



WINTER 2019



Find Your Class Inside:

- 5 Sterile Processing
- 21 Citizenship
- 34 Finding Your Joy

**Meet Elisa and
Discover a Career
in Healthcare**

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



**Medical Terminology
and Anatomy & Physiology**
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Vanilla Pear Tart
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**Supporting Children
and Teens**
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New Year, New You!

Imagine 2019 as a clean slate, an invitation to learn something new, try something fun, and maybe even get fit while you're at it! Castro Valley Adult & Career Education is just the place to find these opportunities. We are local, user-friendly and committed to providing varied lifelong learning opportunities for adults. Enroll in one of our fitness classes and you'll feel better already. Strengthen your computer and technology skills by enrolling in our Microsoft Office 2013 and Excel classes. Or maybe 2019 is the year to improve your reading, writing and/or math skills or to earn your high school diploma or GED. If you are considering a career in healthcare, start with Medical Terminology or Anatomy & Physiology. Our Medical Academy may be just what you are looking for. And it's never too late to attend one of our many community interest classes and learn how to make a pie from scratch, manage your finances better or even explore the forgotten language of dreams!

We are thrilled to announce that Keith Nauman has joined our administrative staff. Keith comes to us with a depth of experience in special education, middle school and high school education, and a passion for adult education. Welcome, Keith!

Susie Passeggi
Susie Passeggi
Director

Sharon Travers
Sharon Travers
Assistant Principal

Keith Nauman
Keith Nauman
Assistant Principal

Careers in Healthcare 2



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**One of the best training programs,
hands down. This class was extremely
affordable, but better quality than
even some university classes.”**
- Former Medical Academy Student

MEDICAL ACADEMY

“What better way to help the community and the world than to help those who want to help others? Every day, I see first-hand how compassion can change the world. Sure, teaching a student how to perform an EKG or venipuncture are skills necessary for employment. But teaching therapeutic communication, good listening skills, and how to hold the patient’s hand during a difficult diagnosis are really what true teaching is all about.”

Meet Elisa! (Mizz D)



Elisa Dasalla, known by her students as Mizz D., grew up in Hayward. She received her Associate’s degree in Medical Assisting from Chabot College, her Bachelor’s degree in Social Work from San Francisco State University and her Master’s in Counseling-Psychology from College of Notre Dame.

Mizz D. has been a medical teacher for 20 years. She is the founder and lead teacher of Castro Valley Adult & Career Education’s Medical Academy. While teaching at a for-profit school, she was dismayed by the amount of money students were paying for the programs and decided to do something about it. In 2006, she wrote a proposal to the CVACE director, and soon the adult school’s Medical Academy was born.

Twelve years later, the CVACE Medical Academy is flourishing and is well-known throughout the medical community in the Bay Area because of the skilled training its students receive from teachers like Mizz D.

Walking into the classroom, you might see students practicing their new skills like blood draws on one another or taking blood pressure in mock clinics with school students -- even learning how to suture by stitching up bananas. With all this hands-on training, students are well prepared for their careers. Last year, over 80% of students either obtained a job in the field or pursued further education after completing our program.

Mizz D. says her passion for teaching was born of growing up as a first generation American in a Portuguese family and seeing her parents struggling to learn English. She remembers her father taking citizenship classes and finally becoming a citizen. He often told her: “Daughter, this is a great country with so much opportunity because people are willing to help others get closer to their dreams.”

Mizz D. loves to hear from former students who have found their “dream” career or achieved a stepping stone on the path to future education. “They can support their families and make a difference in the world,” she says, smiling. “For me, it doesn’t get any better than that.”

MEDICAL ACADEMY

CERTIFICATE PROGRAMS

Clinical Medical Assistant Program

Medical Office

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

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

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

Textbook required. Information provided at orientation.

Instructor: Dasalla, Sherman

Course No: 610105

Date	Day	Time	Site	Sess.	Fee
Coming Spring 2019					

Clinical Medical Assistant Externship Program

Medical Office

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

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

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

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

**20% DISCOUNT WHEN YOU TAKE
CLINICAL MEDICAL ASSISTANT AND
MEDICAL ADMINISTRATIVE SPECIALIST
AT THE SAME TIME**

Medical Administrative Specialist

Certificate Program

This program will prepare students for entry-level administrative work in the growing field of healthcare, by providing instruction and skill development in the daily operations of a medical office.

