

FALL 2017

Find Your Class Inside:

- 20 Parent University
- 24 Business Start-up Essentials
- 37 Write a Novel in a Month

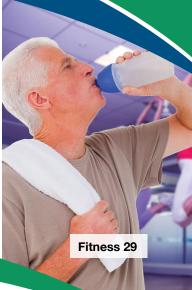


www.cvadult.org | 510.886.1000









We have something for everyone!

Come visit our warm and inviting campus and benefit from our many programs. We invite you to brush up on your reading and math skills or pursue a new career path in wastewater treatment, the medical field, or learn English. Or maybe you'd like to explore your creative side by learning about mixed media art or flex your storytelling muscles by writing a novel in a month. We are the place to visit if you'd like to take a fitness class or work on self-care in our Gentle Yoga or Meditation for Busy People. In keeping with our more than fifty-year tradition of providing important educational opportunities for adult learners of every age and ability, our staff is ready to welcome you into their classrooms to share their knowledge and passions!

Susie Passeggi, Director

Sharon Travers, Assistant Principal



Careers in Healthcare 2

New Classes This Fall

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Non-Discrimination Statement: CVUSD is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination, intimidation, harassment and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Violations of this policy should be reported immediately to the site administrator(s) at District Schools. Inquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, 510-537-3000 x 1257

MEDICAL ACADEMY

CERTIFICATE PROGRAMS

Clinical Medical Assistant Program

Medical Office

Become a Clinical Medical Assistant in the growing and demanding area of healthcare! This comprehensive, hands-on program will prepare you to take the state or national CMA examination, test prep included. Students will learn to perform clinical procedures including 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.

Textbooks required, see book list on page 13.

Instructor: Medical Team

No Class: 11/20, 11/22, 12/25, 12/27, 1/1, 1/3, 1/15,

2/19, 4/2, 4/4 **Course No: 0603600**

 Date
 Day
 Time
 Site
 Sess.
 Fee

 10/9-4/11
 M/W
 9am-4:30pm
 Rm 16
 44
 \$1850+text

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 Clincal 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).

Instructor: Dasalla

No Class: 11/21, 11/23, 12/26, 12/28, 1/2, 1/4,

Course No: 064300

Textbook required, see book list on page 13

Note: Successful students who complete all four 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.**

 Date
 Day
 Time
 Site
 Sess.
 Fee

 10/10-2/15
 T/Th
 9am-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 an assigned 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.

DateDayTimeSiteSess.FeeUpon completion of CMA/HCA Program\$295

CASTRO VALLEY

Medical Academy

MANDATORY ORIENTATION

Clinical Medical Assistant/Healthcare Administration Programs for Fall 2017

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:

Wednesday, August 23 from 6-9 pm, Room 12 & 13 Saturday, August 26 from 9 am - 12pm, Room 12 & 13 Tuesday, August 29 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

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. This course prepares you to sit for the CCMBA State Certification or the NCCT Medical Office Assistant Certification.

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.

Textbook required, see book list on page 13.

Instructor: Dasalla No Class: 11/21, 11/23 *Course No: 061700*

 Date
 Day
 Time
 Site
 Sess.
 Fee

 10/10-11/30
 T/Th 9am-4:30pm
 Rm 19
 14
 \$550+text

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.

Note: 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.

Textbook required, see book list on page 13

Instructor: Dasalla

No Class: 12/26, 12/28, 1/2, 1/4

Course No: 063600

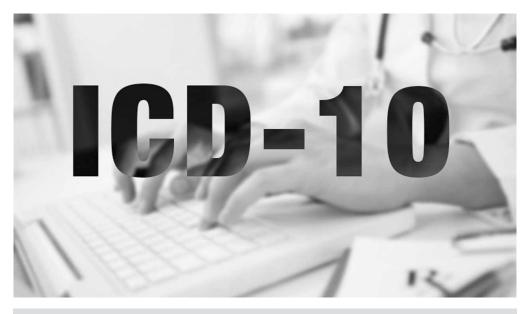
 Date
 Day
 Time
 Site
 Sess.
 Fee

 12/5-2/15
 T/Th
 9am-4:30pm
 Rm 19
 18
 \$595+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.

SPANISH FOR MEDICAL PROFESSIONALS Online Class, see page 12

MEDICAL ACADEMY



COURSES



NEW ICD-10 Test Prep Boot Camp

Medical Insurance Billing & Coding

This course is designed to help prepare students to sit for the coding certification examination (AAPC). It is designed with a general study focus theme by presenting sample case scenarios, short coding auideline exercises, and testing techniques. Speed drills are also incorporated to allow the students to build speed necessary to complete the coding certification examinations. This course does not teach coding. Students must come prepared with an indepth knowledge of medical coding and be interested in obtaining a national certification.

Prerequisite(s): Indepth knowledge of medical coding using ICD-10-CM, CPT and HCPCS coding books or completion of medical coding course. Students should have their own current coding books for use in class.

Instructor: Dasalla Course No: 0601800

Date	Day	Time	Site	Sess.	Fee
9/26-10/5	T/Th	9am-4:30pm	Rm19	4	\$159

Medical Terminology

In this comprehensive 12-week hybrid course, students attend class two evenings 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 competencybased 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** Textbook required, see book list on page 13.

Instructor: Cmelak **No Class:** 11/20, 11/22 Course No: 066700

Date	Day	Time	Site	Sess.	Fee
9/18-12/13	MW	5:30-8:30pm	Rm 16	24	\$195+text

Register online at: www.cvadult.org

COMPUTERS & TECHNOLOGY



ACCOUNTING

Accounting Principles Level 1

Accounting

This course teaches concise accounting concepts to students who have a need to understand basic accounting principles. Learn about business transactions, the accounting cycle, T-accounts, and the key financial statements. This course is good preparation for those needing basic accounting principles for job advancement and for those who will be performing basic accounting or bookkeeping procedures.

Accounting Principles I Certificate: Students must arrive on time and attend every class. Students will have the option of completing a portfolio of work to earn a competency-based certificate.

Instructor: Zimmerman

Textbook required, see book list on page 13 Course No: 0601400

Students must preregister by Sept. 14.

 Date
 Day
 Time
 Site
 Sess.
 Fee

 9/16–10/14
 Sa
 10am–3:30pm
 Rm 14
 5
 \$195+text



Learn Microsoft® Office at Home! FOR PC

Need skills in MS Word, Excel, PowerPoint, or Access, but cannot commit to attending lengthy class sessions?

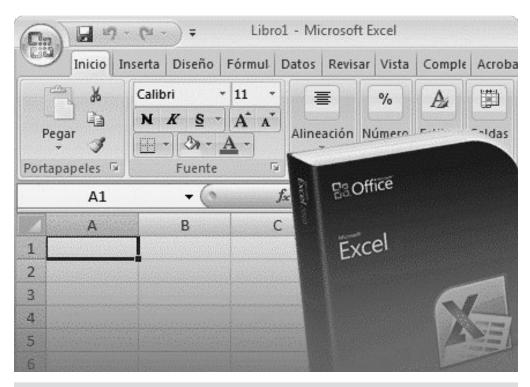
With Learn at Home, you will complete the course work at home on your computer, email completed assignments, and meet with your instructor once a week for 30 minutes to review your progress. This course is for students who want to set their own pace, are highly motivated, and can work independently. After completing a portfolio of work in the selected Microsoft applications, each student will receive a Certificate of Competency for each level achieved. Weekly appointments will be scheduled at mutually convenient times between you and the instructor. For more information, call 510-886-1000.

Student must have software available and must be familiar enough with computers to manage course work.

FALL QUARTER

August 28 - Dec 15 / Course # 063205 \$75 per quarter + text G. Wedemever

COMPUTERS & TECHNOLOGY



PC COMPUTER CLASSES

NEW Excel 2013 - Part I Saturday Course

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, charting basic 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

No Class: 10/21.11/11.11/25

Textbook required, see book list on page 13

Course No: 062401

Students must preregister by Sept. 14.

Date	υay	Time	Site	Sess.	ree
9/16–12/9	Sa	9–11:30am	Rm18	10	\$159+ text

Excel 2013 - Part II Saturday Course

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 2013 Part I. You will have the option of completing a portfolio of your work to earn a competency-based certificate.

Register by September 14.

