has been photographing people, landscapes, and still life ever since. Stephen's local Castro Valley Studio specializes in portraits, weddings, and family photography. You can view a sample of his work at http://www.byhew.com

WOODWORKING



NEW Small 3 Drawer Chest

In the class you will be building a small chest that is 20" x 12" x 12". It will have 3 drawers and a hinged lid. The drawer will be a rabbit dovetail construction with wooden dovetail door slides. This chest will be a modernly designed with ribbon striped sapele and ash. This chest can be used for storage of jewelry, sewing items, or any other small keepsakes. The drawers will measure 2" x 15" x 10". This class will give you great experience with using dovetail joinery only found in the most elegant furniture. Material fee is \$125.

Requirement: Dust Mask, Hearing Protection & Safety Glasses

Instructor: Vice Course No: 931600▲ Preregister by September 7.

Date	Day	Time	Sess.	Fee	
×	T	6-9pm	10*	\$325	

^{*} Dates Include: 9/11, 9/25, 10/9, 10/23, 10/30, 11/6. 11/13, 11/27, 12/4, 12/18.

Classes are held every other Tuesday at Canyon Middle School, 19600 Cull Canyon Rd.



NEW Nine-Sided Occasional Table

This beautiful 9-sided table is 19" round & 22" high. It is red oak with black walnut inlay. This table will be perfect to hold a lamp, plant or as an accent table for your room décor. The top will be inlayed with black walnut and a nonagon center inlay. The center is approximately 3-4" diameter. The leg set will have 3 curved legs joined in the middle. This design gives the table an Old World 16th century French flair and 21st century modern elegance. Material fee is \$130.

Requirement: Dust mask, hearing protection & safety glasses

Instructor: Vice Course No: 931500 ▲

Prereaister by September 7.

Dute	Duy	111110	0033.	100	
*	Th	6-9pm	10*	\$325	
* Dates	Include: 9/13,	9/27, 1	0/11, 10/25,	11/1, 11/8	, 11/15,
11/29, 1	2/6, 12/20.				

Classes are held every other Thursday at Canyon Middle School, 19600 Cull Canyon Rd

Spiral Pattern Lazy Susan

In the class you will be building a spiral patterned Lazy Susan made with multiple 30 and 60 degree angles. It is 16" round and 34" high. The wood will be maple and sapele. This class is for anyone who wants to learn the tricks of precision joinery.

It will become the center piece for your table that will turn into a conversation piece. Your friends will be wondering how you made such precision joints. We will be using jigs and fixtures that apply to the table saw, bandsaw, and router table. Material fee is \$65. **Requirement:** Dust mask, hearing protection & safety glasses

No Class: 11/21 Instructor: Vice Course No: 931200 ▲ Preregister by September 7.

Date	Day	Time	Sess.	Fee	
9/12-11/28	W	6-9pm	6	\$175	

* Classes are held every other Wednesday at Canyon Middle School, 19600 Cull Canyon Rd



WORLD LANGUAGE



NEW Beginner Italian Review

This is an hands on class focusing on the development of conversational skills in Italian and reinforcement of abilities that students already gained, but can not master yet. It is meant as a review/reinforcement for those students who already attended one or more beginning classes or already have a basic knowledge of the language. Using various materials, students will improve and enhance their listening and speaking skills as well their understanding of basic grammar structures and expand their vocabulary, so they will be ready to pass to the next level. Returning students do not need to buy a new book. No text book required, however I suggest to buy Italiano in pratica, Alma Edizioni. Please contact the instructor for more information. Books used in class: Giocare con la fonetica. Italiano in Pratica. Le prime 1000 parole italiane (all of them from Alma Edizioni); Via della grammatica (Edilingua).

Prerequisite(s): Italian beginner conversation or a basic knowledge of Italian language (basic knowledge of pronunciation, a sense of gender-number agreement and a basic understanding of definite/indefinite articles, nouns, adjectives and present tense).

No Class: 10/31, 11/21 Instructor: Lorenzon Course No: 991500 ▲ Preregister by September 14.