Students will develop front office customer service skills such as: greeting patients, scheduling appointments, telephone management, and drafting correspondence.

Students will also develop basic skills in billing (healthcare insurance processing), coding, medical records management, medical law and ethics, and career development.

Prerequisite(s): Students must have earned high school diploma or GED. Students must attend orientation (see below). Student must have basic computer and keyboarding skills.

Textbook required.

Instructor: Dasalla, Sherman

Course No: 630300

Date	Day	Time	Site	Sess.	Fee
Coming Spring 2019					

MANDATORY ORIENTATION

Clinical Medical Assistant/Medical Administrative Specialist for Spring 2019



Are you interested in a career in the medical field? Learn about our Medical

Academy Certificate Programs – Clinical Medical Assistant and Medical Administrative Specialist – by attending one of the following mandatory orientation dates:

Thursday, Feb 21 – from 6-9 pm, Room 10

Saturday, Feb 23 – from 9 am - 12pm, Room 10

Tuesday, Feb 26 – from 6-9 pm, Room 10

If interested in CMA/MAS, 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 spring, 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

CERTIFICATE COURSES



Medical Terminology - Hybrid

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

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

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

No Class: 1/21, 2/18

Instructor: Sherman

Course No: 630100

Date	Day	Time	Site	Sess.	Fee
1/14-4/1	M	9am-4:30pm	Rm 16	10	\$105+text



Anatomy & Physiology - Hybrid

In this comprehensive 10 week hybrid course, students will study the normal structure of the human body and how it functions. Students will attend class one day a week for traditional classroom instruction with an additional assignment to be completed at home. Instruction will be provided using videos, textbooks, presentations, and on-line resources. This is an essential course to prepare for a career in health care or as a prerequisite for other medical courses. A competency-based certificate is awarded upon successful completion.

Instructor: Dasalla

Textbook required. See book list on page 16.

Course No: 430400

Date	Day	Time	Site	Sess.	Fee
1/16-3/20	W	9am-4:30pm	Rm 16	10	\$105+text

Students who enroll in both Medical Terminology and Anatomy & Physiology at the same time receive a 20% discount. Discount not available online.

"This program worked well with my schedule and it taught me a lot. It made me strive to want more out of life and made me believe in myself."

-Former Clinical Medical Assistant Student

SPANISH FOR MEDICAL PROFESSIONALS
Online Class, see page 14

CAREER EDUCATION

COMING IN SPRING 2019

NEW Train to be a Sterile Processing Technician

Average Wage \$47,000 annually



Email Leigh-Anne at lfosdahl@cv.k12.ca.us

You will be contacted in February 2019 with mandatory orientation information and dates.

RETURNING IN FALL 2019

Wastewater Treatment Plant Operator Program

Learn the basics of how to operate and maintain a wastewater treatment plant under the supervision and instruction of a licensed plant operator. Students will learn safety, treatment processes, solids management and an overview of regulations. Upon successful completion of the program students will have the skills and knowledge required to sit for the Grade 2 state certification.

LOOK FOR MANDATORY ORIENTATION DATES IN OUR SPRING BROCHURE.



CAREER EDUCATION



Career & Technical Education

TECHNICAL ENGINEERS APPRENTICESHIP

Training Northern California Surveyors & Inspectors

Opportunity to:

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

Become a Surveyor or Inspector Apprentice

Apprentice classes offered throughout Northern California to qualified applicants.

Apprenticeship = A Lifelong Career

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

Come to an Inspector Orientation

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

Apply for Surveying Online

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

CAREER EDUCATION



ACADEMY

- Get involved
- Learn how to protect your family and community
- Make a difference

Are you ready to help your neighborhood when a disaster happens?

THE ALAMEDA COUNTY FIRE DEPARTMENT (ACFD) offers an opportunity to participate in a Community Emergency Response Team (CERT) training academy! Participants will complete 20 hours of CERT training on five consecutive Wednesdays. CERT training will include both classroom instruction and hands-on training. Class registration is FREE and open to community members who are 18 years old or older. Teenagers between 14 to 17 years old may participate in the training if accompanied by a parent/guardian.

Please go to:
www.acfdcert.eventbrite.com
for more information and to register.