Prerequisite(s): Completion of Excel Part One or pass

skills assessment at first class

Instructor: Reyes

No Class: 10/21, 11/11, 11/25

Textbook required, see book list on page 13

Course No: 063100

Date	Day	Time	Site	Sess.	Fee
9/16-12/9	Sa	1-3:30nm	Rm18	10 5	\$159+ text

COMPUTERS & TECHNOLOGY

PC COMPUTER CLASSES

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: 11/13, 11/20, 11/22

Course No: 065901

Students must preregister by Oct. 16.

Date	Day	Time	Site	Sess.	Fee
10/18-12/6	MW	6:30-9pm	Rm 18	12	\$159+text

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 upon successful completion.

No Class: Session II - 10/24, 11/21, 11/23

Note: Both Session I & II cover the same material

Textbook required. See book list on page 13.

Order book before first class.

Instructor: Wedemever

Course No: Session 1 - 060700 Session 2 - 060701

Preregister by September 10, October 17.

Date	Day	Time	Site	Sess.	Fee
9/12-10/12	T/Th	6:30-9pm	Rm 18	10	\$159+text
10/19-11/30	T/Th	6:30-9pm	Rm 18	10	\$159+text

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.

No Class: 11/21, 11/23 **Instructor:** Tues. Evening - Gee; Tues/Thurs Day - Annear

Course No: 062202,062203

Date	Day	Time	Site	Max Sess.	Fee
8/29-12/12	Tu	12:30-2:30pm	Rm 2	22 hrs	\$65
8/29-12/12	Tu	6:30-8:30pm	Rm 2	22 hrs	\$65
8/31-12/14	Th	12:30-2:30nm	Rm 2	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.

No Class: 11/21, 11/23 **Instructor:** Tues. Evening - Gee; Tues./Thurs. Day - Annear

Course No: 0604901, 0604902

Date	Day	Time	Site	Max Sess.	Fee
8/29-12/12	Tu	12:30-2:30pm	Rm 2	11 hrs	\$35
8/29-12/12	Tu	6:30-8:30pm	Rm 2	11 hrs	\$35
8/31-12/14	Th	12:30-2:30pm	Rm 2	11 hrs	\$35

Check us out on Facebook! www.facebook.com/cvadult

CAREER TECHNICAL EDUCATION

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: 250100* ▲

Students must enroll by Oct. 6.

Date	Day	Time	Site	Sess.	Fee
10/28	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: 250500 ▲

Students must enroll by Oct. 6.

Date	Day	Time	Site	Sess.	Fee	
10/28	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: 250600 ▲

Students must enroll by Nov 28.

Date	Day	Time	Site	Sess.	Fee
12/2	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 us out on Facebook!

www.facebook.com/cvadult



CAREER TECHNICAL 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 & 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.

"Best decision I ever made. The day I graduated from the apprenticeship I knew my family's future was secure. I highly recommend the program."

— Seth F.

Construction Inspector



ONLINE 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 Certificate in Customer Service

Customer service is now essential for business and all work organizations. With the increase of technology, human interaction with customers becomes all the more important. Whether it relates to retaining customers, serving your audience, or turning inquiries from potential customers into sales, good customer service is now one of the central factors in organizational success.

Learn to improve your customer service skills to enhance your career skill set, improve productivity, and increase your organization's success. You will also take away some extraordinary customer service techniques you won't find anywhere else.

Two one month courses. \$245 for the two courses and certificate.

Keys to Customer Service: 9/5-9/29 Extraordinary Customer Service: 10/2-10/27

Course No: 300500 ▲

Date	Site	Sess.	Fee
See above	Online	2 months	\$245

ONLINE Certificate in Project Management

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 cancelation. 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. Then, acquire a wellrounded 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.

Three one month online courses. \$495 for all three courses and certificate.

Introduction to Project Management: 9/5-9/29 Project Management Project Processes: 10/2-10/27 Project Management Knowledge Areas: 11/6-12/1

Course No: 302901▲

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

NEW ONLINE Certificate in Sales

Social media and digital technologies, when understood and leveraged effectively, can enable you to find new clients and motivate these clients to take action in more efficient and strategic ways. Whether you are a beginner new to the sales process or a seasoned professional who loves selling, understanding the basic steps of sales and freeing your mind of negativity is the foundation of your business success. Gain a better understanding of the importance of the sales function and learn new skills in relationship management, prospecting, customer management, and delivering a compelling sales presentation. Move yourself or your sales team to increased success.

Three one month online courses. \$495 for all three courses and certificate.

Selling with Social Media: 9/5-9/29 Getting Started in Sales: 10/2-10/27

Power Selling: 11/6-12/1 **Course No: 300700** ▲

Date	Site	Sess.	Fee
See above	Online	2 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.

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

Intro to Data Analysis: 9/5-9/29 Intermediate Data Analysis:10/2-10/27 Advanced Data Analysis: 11/6-12/1

Course No: 301800 A

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

ONLINE 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 COMMUNICATION



NEW ONLINE Certificate in Presentation

Presentation media are key to communication, sales, speeches and any other effective presentation today. Whether your presentation is online or in-person, presentation media not only enhance your message but often make your message successful.

Find out how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Then discover the design elements to creating visual presentations for success using any media.

Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.

Three one month online courses. \$495 for all three courses and certificate.

Prezi: 9/5-9/29

Photoshop for Presenters: 10/2-10/27

Graphic Design for Visual Presenters: 11/6-12/1

Course No: 302400 ▲

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





NEW ONLINE Certificate in Business

Discover the keys to successful writing for the workplace. Whether you are writing a report, memo, letter or publicity notice, business writing has some defined characteristics for success. Successful communicators in the workplace move forward, others move back. Enhance your career by improving this critical communication skill.

Begin with understanding the format, construction, and successful techniques of writing good business reports and proposals. Then improve your skills with editing and proofreading. Finally, discover what good journalists know. Learn how to write a news story, press release or other publicity notice that zings.

Help your organization stand out with your new skills in business writing. This certificate will take you to the next level where business writing is a skill for personal and organizational success.

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

Business Writing: 9/5-9/29 Effective Copywriting: 10/2-10/27

Writing News and Press Releases: 11/6-12/1

Course No: 302300 A

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

MANAGMENT

NEW ONLINE Productivity & Time **Management Certificate**

Maximizing productivity and the use of time is the primary way to increase profitability and organizational success for a growing number of people and their organizations. Successful businesses and work organizations are moving from counting hours sitting in a chair to outcomes and results. Boost your productivity by managing your time better. Discover the Top Ten most effective time management techniques to increase your work outcomes without spending more time. Take home new 21st century techniques and strategies. Then find out about the exciting Productivity eTools that are available now, and utilize technology to boost your productivity. Finally, get the latest best information on documenting your own productivity, and managing the productivity of others. Three one month courses. \$595 for the three courses and certificate

New 21st Century Strategies for Productivity: 9/5-

9/29

Productivity eTools: 10/2-10/27 Managing Productivity: 11/6-12/1

Course No: 301000 ▲

Date	Site	Sess.	Fee	
See above	Online	3 months	\$595	

NEW MEDIA MARKETING



NEW ONLINE Word Press Certificate

WordPress is the most popular content management system (CMS) for website and blog design. After successfully completing this course, you will know how to build a simple WordPress website or blog. Topics include introduction to CMS, WordPress installation and setup, page and content creation, administration, themes (selection, purchase, installation and setup), working with widgets and plugins, and more.

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

Website Setup: 9/5-9/10

Wordpress Fundamentals: 9/5-10/8 Advanced Wordpress: 10/9-11/3

Course No: 300400 ▲

Date	Site	Sess.	Fee	
See above	Online	2 months	\$495	

ONLINE 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

TRAINING AND EDUCATION

ONLINE Students with ASD (Autism Spectrum Disorder)

Today, every school in America has students who have been diagnosed with ASD (Autism 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.

Course No: 302602 ▲

Date	Site	Sess.	Fee	
10/2-10/27	Online	1 month	\$145	

NEW ONLINE Certificate in Learning Styles

New research and information is coming out frequently now about how your learners - and you - learn. Here's what we know. In the last century, you taught everyone equally by teaching them the same. But we know we each learn differently. So in this century, you teach everyone equally by teaching them differently. In this Certificate in Learning Styles, you get the most

In this Certificate in Learning Styles, you get the most advanced information about the three most important and most prevalent characteristics you experience with your participants: generation, gender, and the autism spectrum.

Your instructors are some of the foremost authorities in the world on these subjects. They write, and speak around North America, on learning styles.