Date	Day	Time	Site	Sess.	Fee
9/19-12/12	W	5:30-7pm	Rm 4	11	\$139

Italian Conversation – Intermediate

BUON APPETITO! A culinary journey through Italy.

This intermediate level class will end our journey through Italian regions. It is meant to enhance your ability to use grammar structures that you already know and to deepen your knowledge of Italian culture and geography through a virtual culinary journey in some 20 Italian regions. Each region will be presented with two recipes that will offer you the opportunity to expand your vocabulary and practice grammar. You will learn how to write/tell a recipe, how to express measurements and idiomatic expressions related to food. Not to mention that you may be tempted to try those recipes at home!

I will use the following book: Buon Appetito! Bonacci Editore (Loescher). The book is not mandatory, but you are welcome to buy it if you wish. ISBN: 9788875733865

Prerequisite(s): A good previous knowledge of Italian grammar and vocabulary.

No Class: 10/31, 11/21
Instructor: Lorenzon
Course No: 991600 ▲
Preregister by September 14.

Date	Day	Time	Site	Sess.	Fee
9/19-12/12	W	8-9pm	Rm 4	11	\$115

Italian – Advanced Grammar

This is an advanced grammar class for students with a previous solid knowledge of Italian grammar at an intermediate/advanced level. We will face, in particular, advanced grammar structures such as passato and trapassato remoto, use of conditional and subjunctive in the if clauses and the passive form of the verb. No text book required. Please contact the instructor for more information. Returning students already have the following book, however it won't be the only one used in class: ITALIAN A SELF TEACHING GUIDE, Second Edition, Edoardo A. Lebano, John Wiley & Sons Inc. ISBN: 9 780471 359616

Prerequisite(s): Previous solid knowledge of basic and intermediate Italian grammar (articles, nouns, prepositions, regular and irregular verbs in all tenses and modes of the active form)

No Class: 10/31, 11/21 **Instructor:** Lorenzon **Course No: 991100** ▲ Preregister by September 14.

Date	Day	Time	Site	Sess.	Fee
9/19-12/	/12 W	7-8pm	Rm 4	11	\$115



Born and raised in North Eastern Italy, Francesca Lorenzon completed her studies at the University of Trieste earning a Master's Degree with Honors in Modern Languages and Literature. She

moved to the Bay Area with her family in 2011. In California she discovered her passion for teaching Italian language and culture, at first on a volunteer basis and then as a profession. She loves to read, cook and travel.

Spanish for Work and Travel I

Do you want to learn to speak Spanish for work or travel but don't know where to begin? Did you take Spanish in high school but have forgotten most of what you learned? This fun entry-level class will get you started, even if you have never tried Spanish before. You will learn key phrases that will let you understand co-workers or get around when you travel in Spanish-speaking countries. You will learn basic vocabulary, grammar, culture and practice conversational Spanish in a relaxed, supportive classroom setting.

Book required, see book list on page 13.

No Class: 11/22 **Instructor:** Olroyd **Course No: 990100 ▲** Preregister by September 14.

Date	Day	Time	Site	Sess.	Fee
9/20-11/29	Th	7:30-9:00pm	Rm 5	10	\$129

Spanish for Work & Travel III

This class continues to increase vocabulary and build upon grammar concepts. The class emphasizes workplace communication by helping students gain a solid foundation in grammar, writing, and conversation. Upon completing this class students will know how to describe someone, ask for directions, and understand the usage of the verbs Ser and Estar. Although the focus of this course is workplace communication, students will also be able to apply skills to travel, shopping and daily conversation with Spanish speakers.

Prerequisite(s): Satisfactory completion of Spanish Level II or permission of the instructor.

Book required, see book list on page 13.

Instructor: Olroyd
No Class: 11/22
Course No: 990200 ▲
Preregister by September 14.