 Castro Valley
Adult & Career Education
Learn • Grow • Achieve

Training Includes:

- Emergency Preparedness
- Fire Safety & Utility Controls
- Disaster Medical Operations
- Light Search & Rescue
- Disaster Psychology

When

Wednesday evenings:
January 30, February 5, 13, 20
and 27, 2019
5:00 PM to 9:00 PM

Where

Castro Valley Adult & Career Education
4430 Alma Avenue, Room #12
Castro Valley, CA 94546

To Register*

Visit: www.acfdcert.eventbrite.com

Call: (510) 632-3473 ext. 1721 or
(925) 833-3473 ext. 1721

Email: cert@acgov.org



[www.twitter.com/AlamedaCoFire](https://twitter.com/AlamedaCoFire)



www.facebook.com/AlamedaCountyFire



www.instagram.com/AlamedaCoFire

www.acgov.org/fire

COMPUTERS & TECHNOLOGY

PC COMPUTER CLASSES



Excel - Part I (Saturday)

Office Systems & Technologies

This hands-on class is designed as an introduction to spreadsheets with an emphasis on applying book skills to realistic office/school examples. Skills covered in this course include editing, viewing, and printing worksheets, working with formulas and functions, formatting cells, changing the appearance of worksheets, basic charting and working with large worksheets. You will have the option of completing a portfolio of your work to earn a competency-based certificate.

Prerequisite(s): Basic computer skills and pass a skills assessment test during the first class.

No Class: 2/16

Instructor: Reyes

Textbook required. See book list on page 16.

Course No: 680101

Preregister by January 22.

Date	Day	Time	Site	Sess.	Fee
1/26-3/23	Sa	9am-12pm	Rm 18	8	\$99+ text

Excel - Part II (Saturday)

Office Systems & Technologies

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

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

Instructor: Reyes

No Class: 2/16

Textbook required. See book list on page 16.

Course No: 680201

Preregister by January 22.

Date	Day	Time	Site	Sess.	Fee
1/26-3/23	Sa	1-4pm	Rm 18	8	\$99+ text

NEW TIME 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 16.

Order book before first class.

No Class: 2/18

Instructor: Wedemeyer

Course No: 680302

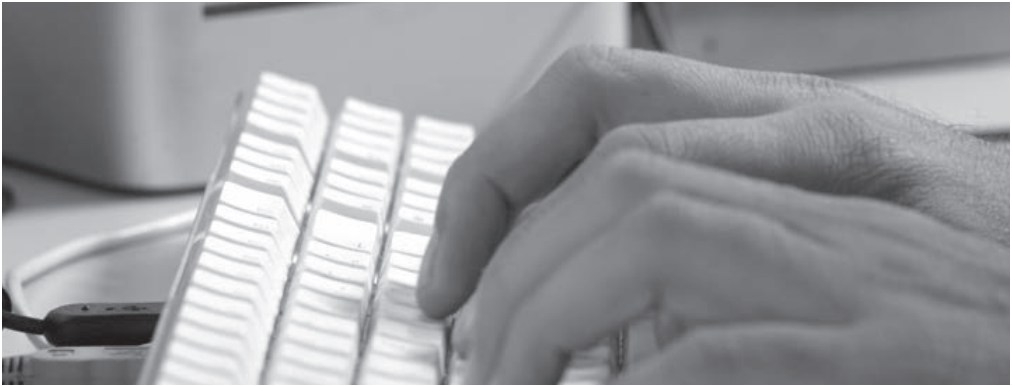
Preregister by January 22.

Date	Day	Time	Site	Sess.	Fee
1/28-3/11	M/W	1-3:30pm	Rm 18	12	\$99+text



ONLINE COURSES:
DATA ANALYSIS
SEE PAGE 11 FOR
MORE INFORMATION.

COMPUTERS & TECHNOLOGY



NEW TIME Windows 10 Essential Skills (Basic Computer Course)

Office Systems Technologies

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

Highlights of this course include:

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

Textbook required. See book list on page 16.

Order book before first class.

No Class: 1/21, 2/18

Instructor: Wedemeyer

Course No: 680402, 680403

Preregister by January 4, February 8.

Date	Day	Time	Site	Sess.	Fee
1/7-2/11	M/W	6:30-9pm	Rm 18	10	\$99+text
2/13-3/20	M/W	6:30-9pm	Rm 18	10	\$99+text

**The same class material will be taught in both sessions.*

**Check us out on
Facebook!**

www.facebook.com/cvadult



KEYBOARDING

Keyboarding: Improving Speed & Accuracy – Beginning

Office Systems Technologies

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

Please call to arrange schedule.