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

Students with ASD: 10/2-10/27 Gender in the Classroom: 10/2-10/27 Generational Learning Styles: 11/6-12/1

Course No: 303100 ▲

Date	Site	Sess.	Fee	
See above	Online	3 months	\$395	

HEALTH

ONLINE Dementia Care

As baby boomers age, the 21st century workforce is challenged to care for an exponentially growing population of persons with dementia. This course provides essential knowledge and understanding about neurological diseases that affect cognition and memory, and practical application of effective skills for supporting persons with dementia. Nearly all disciplines benefit from expertise in Dementia Care, as do families of persons with dementia.

Come away with increased knowledge in how to care for persons with dementia. Expertise in this growing area of human services also enhances your resume. *Two-month course.*

Course No: 301201 ▲

Date	Site	Sess.	Fee	
9/5-10/27	Online	2 months	\$495	

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-speaking patients.

One two month course.

Course No: 301300 ▲

Date	Site	Sess.	Fee	
9/5-10/27	Online	2 months	\$290	

TEXTBOOK LIST

MEDICAL COURSES				
Courses	Textbook	ISBN #	Suggested Vendor	
Healthcare Administration	Kinn's The Medical Assistant, 13th Edition	Textbook info	Elsevier	
	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13th Edition	provided at registration		
Clinical Medical Assistant	Kinn's The Medical Assistant, 13 th Edition	Textbook info	Elsevier	
	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13th Edition	provided at registration		
Healthcare Administration Foundations	Kinn's The Medical Assistant, 13 th Edition	Textbook info provided at	Elsevier	
Touridations	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13th Edition	registration		
Healthcare Billing, Coding & Records	Kinn's The Medical Assistant, 13 th Edition	Textbook info provided at	Elsevier	
a nocordo	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assistant, 13th Edition	registration		
Medical Terminology	Medical Terminology: A Short Course, 7th Edition	978-1455758302	Elsevier	

COMPUTER AND LANGUAGE COURSES					
Courses Textbook ISBN # Suggested Ven					
Accounting Principles Level I	Fundamentals of Accounting, Course 1, 10th Edition, version 10e.	978-1111581169	Amazon		
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	978-1591364832	Labyrinth		
Excel 2013 Essential Skills 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



Looking for EDD- Approved Job Training?

All Castro Valley Adult & Career Education Career and Technical Education Courses are Approved

Visit the CalJobs website at www.caljobs.ca.gov

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)









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 & Grounds

Substitute Teacher

INTERESTED CANDIDATES MUST:

- · Possess a Bachelor's Degree
- Have passed the CBEST (CA Basic Educational Skills Test)
- Obtain a current TR 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 <u>OR</u> 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

INTERESTED CANDIDATES MUST:

- Pass a substitute exam we proctor (OR)
- Have 48 semester college units <u>OR</u> 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 <u>OR</u> 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:

 Contact Bernadette Thiry at 510.537.3000 x 1214 or stop by Human Resources at 4400 Alma Avenue in Castro Valley

FOR SUBSTITUTE CAFETERIA ASSISTANT, PARAPROFESSIONAL OR BUILDINGS & GROUNDS:

Apply online @ edjoin.org - Search under Castro Valley Unified School District

JOB OPPORTUNITIES

Want to Teach Adults?

We are always looking for ENTHUSIASTIC and CAPABLE Teachers, Substitutes & Instructional Assistants*

in a range of program areas including:



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

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

LET US KNOW!

Interested applicants should send a resumé & cover letter to:

info@cvadult.org
or online at www.edjoin.org

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

Art Fitness Cooking

World Languages



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







ENGLISH AS A SECOND LANGUAGE

Fall Registration

NEW STUDENTS

Go to main office

For morning classes, register August 31, 8:30am For evening classes, register August 31, 6:30pm

Must be 18 years of age or older to attend

Fall Quarter September 5 – November 16, 2017

(No classes September 4)

DAY CLASSES

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

NIGHT CLASSES

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

ADVANCED ESL - BRIDGE TO COLLEGE & CAREERS

Learn the language and academic skills needed to succeed in college and the workplace.

Students must attend every day. Monday-Thursday 9:00 am-12:30 pm



CITIZENSHIP

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

Monday and Wednesday 1:00 - 2:30 pm September 13 - November 15 Course No. 043200 Room 13

ORIENTATION: Monday, September 11, 1:00-2:00 pm

Winter Registration

NEW STUDENTS - Go to main office

For morning classes, register November 14, 9:00am For evening classes, register November 14, 6:30pm

Must be 18 years of age or older to attend



HIGH SCHOOL DIPLOMA, GED & ABE

You may enroll at any time for High School Diploma, GED Preparation classes, or Academic Transitions (ABE). 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 (ABE)

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.

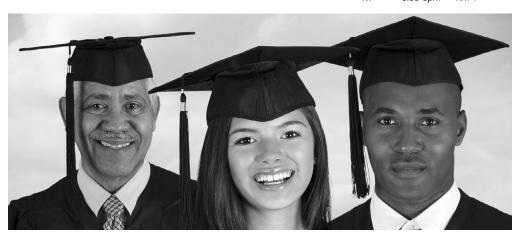
Distance Learning is also available. Instruction is given through weekly one-on-one appointments with the teacher, access to school computer lab, and take-home learning materials.

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

Math Booster

Give your math skills the boost they need to be successful in our High School Diploma or GED Test Prep classes. The focus is on fractions and decimals. Plenty of in-class support and practice.

Day	Time	Site	
M	4:30-6pm	Rm 4	
M	6:30-8pm	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
	6:30–8:30pm	Rm1	Fri	10am-12pm	Rm1
	·		Sa	9–11am	Rm1

HIGH SCHOOL DIPLOMA, GED & ABE

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 new 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

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 PREPARATION

Day	Time	Site
Mon	1:30–4pm	Rm 1
	G	EI



Textbook required. Must be purchased before class begins. Kaplan GED® Test 2017 Strategies, Practice and Review. \$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.

6TH ANNUAL

Parent University



Saturday, October 21, 2017 8 am - 12:30 pm

A series of workshops for parents, grandparents, and caregivers. We have something for everyone!

Plus: PARENT RESOURCE FAIR

Online registration begins Aug. 7 www.cvadult.org

Sponsored by:



\$25	Register by Oct. 10
\$30	After Oct. 10

Ages 2-10 years

No diapers \$5/child, \$10/family

PARENTING

Be sure to check the website for any recent updates!

SESSION 1:

Mindful Motivation: How to Motivate Your Child from the Inside Out (EC, E)

Rachel Sklar, MSW

Parenting and Communication with Adolescents (M/H)

Ronald Mah, MA, PhD, LMFT

(Talking to Kids About) The Big Questions (A)

Jill Gidlund, Parent Educator

Teaching Kids About Boundaries and Consent (A)

Anya Manes, Parent Educator and Coach

Growing Readers for the 21st Century, What Parents Need to Know (E)

Audrey Fong, Coordinator of Elementary Curriculum and Instruction, CVUSD

Self-Determination: Choosing the Best Services and Supports to Meet IPP Objectives (SN)

Managing Teen Stress (M/H)

Marian Meadow, LCSW, District Coordinator of Behavioral Health

Screen Time for Very Young Children (EC)

Lois Ingellis, MA Early Childhood

Helping Elementary Students Manage Social Media (E)

Stephen Altbaum, LMFT

Estandares Estatal Común de Matimáticas (K-5)

Betzy Baron, M.Ed.

SESSION 2:

Supporting the Whole Child: Mindfulness Tools and Tips for Families with Young Children (EC, E)

Vineta Lee, LCSW, PPSC, CVUSD District Counselor

Mindful Motivation: How to Motivate Your Child from the Inside Out (EC, E)

Rachel Sklar, MSW

Natural Remedies to Reduce Allergic Inflammation

Susan Blanc, Nutrition and Herbal Therapist

The Family Calendar (A)

Jill Gidlund, Parent Educator

Helping Middle and High School Students Manage Social Media (M/H)

Stephen Altbaum, LMFT

Puberty, Sexuality, and Teen Health for our Children with Disabilities (SN)

Staff

Understanding and Dealing with Sibling Rivalry (A)

Ronald Mah, MA, PhD, LMFT

Growth Mindsets for Math Success (E)

Sharon Friedman, Teacher on Special Assignment, CVUSD

Preparing Your Child for the Online World (M/H)

Anya Manes, Parent Educator and Coach

Seguridad de Internet y iPhone para Padres de Jovenes (K-12)

Betzy Baron, M.Ed.