Date	Day	Time	Site	Sess.	Fee	
Q/20_11/2Q	Th	6-7:30nm	Rm 5	10	¢120	



WORLD LANGUAGE

Spanish for Work and Travel IV

Upon completing this class you will have learned to conjugate irregular and reflexive verbs in the present tense and will have been introduced to the usage of verbs in the past tense. Your conversation and reading abilities will have improved substantially. Although the focus of this course is workplace communication, you will also be able to apply skills to travel, shopping and daily conversation with Spanish speakers. You will also have learned more about how Spanish culture differs in the various countries throughout the world.

Prerequisite(s): Satisfactory completion of Spanish

Level II or permission of the instructor.

Book required, see book list on page 13

No Class: 11/20. **Instructor:** Olroyd **Course No: 990400** ▲

Preregister by September 14.

Date	Day	Time	Site	Sess.	Fee	
9/18-11/27	Tu	6-7:30pm	Rm 5	10	\$129	

Spanish for Work & Travel – Advanced

Students will continue to learn more advanced grammar skills including past and future verb tenses, while practicing conversation on a wide variety of topics. The class emphasizes communication skills for work, shopping or travel.

Prerequisite(s): Satisfactory completion of Spanish Level III IV, V, or permission of the instructor.

Book required, see book list on page 13.

No Class: 11/20 Instructor: Olroyd Course No: 990500 ▲ Preregister by September 14.

Date	Day	Time	Site	Sess.	Fee
9/18-11/27	Tu	7:30-9pm	Rm 5	10	\$129

ADULTS WITH DISABILITIES PROGRAM

JOIN US IN THANKING THESE BUSINESSES FOR HIRING OUR STUDENTS WITH DISABILITIES!

























CALL US AT **510.886.1000**

IF YOU'D LIKE TO EMPLOY ONE OF OUR STUDENTS WITH DISABILITIES!

ADULTS WITH DISABILITIES PROGRAM

STRIDES: A Program for Adults with Intellectual Disabilities

MONDAY - FRIDAY, 8:30AM-2:30PM (STUDENTS MAY ATTEND PART-TIME)

Location: Castro Valley Adult & Career Education Campus

Workplace Skills and Functional Academics

This comprehensive program includes classes in independent living skills. Adult Basic Education (functional academics), community access, social and communication skills, work experience, and work readiness. Our goal is to help each student develop to his or her greatest potential, meet individual goals, and become as independent as possible. Students choose classes aligned with their goals from the following course offerings (may vary):



Learning to use iPads

Life Skills and Functional Academics (ABE) Community Access Skills (ABE)

Functional Reading and Writing Community Awareness Functional Math and Money Community/Street Safety Consumer Education

Computer Skills for Social/Leisure

Advocacy/Leadership Social/Communication Skills

Conflict Resolution

Social Interaction & Relationships

English as a Second Language

Meal Preparation (planning, shopping, cooking)

Health, Hygiene & Fitness

Personal Safety and First Aid

Current Events

Sewing/Mending

Newsletter Production

Time Management

Using Public Transportation Community Service Social Skills in the Community

Workplace Skills (CTE)

Career Exploration

Volunteer Work Experience

Food Service Worker

Café/Snack Bar Worker

Landscaping/Grounds Maintenance

Gardening

Florist Worker

Custodian

Recycling

Vocational Sewing/Arts

Photography

Home Repair

Office Worker

Workplace Communication Skills

Tours are available by appointment. For more information, call (510) 886-1000.

Eligibility: Must be 22 years of age, have a primary diagnosis of an intellectual disability, and have the ability to be independent on an adult school campus. A screening committee reviews each application to determine if the program can meet the staff support/educational needs of the applicant.

Dietary Aide & Food Services Training Program - training offered at a slower pace, designed for students needing additional learning supports. See page 8.

COMMUNITY



To Report a Sewer Emergency. Call: (510) 506-5821

This is a free advertisement



CVEF is a volunteer, community-based organization that promotes excellence in the educational experience of students in the Castro Valley Unified School District by providing resources, sponsoring activities, and rewarding achievement.