Instructor: Tues. Evening - Gee;

Tues./Thurs Day - Annear

Course No: 680500, 680501

Date	Day	Time	Site	Max Sess.	Fee
11/27-2/26	Tu	12:30-2:30pm	Rm 3	22 hrs	\$65
11/27-2/26	Tu	6:30-8:30pm	Rm 2	22 hrs	\$65
11/29-2/28	Th	12:30-2:30pm	Rm 3	22 hrs	\$65

Keyboarding: Improving Speed & Accuracy – Advanced

Office Systems Technologies

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

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

Instructor: Tues. Evening - Gee;

Tues./Thurs. Day - Annear

Course No: 680600, 680601

Date	Day	Time	Site	Max Sess.	Fee
11/27-2/26	Tu	12:30-2:30pm	Rm 3	11 hrs	\$35
11/27-2/26	Tu	6:30-8:30pm	Rm 2	11 hrs	\$35
11/29-2/28	Th	12:30-2:30pm	Rm 3	11 hrs	\$35

COMPUTERS & TECHNOLOGY

NOTARY PUBLIC

Become a Notary Public

Notaries must:

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

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

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

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

Instructor: Staff

Course No: 910200 ▲

Students must enroll by January 11.

Date	Day	Time	Site	Sess.	Fee
1/26	Sa	8am-3:15pm	Rm 12/13	1	\$99

Notary Public Renewal Course

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

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

Instructor: Staff

Course No: 910300 ▲

Students must enroll by January 11.

Date	Day	Time	Site	Sess.	Fee
1/26	Sa	12-3:15pm	Rm 12/13	1	\$89



Make Extra Money as a Loan Signing Agent

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

Instructor: Staff

Course No: 910400 ▲

Date	Day	Time	Site	Sess.	Fee
3/9	Sa	9am-12:30pm	Rm 5	1	\$109

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

**CHECK OUT OUR COMMUNITY
INTEREST COMPUTERS AND
TECHNOLOGY CLASS
see page 28**

ONLINE CAREER CERTIFICATE COURSES

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

BUSINESS

ONLINE Certificate in Data Analysis

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

Instructor: Rutledge, Kritzer, Dereshiwsky
Three one-month courses. \$495 for the three courses and certificate.

Intro to Data Analysis - February 4 - March 1

Intermediate Data Analysis- March 4 -29

Advanced Data Analysis - April 1 - 26

Registration Deadline: February 8

Course No: 960101 ▲

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



MANAGEMENT

NEW ONLINE Certificate in Non-Profit Administration

Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff that needs to be even more productive. Get the best training on revenue generation, and program evaluation for nonprofits, with our Certificate in Non-Profit Administration. You will learn the latest information from instructors who train people in nonprofits.

Instructor: Bayley, Welsh
Three month course. \$595 for two courses and certificate.

Revenue Generation for Non-Profits

February 4 - March 29

Program Evaluation for Nonprofit Professionals

April 1 - 26

Registration Deadline: February 8

Course No: 960900 ▲

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

NEW ONLINE Leading and Managing Virtual Teams Certificate

Almost every business in North America uses virtual teams. As the move to virtually teaming accelerates, gain the knowledge and skills to develop high performance virtual teams and contribute to their success. The Certificate is designed to benefit anyone who is a leader or member of a team that leverages virtual meeting and collaboration tools. If you are the formal leader of a virtual team, an informal leader or want to become one, you will learn how to lead a virtual team, leverage virtual meeting tools and help lead that team to a higher level of performance. At the end of this three-course certificate, you will come away with an in-depth knowledge of what you can do to make a difference on the teams of which you are a part. Take away actionable skills, tips and processes that you can apply with your virtual team.

Instructor: Stanhope, Bayley
Three month course. \$495 for three courses and certificate.

Introduction to Leading Virtual Teams

February 4 - March 1

Leading and Mastering Virtual Meetings

March 4 - 29

Creating High Performance Virtual Teams

April 1 - 26

Registration Deadline: February 8

Course No: 962700 ▲

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

ONLINE CAREER CERTIFICATE COURSES

MANAGEMENT

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 cancellation. Project management is one of the fastest paths to promotion by increasing your network through greater exposure. First, gain the skills, tools and templates to confidently develop and maintain a project. An overview of salaries, certification costs, education and experience requirements are provided. Next, acquire a well-rounded knowledge of the five Project Management Processes relating to the Project Management Body of Knowledge Guide. This basic information will assist you in learning the beginnings of Project Management, whether you are interested in project management, in a project management field, or in any line of work. Finally, learn the ten Project Management Knowledge Areas and their support role and relationships to the five Project Management Processes.