SESSION 3:

Supporting the Whole Child: Mindfulness Tools and Tips for Families with Young Children (EC, E)

Vineta Lee, LCSW, PPSC, CVUSD District Counselor

Parenting Adventures in the Digital Realm: From Surviving to Thriving (EC, E)

Claudia L'Amoreaux, Education Consultant

Restorative Justice: The What and Why (A)

Dr. Noel Amherd, Restorative Justice Facilitator, Trainer

Partnerships in Special Ed: A Conversation with Teachers, Program Specialists & Parents (SN)

Staff

Gender 101 (A)

Stephen Altbaum, LMFT

Student Digital Work Using Google Suite (M/H)

Peter Vallejo, Instructional Technology Teacher on Special Assignment, CVUSD

Girl Talk: Boys, Bullies and Body Image (M/H)

Dr. Carol Langlois, Teen Self-Esteem Expert

Understanding and Interpreting SBAC Results (A)

Gerald Mullen, Coordinator, Assessment, Accountability, and Intervention

When Parenting is Stressful - Cool Ways to Chill Out (A)
Marie Lehn, RN

KEY: A = All, EC = Early Childhood, E = Elementary School, M/H = Middle & High School, SN = Special Needs

PARENTING

CASTRO VALLEY PARENT NURSERY SCHOOL

3657 Christensen Lane, Castro Valley, CA 510.582.7731 • 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 We are currently accepting applications for the 2017-2018 school year.

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.

Note: Contact membership@cvpns.org for enrollment and orientation details. We are currently taking applications for the 2017-2018 school year.

FALL AM CLASS FOR STUDENTS TURNING 3
YEARS OLD BY 12/2/17

Instructor: Giffin No Class: 9/4, 10/6 *Course No: 213702* ▲

 Date
 Day
 Time
 Site
 Fee

 8/29-11/17
 M-F
 9-11:30am
 CVPNS
 \$250/mo.





FALL PM CLASS FOR STUDENTS TURNING 4 YEARS OLD BY 12/2/17

Instructor: Giffin No Class: 9/4, 10/6 Course No: 213703 ▲

 Date
 Day
 Time
 Site
 Fee

 8/29-11/17
 M-F
 12:30-3pm
 CVPNS
 \$250/mo.

FOR PARENTS/GUARDIANS

Meets first Wednesday of each month.

Instructor: Giffin Course No: 070004 ▲

 Date
 Day
 Time
 Site

 8/30-11/1
 W
 7-9:30pm
 Rm 10*

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

COMMUNITY





TOPICS:

INSTRUCTOR: Frank Mellon, Human Resources Consultant and Trainer

- Basics of Employment Law
- Documentation, Discipline, Discharge
- Safety and Safety Programs

INSTRUCTOR: Alameda County Planning Dept. Rep

- Planning, Zoning and Code Enforcement
- Licensing and Permitting

INSTRUCTOR: TBD

Social Media/Marketing



Learn critical information about creating a new business and earn a **Certificate of Entrepreneurship**

ASTRO VALLEY ADULT CAREER EDUCATION,

Wednesdays, 7:00 - 9:00 PM September 20 - October 25, 2017 Castro Valley Adult & Career Education

\$75 (Chamber members)*; \$89 (non-members)

REGISTER:

Online: www.cvadult.org By Phone: 510.886.1000

In Person: 4430 Alma Avenue, CV 94546

*Chamber members must register either in person or by phone.





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, texture, and perspective. 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: 271700 ▲

Preregister by September 5.

DateDayTimeSiteSess.Fee9/12-11/14Tu9-11:30amSr Ctr*10\$70*Classes held at Kenneth Aitken Senior Center, 17800Bedwood Rd



Mixed Media Art: Beyond the Brush

Discover new painting effects using traditional and non-traditional art materials in unconventional ways. This course introduces new methods for stimulating ideas and plenty of opportunities to discover "happy accidents" through mixed media play. Be prepared to explore texture, collage, acrylic mediums, text and transfers in your work. Risk and experimentation are critical to the process. By the end of the course, you will have a variety of techniques to try in your own art projects. No previous art experience necessary.

Most materials will be provided but please bring any collage materials that you would like to use including photocopies or printouts of images. Also bring your own supports (gessoed wood or canvas) if you want to work on something besides paper. **Teacher material** fee: \$10.

Instructor: Parker **Course No: 213800 ▲** Prereaister by September 28.

Date	Day	Time	Site	Sess.	Fee
10/4-10/18	W	6-8pm	Rm 6	3	\$55

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

BAKING

Cake Decorating 101

Learn cake decorating and all the wonderful things you can do with icing that make your cakes look amazing. In 6 weeks, you will be comfortable making roses, borders, transferring pictures, lots of flowers, basketweaving, and so much more. Do it for yourself, to save money, or make money! It's fun, it's easy; bring a friend! **Teacher material fee: \$25.**

Instructor: Groff
Course No: 215700 ▲

Preregister by September 15.

Date	Day	Time	Site	Sess.	Fee	
9/20-10/25	W	7-9pm	Rm 12	6	\$99	

Mary Lou Groff, has been decorating cakes professionally for over 40 years, at many bakeries including Merritt Bakery as their head decorator for 12 years. She has been teaching cake decorating for over 25 years in Castro Valley, Hayward, San Leandro and at Chabot College.





NEW Black Forest Cake

You could take a trip to the Black Forest in Germany to enjoy an authentic Black Forest Cake. Better yet, however, you could come to CVACE and learn how to make the secret ingredient, Schwarzwaelder Kirschwasser (Black Forest kirsch), and make the real thing right in your own kitchen! Who can resist this four-layer, chocolate sponge cake dessert filled with cherries, whipped cream, and chocolate shavings? Be a bonefide culinary rock star when you show up with this dessert at the next party or potluck! **Teacher**

material fee: \$8.

Instructor: Shurma

Course No: 209700 ▲

Preregister by November 2.

Date	Day	Time	Site	Sess.	Fee	
11/8	W	6-8:30nm	Rm 9	1	\$65	

Croissant Dough for Cinnamon Rolls and Danish

Some believe that authentic croissants can be found only in Paris. Au contraire! Join us and learn how to create these buttery, layered delicacies in your own kitchen. You will mix, shape, and proof your own butter-locked dough and bake it into soft and warm cinnamon rolls, Danish, and delicate croissants. Fill your own kitchen with the heavenly smell of these breakfast delights using the extra dough you will be given at the end of class. **Teacher material fee: \$7.**

Instructor: Shurma
Course No: 214500 ▲
Preregister by October 30.

Date	Day	Time	Site	Sess.	Fee
11/4	S	8:30am-12pm	Rm 9	1	\$85

NEW Easy Canning

Preserving food at the peak of its growing season is paramount for flavor and nutrition. And, did you know that canning low-acid foods can be done all year? Learn how to take control of what you are eating in this hands-on, step-by-step class. You will receive recipes for canning, freezing, and learn the proper use of equipment and storage. Fill your pantry with quality products using ingredients you know and trust, while avoiding unnecessary preservatives and additives!

Teacher material fee: \$12 (or \$8.00 if you bring 2 pint jars with lids and 2- $\frac{1}{2}$ pint jars with lids).

Instructor: Shurma
Course No: 214300 ▲
Preregister by September 25.

Date	Day	Time	Site	Sess.	Fee	
9/30	S	8:30am-12nm	Rm 9	1	\$85	



NEW Fancy Holiday Cookies

The holidays are a time for baking and sharing special, beautiful treats! Learn to make classic European holiday butter cookies and Swedish Biskvier, cookies so sweet they taste like candy! You could be the guest that shows up with homemade holiday delicacies that look like they came from a bakery, but were created in your very own oven! **Teacher material fee: \$8.**

Instructor: Shurma
Course No: 207700 ▲
Preregister by December 7.

Date	Day	Time	Site	Sess.	Fee	
12/13	W	6-8:30pm	Rm 9	1	\$65	

NEW Fruit Tartlettes

Impress yourself and your guests with this classic French delight. Who can resist a dessert that is both a work of art and a treat for the taste buds? Bakers will learn how to make vanilla custard. Then you will build your masterpiece, using fruit, glaze, and pastry cream. Almost too pretty to eat! **Teacher material fee: \$8.**

Instructor: Shurma Course No: 206400 ▲ Preregister by September 28.