CVEF awards grants to CVUSD teachers, district employees, students, parents, and others for programs or projects that are especially effective in promoting academic excellence for the students of Castro Valley Unified School District. CVEF supports students through our Scholarship Program, as they strive to achieve their career goals by pursuing additional education and training.

CVEF sponsors educational activities that complement classroom instruction, such as Robotics Clubs and Science Olympiad, and co-sponsors the Community Conversations and Lecture Series.

CVEF recognizes the achievements of students, teachers, and community members through our Scholarship Program, Foundation Faculty Awards, and Friends of Education Awards.

SUPPORT CVEF: GO TO WWW.CVEF.ORG

Donate | Sponsor a Scholarship | Volunteer

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COMMUNITY



MAKING A DIFFERENCE

thru Education, Enrichment and Entertainment

2018-2019 Series



Led ZepAgain Sep 7, 2018

> An Evening of Country Mark Mackay Oct 13, 2018





From Britain's Got Talent Vox Fortura Nov 3, 2018

> James Garner's Tribute to Johnny Cash Jan 19, 2019





The Sun Kings Feb 23, 2019

> As seen on PBS Pasquale Esposito Celebrates Enrico Caruso

Mar 30, 2019





Join us for our second annual celebration of the New Year

A MUSICAL CABARET

December 31, 2018

The party starts at 6pm with champagne and small bites, followed by the show at 7:30pm

All performances at the



PURCHASE TICKETS

ONLINE: www.cvartsfoundation.org

PHONE: (510) 889-8961

CFA Box Office CV Adult School PERSON: (510) 889-8961

(510) 886-1000

More Information at www.cvartsfoundation.org

COMMUNITY



with Jan

Jazzercise is a total body workout that burns up to 600 calories in 60 minutes!

We offer over 44 classes a month!

Jazzercise is a dance-based fitness program featuring new moves with hit music. Classes are always different, keeping your workouts fresh and challenging. Classes fuse cardio, resistance training, Pilates, yoga, kickboxing and modern dance. Different formats offer variety to keep you motivated and break through plateaus.

M-F 4:30 pm M/W 5:45pm Sat 7:45am

It works. It's fresh. It's for life. You'll transform.



Strength 45

Find your Strength. "Crave" your Workout!

A 45-minute muscle sculpting strength wrokout that tones and sculpts through low-impact weight and resistance training. A perfect "get back into" exercise class.

M/W 5:45pm

NEW STUDENT OFFER!

50% OFF First Month

with the purchase of an EFT ticket

for more information, contact Jan Hennefer: 538-7070 jazzwithjan@comcast.net

JazzWithJan.com

CVUSD K-12 BUSSING

Bus Tickets and Passes

Bus passes and tickets for 2018- 2019 can be purchased at Castro Valley Adult & Career Education, 4430 Alma Avenue, Castro Valley. Check, cash, money orders, VISA, MasterCard, Discover and American Express credit cards are accepted for payment.

New for 2018- 2019: ALL busing students (passes AND tickets) should be present at the time of purchase to have photo taken for required bus ID.

Bus tickets are NOT REFUNDABLE at the end of the year, nor can they be used during the next school year, so plan carefully.

If you have any questions regarding the specific bus routes, please call CVUSD Transportation Department: 510-881-5271

PRICES FOR 2018-2019

Annual AII-Day Pass - \$565 Annual AM or PM Pass \$324 Semester AII Day Pass - \$350 Semester AM or PM Pass \$199

Book of 40 Bus Tickets - \$99

Limited number of passes are available. Passes available NOW!

SERVICES



Ticket sales for most events held at the

Castro Valley Center for the Arts

may be purchased at Castro Valley Adult and Career Education

4430 Alma Ave. Castro Valley

510-886-1000



Typing Test Certification

Do you need a typing test to verify speed and accuracy for your current or prospective employer?

\$17 test fee

FREE for CVACE Keyboarding and Computer students.