Instructor: Martinez, Stanhope
Three one-month courses.
Introduction to Project Management
February 4 - March 1
Project Management Processes
March 4 - 29
Project Management Knowledge Areas
April 1 - 26

Registration Deadline: February 8
Course No: 962901 ▲

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



TECHNOLOGY SKILLS

NEW ONLINE Certificate in Web Design

Online users say a website's design is the number one criteria for deciding whether a company is credible or not, according to recent research. Understanding what it takes to produce effective web design is essential in today's market of highly saturated digital competition. First discover the basics of web design using HTML and CSS. The No prior knowledge of HTML or web design is required. After the first course you will have the info you need to plan and design effective web pages. Then find out how to create effective and dynamic websites/applications. Take away a functioning web application hosted on a web server that is both accessible and Search Engine Optimized. Finally, learn about responsive design process, advanced layout and design features using the Bootstrap framework. Plus explore CMS frameworks and industry standard technologies and frameworks.

Instructor: Wright, Lander
Three one-month courses.
Introduction to Web Design - February 4 - March 1
Intermediate Web Design - March 4 - 29
Advanced Web Design - April 1 - 26
Registration Deadline: February 8
Course No: 961300 ▲

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

NEW ONLINE Coding Certificate

Coding is becoming one of the most in-demand skills in the workplace today. As a result, coding has become a core skill that bolsters one's chances for becoming a higher value to organizations. The highest demand is for programming languages with broad applicability. Begin by getting introduced to the basics of computer programming and various programming languages. Then go to the next level and acquire all the basics of HTML and CSS. You will learn the relationship between these two industry-standard web page coding languages and the step-by-step process of hand coding and building web pages. Finally, discover the advanced features of CSS and learn how to use this very powerful language.

Instructor: Helmi
Three one-month courses.
Introduction to Coding - February 4 - March 1
HTML and CSS Fundamentals - March 4 - 29
Advanced CSS - April 1 - 26
Registration Deadline: February 8
Course No: 963000 ▲

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

ONLINE CAREER CERTIFICATE COURSES

NEW

ONLINE

Graphic Design Software Essentials Certificate

The Adobe software tools are the leading software for graphic design. Adobe Illustrator is the industry standard computer illustration software. Use Illustrator to draw shapes and design logos, flyers, posters, banners, business cards or any other vector graphics for print or web. Adobe InDesign is the industry standard page-layout program that works with Adobe Illustrator and Photoshop seamlessly. InDesign allows you to create simple to complex multi-page documents such as brochures, flyers, books and magazines. Use Adobe Photoshop to effectively work with selection and editing tools, layers, and masks to edit, retouch

and enhance existing images or create your own composite digital art work. Access to the Adobe software tools required.

Instructor: Helmi

Three one-month courses.

Adobe Illustrator Essentials - February 4 - March 1

Adobe Photoshop Essentials - March 4 - 29

Adobe InDesign Essentials - April 1 - 26

Registration Deadline: February 8

Course No: 963100 ▲

Date	Site	Sess.	Fee
See above	Online	3 months	\$545

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

NEW

ONLINE

The Basics of Bookkeeping

How do you keep track of the day-to-day financial transactions of a business? Whether you are looking to advance in your career, or you're an entrepreneur, (or maybe you are a part of a family business), this course will help you if you are looking to understand the numbers. The Basics of Bookkeeping course will help you understand, and know how to record, every penny that comes into your business and every penny that goes out of your business. This course shows you how to create a chart of accounts that meet your needs. All of the money you spend, and all of the money you earn, have a place to go. How do you record them? What are debits and credits? What do the numbers mean? How do I label accounts? Even

if you outsource your bookkeeping needs, you should still have a basic understand of what happens with the money earned and the money spent. No one should be blind to his or her finances! In this course you will learn where the numbers go, and why! You will learn the bookkeeping terminology as well as what it means to keep track of the numbers. At the end of the cycle, what do the numbers mean? The Basics of Bookkeeping will show you how to keep track of the numbers and why!

Instructor: deFonteny

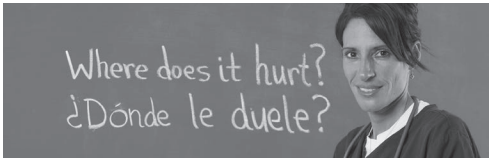
One month course.