Date	Day	Time	Site	Sess.	Fee
10/4	W	6-8pm	Rm 9	1	\$60

BAKING

NEW Thanksgiving and Holiday

What's as important to holiday meals as savory gravy? The warm dinner rolls to scoop it up with! Whether you dress your table with white, whole wheat, or a combo of each, join Christine to learn how to make these delightful breads. Conversation will stop as your guests enjoy every delicious bite! Learn the secrets of making dough that rises to pillowy perfection—and, best of all, you get to bring home ½ dozen rolls at the end of class. **Teacher material fee: \$3.**

Instructor: Shurma
Course No: 206600 ▲
Preregister by November 13.

Date	Day	Time	Site	Sess.	Fee
11/18	S	8:30am-12pm	Rm 9	1	\$85

Rose-Shaped Apple Tart and Finger Food Appetizers

Puff pastry is versatile and fun to make. It provides the base of a delicate rose-shaped apple tartlette dessert to bring to a fancy tea party or the wrapping for a savory, salty pig in a blanket to serve at your tailgate bash. Learn the culinary tricks to making perfect pastry! **Teacher material fee: \$6**.

Instructor: Shurma
Course No: 210300 ▲
Preregister by October 12.

Date	Day	Time	Site	Sess.	Fee	
10/18	W	6-8pm	Rm 9	1	\$60	



NEW Truffles

Not too many of us can walk by a display of truffles without sampling at least one! In this class, you will use the finest fresh ingredients and premium chocolate couvertures to create this decadent treat. You will no longer need to go to a candy store or bakery to satisfy your desires for chocolate truffles. Learn the tricks to making these palate pleasing delights! **Teacher**

material fee: \$10.
Instructor: Shurma
Course No: 212600 ▲
Preregister by November 24.

Date	Day	Time	Site	Sess.	Fee	
11/29	W	6-8pm	Rm 9	1	\$60	



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!

BIRDING

Birds of the Bay Area

This Fall our focus will be on bird habitats, especially changes within ranges through migration to-from breeding vs. wintering grounds. Examples can include specific species, e.g., Common Loon, Turkey Vulture, Mountain Plover, Swainson's Thrush; and certain bird groups, e.g., Swans, Shearwaters, Falcons, Godwits, Owls, and Orioles. For using optics, we will demonstrate and practice these skills in the field. Binoculars and Field Guides are often useful in our classroom sessions. Students will have an opportunity to share photos in class, and especially the latest bird news and/or issues.

Note: The ability for moderate physical activity is

recommended.

No Class: 11/10, 11/24 Instructor: Gordon Course No: 233000 ▲

 Date
 Day
 Time
 Site
 Sess.
 Fee

 9/15-12/1
 F 10:15am-12:15pm Field
 10
 \$59

*We will have a double session. Date for double session TBD.

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

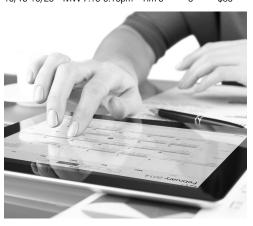
iPad 101

iPad is a marvelous product that provides the best way to experience the web, email, and pictures. And on top of all that, it's a fantastic book reader, outstanding video player, and there are more than a million apps (including more than 500,000 just for the iPad) available for it. If you have an iPad, be prepared to learn and share tips. If you're thinking of getting one, be prepared to look over someone's shoulder. iPads will not be provided for this course. If you have one, bring it with you.

Requirement: Students should bring their own Mac, iPad or iPhone to the class. Make sure your device is updated to the latest version of iOS and Mac OS.

Instructor: Matthews
Course No: 217900 ▲
Preregister by October 11.

Date	Day	Time	Site	Sess.	Fee	
10/16-10/23	M/// 7	·15-9·15nm	Rm 3	3	\$89	



Pages: Apple's Elegant Word Processor

You probably know that Apple makes some of the best computer hardware in high-tech. But did you know it also makes some of the best software? Pages is Apple's word processor (akin to Microsoft Word) and if you've recently purchased a Mac, iPad, or iPhone it's yours for free. We'll cover every part of Pages on all these devices, including the new collaboration features and its compatibility with Word.

Requirement: Students should bring their own Mac, iPad or iPhone to the class. Make sure all your devices are running the latest versions of Mac OS X and iOS.

Instructor: Matthews Course No: 218000 ▲

Preregister by September 7.

Date	Day	Time	Site	Sess.	Fee
9/12, 9/14	T/Th	7-9pm	Rm 5	2	\$65

Mike Matthews, has taught various CVACE classes about Apple's hardware and software products. He is a member of the Apple Consultants Network.

CULINARY



Hands-On Cooking for Cardiovascular Health

The Kitchen is Your Headquarters for Heart Health!

Build better heart health every day by learning about, cooking and loving the whole foods that provide fuel for your heart and circulatory system. We will start with a short presentation on key foods, herbs and habits to sustain cardio health, then dive into the benefits of the featured foods on the menu. Next we will cook (and eat!) these powerful healing foods, learning more about the healthy fats, antioxidants, herbs & spices, and vitamin and mineral-rich vegetables that come together in a delicious and heart-sustaining meal. Good news: Chocolate is on the menu! Recipes will be listed on the CVACE website. See companion classroom class "The Heart of the Matter" in the Nutrition Section of catalog. Teacher material

fee of \$15.

Instructor: Blanc
Course No: 216600 ▲

Preregister by October 23.

Date	Day	Time	Site	Sess.	Fee	
10/28	Ç2	12-3·30nm	Rm Q	1	¢ 25	

Susan Blanc, N.C. is a nutrition & herbal therapist. She has a private practice in San Ramon, consults via Skype, and teaches throughout Northern California. 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.

DRIVER IMPROVEMENT

Do You Need Traffic School?

Call the office for more information: **(510) 886–2887**

ESTATE AND TRUST PLANNING

Estate and Trust Planning

Are you uncertain about how to plan your estate? Do you wonder whether you need a trust or who to put in charge of your estate? Would you like to know how to save taxes for your heirs or how best to have your beneficiaries receive their inheritance? This course is intended to help address these types of uncertainties. Attend this two-hour course and receive guidance through the maze of options involved in estate and trust planning. Spring time is the perfect season to give your "financial house" a good cleaning! Topics include living trust, wills, powers of attorney for health and financial affairs, tax planning, long term care planning, and planning for mature, immature, dysfunctional, and postponed beneficiaries.

Instructor: Phillips
Course No: 209900 ▲
Prereaister by October 13.

Date	Day	Time	Site	Sess.	Fee	
10/18	W	6:30-8:30nm	Rm 4	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. post-graduate 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.

FITNESS



Basketball Skills for Adults

Develop physical conditioning through basketball. Limited to 15 players.

Instructor: Moncrief

Course No: 271301, 271401 A

Preregister by September 6.

Date	Day	Time	Site	Sess.	Fee
9/12-11/14	l Tu	7-9pm	CMS Gym*	10	\$125
9/13-11/15	5 W	7-9pm	CMS Gym*	10	\$125

*Classes held at: Canyon Middle School, 19600 Cull Canyon Rd.

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: 9/19, 11/7, 11/14, 11/21

Instructor: Wright-Morash Course No: 291500 ▲ Preregister by September 5.

Date	Day	Time	Site	Sess.	Fee
9/5-12/5	Tu	6-7pm	Rm 10	10	\$79

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 at the club is to create classes that everyone can succeed at no matter what their goals or limitations may be. 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: 9/4, 11/10, 11/20, 11/22, 11/24

Instructor: Farrell, Nohr Course No: 292500 ▲ Prereaister by August 24.

Date	Day	Time	Site	Sess.	Fee	
8/30-12/	15 MWF	10-11:15am	Sr Ctr*	Qtr	\$55 qtr	
*Classes held at Kenneth Aitken Sr Center, 17800						
Redwoo	d Rd					



FITNESS

NEW 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 yoga potentials. Yoga can really be for everyone!

Please bring your own yoga mat.

No Class: 11/22 Instructor: Dalla Muta Course No: 293100, 293101 A

Preregister by September 6, October 25.

Date	Day	Time	Site	Sess.	Fee
9/13-10/25	W	4:30-5:30pm	Rm 3	7	\$55
11/1-12/13	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: 11/20 Instructor: Dalla Muta Course No: 223200, 223201 A

Preregister by September 6, October 25.

Date	Day	Time	Site	Sess.	Fee
9/11-10/23	Μ	4:30-5:30pm	Rm 3	7	\$55
10/30-12/17	1 M	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. Minimal yoga experience needed. Please bring your own yoga mat.