GIVE THE GIFT OF LEARNING

with a certificate for classes at Castro Valley Adult and Career Education

Purchase your gift certificate in person at:

4430 Alma Ave., Castro Valley

LIVE SCAN FINGERPRINTING SERVICES



Castro Valley Adult and Career Education is a LiveScan provider approved for Department of Justice and FBI clearances.

Fingerprinting services are available on an appointment basis:

Monday - Thursday 9:00 am - 7:00 pm Fridays 9:00 am - 3:00 pm

\$25.00 rolling fee (no personal checks) + DOJ and FBI fingerprinting charges

CALL 510-886-1000

or inquire in person at: 4430 Alma Avenue, Castro Valley

CVACE MISSION & VISION STATEMENT





MISSION STATEMENT

Castro Valley Adult & Career Education inspires, prepares, and empowers all individuals to achieve their educational, career, and personal goals.

SCHOOLWIDE LEARNING OUTCOMES

- Students will identify and achieve their personal learning goals.
- Students will identify the 21st Century Skills* that are most critical to their goals and demonstrate growth in those skills.
- Students will achieve a measureable increase in knowledge and skills.
- Students will apply acquired knowledge and skills to their lives outside of class.

*21st Century Skills include critical thinking, communication, collaboration, initiative, and technology

VISION STATEMENT

CURRICULUM – Our 21st century curriculum is aligned with current standards, is relevant, and gives students the preparation and skills needed for employment, career advancement, continuing education, and personal growth.

LEARNING ENVIRONMENT — Our staff creates an engaging, accepting, and caring environment that sparks the joy of learning.

STUDENT SUPPORT & INFRASTRUCTURE — Our welcoming and well-equipped campus creates a sense of community for our diverse student population.

PROFESSIONAL DEVELOPMENT — We are a vibrant community of learners where all staff engage in professional development and learning communities to ensure that best practices and state-of-the-art instructional tools contribute to student achievement.

COMMUNITY —We are an active community partner and resource, accessible to all community members for personal and professional growth.

A Division of Castro Valley Unified School District

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

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Stacey Woods

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Nancy Mosbaugh

Class schedule design and production by Detati Digital Marketing | detati.com

POLICIES AND PROCEDURES

MISSION STATEMENT

Castro Valley Adult & Career Education inspires, prepares, and empowers all individuals to achieve their educational, career, and personal goals.

UNIFORM COMPLAINT PROCEDURES

In accordance with the state guidelines, the District has adopted Uniform Complaint Procedures. Contact the Castro Valley Adult & Career Education Office for a copy of the policy at 510-886-1000 or access the Procedures through our website, www.cvadult.org.

ADMISSIONS/ELIGIBILITY

Classes are open to all adult students regardless of residency or citizenship.

CHILDREN

Children are not permitted in any Castro Valley Adult & Career Education class except where they are a part of the class design and setting.

PHOTOGRAPHY/VIDEO/RECORDING

Photographing, videotaping, or recording is only permitted with instructor approval. Castro Valley Adult & Career Education reserves the right to photograph or video classes and program participants for promotional purposes.

CLASS CANCELLATION POLICY

Castro Valley Adult & Career Education reserves the right to cancel any class due to low or declining enrollment.

REFUND POLICIES

If a Castro Valley Adult & Career Education class is cancelled, the student registration fee will be refunded in full. When a registered student withdraws from a class prior to the start, the registration fee (less a \$10.00 clerical fee) will be refunded up until the day the class begins. No refunds will be made after the start of the first class meeting.

NO SMOKING POLICY

Smoking and/or the use of any tobacco or e-cigarette product is prohibited within any school buildings, on school grounds, and parking lots, during school-sponsored activities, in vehicles owned, and/or operated by the Castro Valley Unified School District, and in any building in which services are provided by employees of the District. (CVUSD Board Policy No. 3513.3)

NON-DISCRIMINATION POLICY

Castro Valley Adult & Career Education does not discriminate on the basis of race, color, national origin, religion, gender or handicap in any of its policies, procedures or practices. See page 1 for full statement.