Registration Deadline: March 8

Course No: 962001 ▲

Date	Site	Sess.	Fee
3/4-3/29	Online	1 month	\$195

ONLINE COURSES



HEALTH

ONLINE **Spanish for Medical Professionals**

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

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

Instructor: *Sempé*
One two-month course.

Registration Deadline: February 8
Course No: 961801 ▲

Date	Site	Sess.	Fee
2/4-3/29	Online	2 months	\$290



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

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

MANAGEMENT

NEW ONLINE **Lean Six Sigma**

In today's world, Lean is a part of the business environment. Lean Six Sigma attacks inefficiencies, non-value added wastes caused by defects, non-value added flow of information or materials, non-productive time, data storage, stacks of inventory, overproduction and extra processing. With Lean Six Sigma techniques you will have the skills to lead successfully in both service and manufacturing industries. No pre-requisites required!

Instructor: *Follett*
One month course.

Learn Sigma Six
April 1 - 26
Registration Deadline: April 5
Course No: 962600 ▲

Date	Site	Sess.	Fee
See Above	Online	1 month	\$245



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

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

Check us out on Facebook!

www.facebook.com/cvadult



ONLINE COURSES



PERSONAL DEVELOPMENT

ONLINE For Parents of Boys

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

Instructor: Draves

One-month course.

Registration Deadline: February 8

Course No: 961501 ▲

Date	Site	Sess.	Fee
2/4-3/1	Online	1 month	\$95



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

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

ONLINE 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.

Instructor: Coates

One-month course

Registration Deadline: March 8

Course No: 962501 ▲

Date	Site	Sess.	Fee
3/4-3/29	Online	1 month	\$145



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

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

TEXTBOOK LIST

MEDICAL COURSES

Courses	Textbook	ISBN #	Suggested Vendor
Medical Terminology	The Language of Medicine, 11th Edition	978-0323370813	Elsevier
Anatomy & Physiology	The Human Body in Health and Illness, 6th Edition Text/Study Guide Package	978-0323581912	Elsevier

COMPUTER AND LANGUAGE COURSES

Courses	Textbook	ISBN #	Suggested Vendor
Windows 10 Essential Skills	Welcome to Computer Basics: Windows 10 and Office Online	978-1591367918	Labyrinth
Microsoft Office 2013: Essential Skills	Building a Foundation with Microsoft Office 2013: The Basics	978-1591365617	Labyrinth
Excel Part I & II	Microsoft Excel 2013: Comprehensive	978-1591364832	Labyrinth
Spanish All Levels	Getting Along in Spanish 5th Edition	978-0395962992	Alibris
Italian For Beginners	Nuovo Espresso 1, libro dello studente ed esercizi (book + cd/dvd) <i>(optional)</i>	978-8861823174	Amazon or Libreria Pino
Italian Prepositions	Italian Pronouns and Prepositions	978-0771753821	Amazon or Barnes & Noble

ADULT SECONDARY EDUCATION

Courses	Textbook	ISBN #	Suggested Vendor
GED Prep Courses	Kaplan GED Test Prep Plus 2019: 2 Practice Tests + Proven Strategies + Online (Kaplan Test Prep)	978-1506239422	Amazon

You can find textbooks at the following locations:

Alibris: alibris.com

Amazon: amazon.com

Elsevier: evolve.elsevier.com

Labyrinth: lablearning.com

Libreria Pino: librieriapino.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.*

COLLEGE COURSES ON CAMPUS

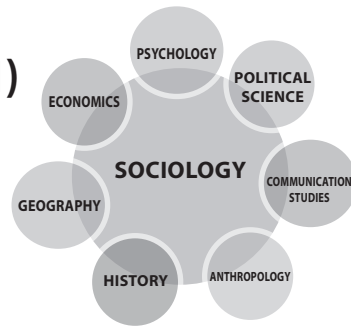
ATTEND CHABOT COLLEGE... AT CASTRO VALLEY ADULT & CAREER EDUCATION!

- ✓ CONVENIENT LOCATION
- ✓ ACCELERATE YOUR COLLEGE EDUCATION
- ✓ TAUGHT BY CHABOT FACULTY

OFFERED IN SPRING 2019:

Principles in Sociology (SOC 1)

- Mondays/Wednesdays, 4:00 - 6:00 PM
- January 22 - May 24, 2019
- **Instructor:** Priscilla Sandoval

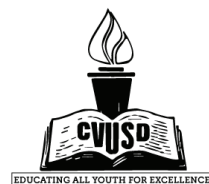


HOW TO REGISTER:

www.chabotcollege.edu

Enrollment closes on January 11, 2019.