Instructor: Dalla Muta No Class: 11/20, 11/22

Course No: 292700, 292701, 223100, 223101 ▲

Preregister by September 6, October 18.

Date	Day	Time	Site	Sess.	Fee
9/11-10/23	М	5:45-7pm	Rm 3	7	\$65
10/30-12/11	Μ	5:45-7pm	Rm 3	6	\$55
9/13-10/25	W	5:45-7pm	Rm 3	7	\$65
11/1-12/13	W	5:45-7pm	Rm 3	6	\$55

Antonella Dalla Muta Antonella teaches classes at The Yoga Company in Castro Valley. Her yoga practice has enabled her to connect with her physical self and channel her inner 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 No Class: 10/9, 11/20 Course No: 219200 ▲

Preregister by September 8, October 26.

Date	Day	Time	Site	Sess.	Fee	
9/11-10/23	М	7-8pm	Rm 10	6	\$49	
10/30-12/11	М	7-8pm	Rm 10	6	\$49	

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*.

Instructor: Butler Course No: 217500 ▲

Preregister by September 6.

Date Dav Time Site Sess. Fee 9/11-11/13 M 7-9pm Rm 6 10 \$115

GARDENING

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.

Instructor: Baker Course No: 217600 ▲

Preregister by September 6.

Date	Day	Time	Site	Sess.	Fee
9/11-11/13	M	7-9pm	Rm 5	10	\$115

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: 200100, 200101, 200102 A

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

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: 202100 ▲

Date	Day	Time	Site	Sess.	Fee
11/14	Tu	4-9pm	D0*	1	\$50
*Class	at: District	Office Boa	rd Room,	4400 AI	ma Ave.

MUSIC

NEW Vocal Ensemble Class

This is your chance to have fun singing classic pop songs and get inspiration from a musician who has opened for Johnny Mathis, Tony Bennett, Dionne Warwick and Lakeside! You do not need to know how to read music, but you should be able to sing and harmonize with others. You will learn proper vocal technique, stage presence, song interpretation, and how to find the proper keys of a song. You are encouraged to bring some of your favorite songs to share with class members. Clif is considering the music of Sting, Stevie Wonder, Burt Bacharach, Adele, Penatonix, Straight No Chaser, One Republic, New York Voices, and Van Morrison as song choices for this

No Class: 11/20, 11/22 Instructor: Clif Payne Course No: 208001, 208000 A Preregister by August 23.

Date	Day	Time	Site	Sess.	Fee		
9/11-12/4	М	1-2pm	Suite A*	12	\$249		
9/13- 12/6	W	7:30-8:30pm	Suite A*	12	\$249		
*CV School of Music, 3300 East Castro Valley Blvd,							
Suite A, C.	Suite A, Castro Valley						



Harlem-born singer Clif Payne bridges the genres of pop, rock, R&B, gospel and jazz. He's a 3-time Star Search winner who hails from a family of musicians and singers. His father was a reedsman who gigged with Lionel Hampton. His mother was a talented vocalist who once backed Nat "King" Cole in a vocal ensemble. Skilled at reading music, arranging and improvisation, Clif's voice has been featured on numerous albums and commercials. Clif's motto: "Sing not just to be heard--but also to be heartfelt and believed!"

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: 11/21 Instructor: Cohen Course No: 202400 ▲ Preregister by August 23.

Date	Day	Time	Site	Sess.	Fee
8/29-12/12	Tu	7:15-9:15pm	Rm 27*	1 qtr	\$85

*Creekside Middle School, 19722 Center St.

Community Band

If you love music and play an instrument, come join the Community Band! This traditional concert band performs at least four concerts per year. 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: 11/22 **Instructor:** Maier **Course No: 202000** ▲ Preregister by August 25.

Date	Day	Time	Site	Sess.	Fee
8/30-12/13	W	7:30-9pm	Band Rm*	1 qtr	\$42
*Canyon N	Aiddla	School 196	soo Cull Ca	nvon R	Н

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: 11/20 **Instructor:** Bowerman **Course No: 293900 ▲** Preregister by September 6.

Date	Day	Time	Site	Sess.	Fee	
9/11-12/11	М	7:30-9pm	Rm G2*	1 qtr	\$59	
				_		

*Canyon Middle School, 19600 Cull Canyon Rd

Beginning Piano with Theory

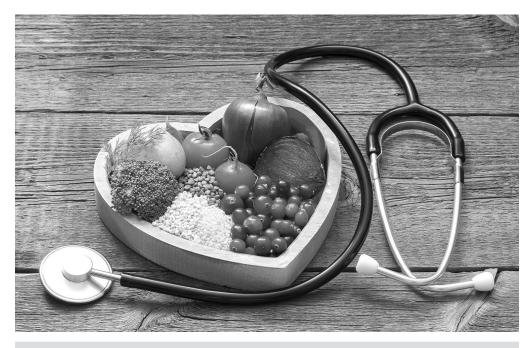
Learn lead sheet playing on the piano or keyboard in this beginning level class. We will focus on style and performance technique covering chord symbols, bass line, and melody. Each class begins with a brief theory lesson and is followed by lab time with individual help from the instructor. Some electronic 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: 11/23 Instructor: Wedemeyer Course No: 212101 ▲

Preregister by September 1, October 23.

Date	Day	Time	Site	Sess.	Fee	
9/7-10/19	Th	9:30-11am	Sr Ctr*	7	\$89	
10/26-12/1	4 Th	9:30-11am	Sr Ctr*	7	\$89	
*Kenneth Aitken Sr Center 17800 Redwood Rd						





NUTRITION

5 Things You Should Know About Weight Loss, But Don't

You do everything you think you're supposed to do and nothing happens. It's enough to make you wonder if it's even worth trying anymore! But help is on the way! Mitch has worked with hundreds of people over the past eight years and has found that when people learn key things about losing weight, they can be successful! Though losing weight is a relatively straight-forward process, that doesn't mean it's easy! FAR FROM IT! In this class, students will acquire a real knowledge about what to expect and how to bust through the roadblocks that ALWAYS seem to happen when we try to lose weight!

Instructor: Mitchell Rothbardt Course No: 215400 ▲

Preregister by October 6.

Date	Day	Time	Site	Sess.	Fee
10/12	Th	7-8:30pm	Rm 6	1	\$25

Mitchell Rothbardt has worked with hundreds of people over the past 8 years as a personal trainer. He has helped people lose weight, feel and move better, look better and learn to enjoy exercise and the fulfillment it brings. He is certified as a Personal Trainer through the American Council on Exercise and is a Level 2 Precision Nutrition Lean Eating Coach. He is also the owner and Head Trainer of Castro Valley Fitness, a small personal training studio located at 2861 Grove Way in Castro Valley.

Mitch believes that the key to good nutrition is simplicity and consistency and that Rush is the greatest band ever.

NEW The Heart of the Matter

Whole Food Nutrition for Cardiovascular Health A strong heart is the engine that drives daily energy, clear thinking, and vigorous circulation. With heart disease the #1 killer, it's important to understand how to support your hard-working heart. Come deepen your understanding about how this body system works, evaluate conventional dietary advice and myths, and learn about new lab tests that can help you understand and address risk. We will focus on foods, herbs, supplements and lifestyle habits to support your best cardio health. Topics will include common problems, risk factors and typical medical treatments. We will cover the role of inflammation, liver health, blood sugar, dental health, obesity, thyroid function and genetics in our search to understand and tackle root causes of symptoms such as high cholesterol, hypertension, angina, etc. Each class will include heart-healthy snacks, therapeutic herbal teas, recommended reading, recipes and informative handouts. See the companion cooking class in the "Culinary" section. Materials fee is \$15.

Instructor: Blanc Course No: 218300 ▲

Preregister by September 21.

Date Day		Time	Site	Sess.	Fee	
9/26-10/10	Tu	6:30-8:30nm	Rm 9	3	\$90	

Susan Blanc, N.C. is a nutrition & herbal therapist. She has a private practice in San Ramon, consults via Skype, and teaches throughout Northern California. 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.

PERSONAL GROWTH



NEW Using the Enneagram to Create Balance in Your Life

Understanding How Your Instinctual Drives Interact with Your Personality to Affect Relationships in Your life

Everyone is born with 3 basic biologic instinctual drives to help them survive:

- · Self Preservation
- Attraction
- Social

You will learn which of these is your basic drive and how it is expressed uniquely through your personality. We will explore how these Instincts, as expressed through our individual personalities, can become out of balance and dramatically affect our relationships.