PARKING

Please park in the main parking lot off Seven Hills Road whenever possible, rather than on Alma Avenue. This will help reduce congestion in front of neighbors' homes. Thank you.

PRIVACY STATEMENT

Castro Valley Adult & Career Education is committed to maintaining the privacy of your personal information needed for registration and for student program records. All information collected will be protected within our agency and will not be sold for profit or shared with other schools, businesses, or government agencies for purposes other than what is required for maintaining mandatory student records. We strictly adhere to California Department of Education Privacy Policy, Government Code §11015.5, dated July 1, 2001 in our on-site and on-line registration procedures and management of student records.

ACCREDITED BY: THE ACCREDITING COMMISSION FOR SCHOOLS, WESTERN ASSOCIATION OF SCHOOLS AND COLLEGES – 533 AIRPORT BLVD, SUITE 200, BURLINGAME, CA 94010 / WWW.ACSWASC.ORG

REGISTRATION

ONLINE

www.cvadult.org





MAIL-IN

Castro Valley Adult & Career Education 4430 Alma Ave. Castro Valley, CA 94546

Enclose a self-addressed, stamped envelope for verification of registration.

PHONE-IN/FAX-IN

Phone: 510.886.1000 Fax: 510.537.8537







WALK-IN

Castro Valley Adult & Career Education 4430 Alma Ave. Castro Valley, CA 94546

HOURS:

Mon-Th 8am—8pm Fri 8am—4pm Sa 8am—12pm

NAME (PLEAS	SE PRINT)							
ADDRESS								
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EMAIL ADDRE	ESS							
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EMERGENCY	CONTACT NAME ——							
Relat	tionship ———							
Phor	e Number							
CLASS NO.	CLASS TITLE	1	DAY	DATE	TEACHER	FEE		
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	DATE							
	SIGNATURE							
No verification o	f registration will be sent w	ithout self-addres	sed stamp	ed envelope	9.			



MEDICAL TRAINING PROGRAMS



Fast, effective, and highly-regarded certificate programs

Start a new career in only 6 months!

Healthcare Administration (HCA)

INCLUDES:

- Intro to Medical Terminology
- Healthcare Administration Foundations
- Healthcare Billing, Coding & Records

Clinical Medical Assistant (CMA) INCLUDES:

- Intro to Medical Terminology & Anatomy and Physiology
- Intensive Hands-On Skills Training
- Career Development
- State/National Certificate Test Prep

Post-Program Options:

HCA/CMA Externship

Medical Terminology

Advanced Coding

Coding Test Prep

During the 2016/2017 school year, 86% of academy students obtained a job and/or pursued further education in a related field.

All Certificate Courses are NOT the Same!

CVACE medical courses are taught by our own credentialed teachers with years of relevant industry experience. You will receive high-quality training and education that prepares you for employment in a rigorous industry at an affordable price.

To <u>register</u> for the **CMA Program** and/or **HCA Program** you <u>must</u> attend one of the following <u>mandatory</u> orientations:

Thursday, September 6 6 - 9 pm

Saturday, September 8 9 am - noon Saturday, September 11 6 - 9 am

Call **510.886.1000** to reserve your spot!

JUST A FEW OF THE HEALTHCARE FACILITIES WHERE OUR STUDENTS HAVE BEEN HIRED:

- · John Muir Medical Center
- ValleyCare Health System
- Sutter East Bay Medical Foundation
- University HealthCare Alliance
- UCSF
- · Palo Alto Medical Foundation
- Kaiser Permanente
- · Offices in the Bay Area

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- Mexican Soup and Corn Muffins 28

Castro Valley, CA 94546 4430 Alma Avenue Career Education

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Castro Valley Adult &

POSTAL CUSTOMER



characteristics or association with a person or group with one or more of these actual or perceived characteristics. Volations of this policy should be reported immediately to the site administrator(s) at District Schools. dentification, ace, religion, marital or parental status, physical or mental disability, sex, secual orientation, gender, gender, gender identity or expression, or genetic information; the perception of one or more of such

nquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, 510-537-3000 x 1257