SPACE IS LIMITED!



JOB OPPORTUNITIES

Want to Teach Adults?

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



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

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

.....
LET US KNOW !

Interested applicants should send a resumé & cover letter to:

cvaceinfo@cv.k12.ca.us

or online at **www.edjoin.org**

Especially:
The Arts
Fitness
Cooking
Medical Academy

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

CV Castro Valley
Adult & Career Education
Learn • Grow • Achieve

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



Launch!
College & Career
Success Program

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



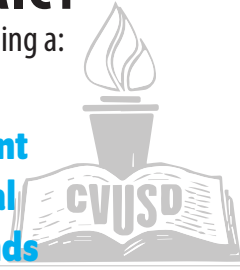
JOB OPPORTUNITIES

NOW HIRING

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

is seeking individuals interested in becoming a:

Substitute Teacher
Substitute Cafeteria Assistant
Substitute Paraprofessional
Substitute Buildings & Grounds



EDUCATING ALL YOUTH FOR EXCELLENCE

Substitute Teacher

INTERESTED CANDIDATES MUST:

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

\$150/day for first 20 days

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

Substitute Cafeteria Assistant

INTERESTED CANDIDATES MUST:

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

Hours range from **2 to 3.5 hours per day.**

Substitute rate of pay is **\$14.97 per hour.**

Substitute Paraprofessional

TO WORK IN SPECIAL EDUCATION CLASSES

INTERESTED CANDIDATES MUST:

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

Hours range from **4 to 6.5 hours per day.**

Substitute rate of pay is **\$14.97 - \$16.53 per hour.**

Substitute Buildings & Grounds

INTERESTED CANDIDATES MUST:

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

Hours range from **4 to 8 hours per day.**

Substitute rate of pay is **\$20.64 per hour.**

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

How do I Apply?

FOR SUBSTITUTE TEACHER:

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

FOR SUBSTITUTE CAFETERIA ASSISTANT, PARAPROFSSIONAL OR BUILDINGS & GROUNDS:

- Apply online to the Classified Substitute Pool at http://bit.ly/CVUSD_EDJOIN

QUESTIONS?

Contact Erika Mendiola at 510.537.3000 x 1214

ENGLISH AS A SECOND LANGUAGE



Spring Registration

NEW STUDENTS - Go to main office

For daytime classes, register February 26, 9:00am

For evening classes, register February 26, 6:30pm

Registration takes 2-3 hours. Please do not bring children.

Must be 18 years of age or older to attend

Spring Quarter March 4 - June 5, 2019

(No classes April 22-25)

DAY CLASSES

Monday, Tuesday, Wednesday, Thursday

9:00 am-12:30 pm

NIGHT CLASSES

Monday, Tuesday, Thursday

6:30-9:30 pm



ENGLISH AS A SECOND LANGUAGE

Inglés como segundo idioma Inscripción de primavera

Estudiantes nuevos: dirigirse a la oficina principal
Para clases de día, inscribirse 26 febrero, 9:00am
Para clases de noche, inscribirse 26 febrero, 6:30pm
Para asistir, deben tener 18 años o más
La inscripción dura 2-3 horas. Por favor no traiga niños.
Trimestre de primavera 4 marzo- 5 junio 2019
(Sin clases 22-25 de abril)

CLASES DE DIA

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

CLASES DE NOCHE

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

英语为第二语言

冬季注册

新生 - 前往主办公室

对于日间课程, 请注册 二月 26上午 9:00

对于夜间课程, 请注册 二月 26下午 6:30

必须年满 18 岁, 方可参加。

该课程持续2至3小时。 请不要带孩子。

冬季学期3月4日至6月5日

没有课程4月22日至25日

日间课程

星期一 星期二 星期三 星期四

上午 9:00 - 中午 12:30

夜间课程

星期一 星期二 星期四

下午 6:30 下午 9:30



CITIZENSHIP

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

Monday and Wednesday 1:00 - 2:30 pm

December 3 - February 20 • Room 14

No class 12/24, 12/26, 12/31, 1/2, 1/21, 2/18

Come to class to learn more.