Note: Students are highly recommended to explore the Enneagram Institute Website at www.enneagraminstitute.com and complete the RHETI personality survey prior to the first class.

Recommended, but not required texts: Wisdom of the Enneagram by Don Riso and Russ Hudson, Essential Enneagram: The Definitive Personality Test and Self-Discovery Guide—revised and update by David David M.D. and Virginia Price. PhD.

Daniels, M.D. and Virginia Price, PhD

No Class: 10/3

Instructor: Van Zino M.D. Course No: 209800 ▲ Preregister by September 6.

Date	Day	/ Time	Site	Sess.	Fee	
9/12-10/10	Tu	6:30-8:30pm	Rm 3	4	\$75	

After practicing Primary Care Medicine for 25 years, **Dr. Van Zino** pursued her love of helping individuals live healthier lives through her teaching of clinical medicine at Stanford Medical School and her Enneagram classes to individuals and groups as a powerful tool for positive change.

PARENT PROJECT COMING IN WINTER 2018

Meditation for Busy People

Do you find your mind always on the go? Would like more peace and joy in your daily life? Would you like to learn and practice meditation and mindfulness techniques that could help you in as little as 10 minutes a day? Then please join us as we learn and practice a variety of meditation and mindfulness techniques that you can implement right away to be more relaxed, present, focused and ultimately happy. We will explore and practice techniques from ancient traditional sources as well as modern psychology. No prior experience necessary. Material presented without religious dogma; anyone can participate and learn to meditate (sitting, walking and in daily life).

Instructor: Bass
Course No: 203000 ▲
Preregister by October 2.

Date	Day	Time	Site	Sess.	Fee
10/5-10/26	Th	7-8nm	Rm 5	4	\$45

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.contemplative-counselingsolutions.com

WOODWORKING

Beginning Woodworking – Garden Table

Your woodworking experience begins here! Whether you are just starting or are an experienced woodworker, you will enjoy this class. Let Jim Vice teach you the fundamentals of precision woodworking or help refresh skills you may have learned years ago. You will learn to properly use both machine and hand tools including sander, drill, router, jointer, doweling jig and basic machine setups. Skills you learn can be applied in both the workplace and at home. Each student will apply these skills while making a garden table with tile top. Emphasis will be on safety and knowledge of tools. **Teacher material fee \$40**.

Note: Students are required to bring safety glasses. Dust mask and hearing protection is advised.

Instructor: Vice Course No: 290400 ▲

Preregister by August 23.

Date	Day	Time	Sess.	. Fee	
8/30-12/13	W	6-9pm	8	\$175	

^{*} Classes will be held every other week at Canyon Middle School, 19600 Cull Canyon Rd

COMMUNITY INTEREST

Intermediate: Checkerboard Round Top Table

Make this round top checkerboard pattern table designed by Jim Vice. It has modern styling, with a hint of 19th century elegance. Wood to be used is Sapele Mahogany and Maple. Table is 20 inches in diameter and 23 inches tall.

Skills to be learned are the safe and proper use of table saw, band saw, router table, shaper for pattern cutting, drum sander and other hand tools.

This class is an intermediate class and open to students who have completed one pervious class with Jim Vice. Material fee is \$ 220.00 payable in two payments first \$110.00 payable to instructor first day of class.

Note: Safety glasses are required. Dust mask and hearing protection is advised.

Instructor: Vice
Course No: 291200 ▲
Preregister by August 22.

Date	Day	Time	Sess.	Fee	
8/29-12/14	Tu	6:00-9:00pm	16	\$450	

* Classes will be held every other week at Canyon Middle School. 19600 Cull Canyon Rd



WORLD LANGUAGE

Italian Conversation – Beginner I

In this course, students will have the opportunity to get acquainted with Italian Language and Culture at a basic level. They will study elementary Italian structures (pronunciation, gender and numbers, articles, nouns, adjectives, present tenses, numbers, some prepositions, how to make a question, positive and negative statements) and active vocabulary based on oral and written pattern drills. Basic conversational skills will be also practiced with the help of short readings or dialogues. An the end of the course, students should be able to greet people and introduce themselves, give and ask for basic information about themselves (age, nationality, address and phone number), order and ask for the bill at the restaurant. Requirement: Nuovo Espresso 1, Libro Dello Studente ed Esercizi, Alma Edizioni with cd/dvd ISBN: 9788861823174

No Class: 10/11, 11/22 Instructor: Lorenzon Course No: 207400 ▲ Preregister by September 7.

Date	Day	Time	Site	Sess.	Fee	
9/13-12/13	W	5:35-6:30pm	Rm 15	12	\$115	

Italian Conversation – Beginner II

This is a hands on class focusing on the development of conversational skills in Italian. Students, who already have a basic knowledge of the language, will improve their listening and speaking skills. In this class, we will practice Italian hands on, learning active vocabulary through listening and speaking. At the end of the course, students should be able to speak both in the present and in the past tense about themselves, family, free time, vacation and everyday life.

Prerequisite(s): Previous Italian conversation beginner

or a basic knowledge of Italian language

Requirement: Nuovo Espresso 1, Libro Dello Studente ed Esercizi, Alma Edizioni with cd/dvd ISBN: 9788861823174

No Class: 10/11, 11/22 **Instructor:** Lorenzon **Course No: 205100** ▲ Preregister by September 7.

 Date
 Day
 Time
 Site
 Sess.
 Fee

 9/13-12/13
 W
 6:35-7:30pm
 Rm 15
 12
 \$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.

NEW Italian Conversation – Intermediate I

This is a hands on class focusing on the development of conversational skills in Italian. It is meant as continuation for those who have already attended Beginning Italian. Students will improve their listening and speaking skills. In class, we will practice Italian hands on, learning active vocabulary through listening and speaking. At the end of the course, students should be able to speak with increased confidence in the present, past and future about all everyday situations. We will integrate the book with some grammar insights.

Prerequisite(s): Italian conversation beginner Requirement: Nuovo Espresso 1, Libro Dello Studente ed Esercizi, Alma Edizioni with cd/dvd ISBN: 9788861823174

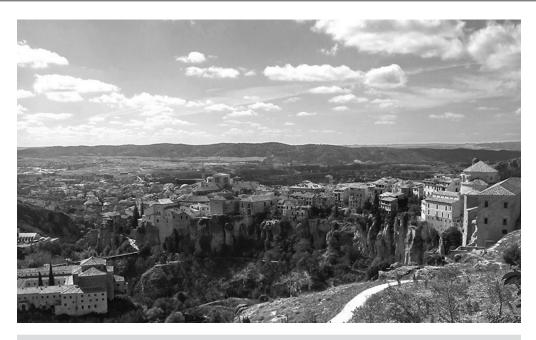
No Class: 10/11, 11/22 **Instructor:** Lorenzon, Francesca **Course No: 205600** ▲ Preregister by September 7.

 Date
 Day
 Time
 Site
 Sess.
 Fee

 9/13-12/13
 W
 7:35-9pm
 Rm 15
 12
 \$169



COMMUNITY INTEREST



WORLD LANGUAGE

Spanish IB – Continuing Students

This class is a continuation of Spanish I for existing students. You will continue to 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. Another entry-level Spanish I will be offered next quarter.

Requirement: Satisfactory completion of Spanish Level I or permission of the instructor.

Book required, see book list on page 13.

No Class: 11/23 Instructor: Olroyd Course No: 204100 ▲ Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee
9/21-11/30	Th	6-7:30pm	Rm 15	10	\$150

Spanish II

In this course, students will have the opportunity to use Spanish at work, make travel plans, talk about outdoor activities, express preferences and describe office duties

Prerequisite(s): Satisfactory completion of Spanish Level I or premission of the instructor.

Book required, see book list on page 13.

No Class: 11/23 Instructor: Olroyd Course No: 204000 ▲

Preregister by September 15.

Date	Day	Time	Site	Sess.	Fee
9/21-11/30	Th	7:30-9pm	Rm 15	10	\$150

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.

No Class: 11/21 Instructor: Olroyd Course No: 204200 ▲ Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee
9/19-11/28	Tu	6-7:30pm	Rm 15	10	\$150

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: 11/21 **Instructor:** Olroyd **Course No: 295100** ▲ Preregister by September 13.

Date	Day	Time	Site	Sess.	Fee	
9/19-11/28	Tu	7:30-9pm	Rm 15	10	\$150	

COMMUNITY INTEREST



WRITING



NEW Novel in a Month

Have you ever considered writing a novel? Is there a story in you itching to be told? This class is perfect for you! Our first classes will be dedicated to brainstorming, developing, plotting, and preparation. With the guidance of an experienced instructor and peer encouragement, we will build new worlds, create intriguing characters, and structure plots that keep the story moving.

Throughout November, together we each put meat on the bones of our outlines. At the end of November, the goal is to have a fifty thousand word novel that you can submit to the writing challenge at NaNoWriMo. org. Put it in a drawer, or the trash... or keep it, edit it, polish it, and submit it for publication.

No Class: 10/21, 11/11, 11/25

Instructor: Kirtley Course No: 213300 A Preregister by October 2.

Date	Day	Time	Site	Sess	Fee
10/7-12/9	Sa	9-11am	Rm 4	7	\$99

Missy Kirtley has been writing for as long as she has been able to hold a pencil. She has penned plays, screenplays and short stories. After writing several novels over the past few years and exploring selfpublishing, she wants to share what she's learned. Find Missy at MissyKirtley.com. Her The Royals novelette series is available for purchase from Amazon.

ADULTS WITH DISABILITIES PROGRAM

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







LAKE CHABOT
PUBLIC MARKET









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)

Functional Reading and Writing

Functional Math and Money

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

Community Access Skills (ABE)

Community Awareness

Community/Street Safety

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

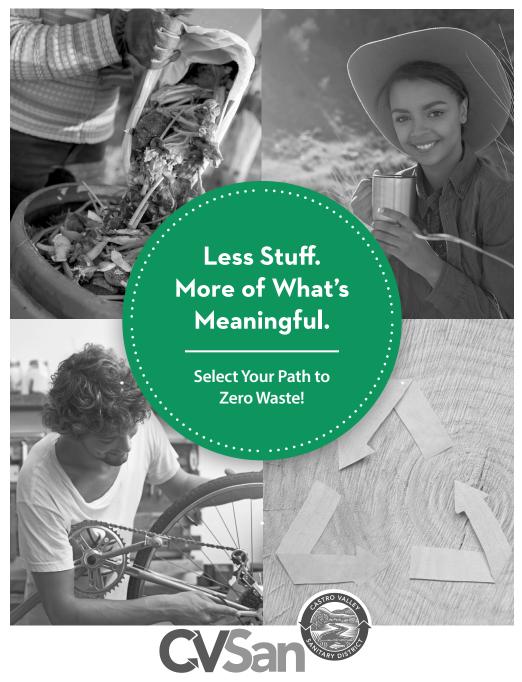
Office Worker

Workplace Communication Skills

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.

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

COMMUNITY



www.cvsan.org

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

This is a free advertisement

Register online at: www.cvadult.org

COMMUNITY



MAKING A DIFFERENCE

thru

Education, Enrichment and Entertainment

2017-2018 Series

The Filharmonic

August 19, 2017 at 7:30pm

The Spouse Whisperer September 16, 2017 at 7:30pm



New Year's Eve State of Mind

December 31, 2017 at 7:30pm





Super Diamond

January 27, 2018 at 7:30pm



Wake the Dead

February 24, 2018 at 7:30pm



Franc D'Ambrosio's **Broadway**

Songs from the Great White Way March 31, 2018 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



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 Creative Writing Workshops, Science Festivals, 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

PO Box 2693, Castro Valley, CA 94546 (510) 397-4095 • info@cvef.org www.cvef.org Tax ID# 94-2797523



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 2017-18 can be purchased at Castro Valley Adult and Career Education, 4430 Alma Avenue, Castro Valley. Checks, cash, money orders, VISA and MasterCard credit cards are accepted for payment.

All bus passes (not tickets) will be a picture ID which will require the student to be present when the bus pass is purchased. Bus tickets are NOT REFUNDABLE at the end of the year, nor can they be used 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

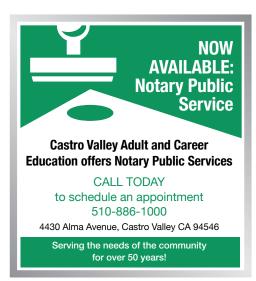
NEW SIMPLIFIED PRICES FOR 2017-2018

All-Day Semester Pass – 2 rides per day – \$275

Annual Bus Pass – 2 rides per day – \$550 Book of Bus Tickets (40 rides per book) – \$96 Limited number of bus passes 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 Avenue 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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PERSONNEL COMMISSION

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Parvin Ahmadi, Superintendent of Schools

Dr. Candi Clark, Assistant Superintendent, Business Services

Dr. Jason Reimann, Assistant Superintendent, Educational Services

Dr. Sherri Beetz, Assistant Superintendent, Human Resources



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Sharon Travers Assistant Principal

Leticia Hernandez School Secretary

Stacie Annear

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Stacy Bystedt

Kathy Castaneda

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John Gaffett

Libby Hendrickson

Christine Herrera

Emily Jensen

Lisa Michel

Nancy Mosbaugh

Stacey Woods

NOTARY PUBLIC

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 (PLEASE	PRINT)								
ADDRESS									
CITY	CITY ZIP								
DATE OF BIRTH	(MUST PROVIDE DA	ATE OF BIRTH)							
HOME PHONE		WOF	RK PHONE						
CLASS NO.	CLASS TITLE		DAY	DATE	TEACHER	FEE			
\$25 CHARGE FO	R RETURNED CHECI	KS.			l	<u> </u>			
& Career Educatio claim or expense t does not carry med	Waiver: Registered students, parents, or legal guardians of registered students participating in Castro Valley Adult & Career Education programs agree to hold the Castro Valley Unified School District free and harmless from any claim or expense that may arise because of participating in the class(es). Castro Valley Unified School District does not carry medical insurance for its students. Students are advised to consult their physician prior to enrolling in courses that require physical activity.								
METHOD OF PA									
	ke payable to CVACE) MasterCard	☐ Discover Car	d						
CARD NO									
EXPIRATION DATE									
AUTHORIZED S	AUTHORIZED SIGNATURE								
No verification of registration will be sent without self-addressed stamped envelope.									



MEDICAL TRAINING PROGRAMS

Fast, effective, and highly-regarded certificate programs

Start a new career in only 6 months!

Healthcare Administration (HCA)

Comprised of the following:

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

Clinical Medical Assistant (CMA)

Comprised of the following:

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



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:

HCA/CMA Externship

Medical Terminology

Advanced Coding

Coding Test Prep

86% of academy students obtained a job and/or pursued further education in a related field.

Wednesday, August 23 from 6 - 9 pm

Saturday, August 26 from 9 am - noon

Tuesday, August 29 from 6 - 9 pm

Call **510.886.1000** to reserve your spot!

These are 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
- Kaiser Permanente

- · University HealthCare Alliance
- UCSF
- · Palo Alto Medical Foundation
- · Offices in the Bay Area

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.

DO YOU WANT TO LEARN ENGLISH?



Castro Valley, CA 94546 4430 Alma Avenue Castro Valley Adult & Career Education

HAYWARD, CA PERMIT NO. 151

ECRWSS

U.S. POSTAGE

POSTAL CUSTOMER

We have day and night time English as a Second Language classes.

Day classes meet Monday, Tuesday, Wednesday, and Thursday from 9:00 a.m. to 12:30 p.m. FALL REGISTRATION FOR NEW STUDENTS Night classes meet Monday, Tuesday, and Thursday from 6:30 p.m. to 9:30 p.m.

- August 31 at 8:30 a.m. for morning classes
- August 31 at 6:30 p.m. for evening classes

Tenemos clases de día y noche para aprender Inglés como segunda lengua.

- Las dases diurnas se celebran los lunes, martes, miércoles y jueves desde las 9:00 a.m. hasta las 12:30 p.m.
- Las clases nocturnas se celebran los lunes, martes y jueves desde las 6:30 p.m. a las 9:30 p.m.

RECISTRO DE NUEVOS ESTUDIANTES EN OTOÑO

- 31 de agosto a las 8:30 a.m. para clases diurnas
- 31 de agosto a las 6:30 p.m. para clases nocturnas

我们的第二语言英语辅导班提供日间和夜间学习课程。

- 周四早上 9:00 至中午 12:30。 日间课程时间为周一、周二、周三、
- 周四晚 6:30 至 9:30。 夜间课程时间为周一、周二、

新生 秋 季注册

- 早课注册时间:8月31日早上8:30
- 晚课注册时间:8月31日晚上6:30