WORD 2013 WITH EXTRA LANGUAGE SUPPORT (FREE FOR CVACE ESL STUDENTS)

Office Systems Technologies

December 11-February 28

Tuesdays & Thursdays – 1:00-2:30 p.m.

This class will help you develop computer skills needed for working in a business or office environment. The class has both a computer teacher and an ESL teacher for extra support with concepts and language. There will be lots of in-class exercises, help with vocabulary, and slower pace to develop your skills. In this class you will learn:

- The basics of Word 2013
- How to create and edit business letters and memos
- How to create basic reports
- How to create, format, and work with tables

Only open to Level 3 and Level 4 English language learners at Castro Valley Adult & Career Education. Students must have taken "Windows 10 Essential Computer Skills with Extra Language Support" or pass a skills assessment/test to enroll.

HIGH SCHOOL DIPLOMA, GED & BASIC SKILLS

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

Orientation required. Register at www.cvadult.org/hs-ged-registration

Academic Transitions Skill Builder

BASIC ENGLISH AND BASIC MATHEMATICS

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

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

Day	Time	Site
T/Th	9am–12pm	Rm 3
T/Th	6–8:30pm	Rm 3

Math Booster & Target Math

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

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



Get Your High School Diploma or GED

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

High School Diploma - iSchool Blended Learning Lab

It's the best of both worlds! Learn online from anywhere with an internet connection, work two or more 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

CVACE HIGH SCHOOL DIPLOMA REQUIREMENTS

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

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

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

GED PREPARATION

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

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

GED Test Prep Lab

TEST PREPARATION

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

GED for Non-Native Speakers

TEST PREPARATION

Day	Time	Site
Mon	1:30–4pm	Rm 1



Textbook required. Must be purchased before class begins. Kaplan GED® Prep 2019 Strategies, Practice and Review. Approximately \$20. Available from Amazon, Barnes & Noble, Books-a-Million, Indie Bound.

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

www.ged.com

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

PARENTING

CASTRO VALLEY PARENT NURSERY SCHOOL

3657 Christensen Lane, Castro Valley, CA

www.cvpns.org

Come explore the wonder and excitement of preschool at Castro Valley Parent Nursery School (CVPNS). For 70 years CVPNS has been providing families with multi-level learning experiences that stimulate and enrich parenting skills while supporting the development and self-worth of children. This play-based learning program fosters exploration, resourcefulness, and critical thinking skills. The environment and program content is designed to foster cooperation, friendships and community involvement.

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

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

Parenting the Preschooler: Child Development and Guidance

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

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

FOR PARENTS/GUARDIANS

Meets first Wednesday of each month.
7:00-9:30pm, Room 10

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



PARENTING

NEW **Supporting Children and Teens as They Manage the Challenges and Temptations of Today's World**

As parents, we have many good reasons to feel concerned and anxious about knowing what is best for our children. We are constantly warned about the risks that come with social media, the dangers of drugs and alcohol, and the power of peer pressure, but don't always know the best way to help our children confront and navigate these challenges. Join us for a three-night series in which we will explore current thinking about how to best support our children and teens so that they can successfully weather the challenges of growing up and develop the resilience they will need to make good choices. **Registration required.**

Preregister by: 1/11

Course No: 710600 ▲

Instructor: Branaugh

Course No:

Date	Day	Time	Site	Sess.	Fee
1/16-1/30	W	7:00-8:30pm	Rm 12	3	Free*

*Must be enrolled to attend.



ONLINE **For Parents of Boys**

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

Preregister by: 2/8

Course No: 961501 ▲

Date	Site	Sess.	Fee
2/4-3/1	Online	1 month	\$95



COMMUNITY INTEREST

ART

The Art of Drawing & Painting

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

Instructor: Gunn

Course No: 931000 ▲

Preregister by January 11.

Date	Day	Time	Site	Sess.	Fee
1/15-3/19	Tu	9-11:30am	Sr Ctr*	10	\$75

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



NEW

Capturing Memories with Collage and Paint

Create a layered painting incorporating personal photographs and other items. Demonstrations and a step by step process will reveal a beautiful painting worthy of gifting or hanging in a home. Bring copies or printouts of photographs and other items you might want to include such as a card, wedding invitation, kids drawing etc. *Materials fee covers canvas, paint, brushes and some source imagery.*

Teacher material fee: \$40.

Course No: 991400 ▲

Instructor: Parker

Preregister by January 9.

Date	Day	Time	Site	Sess.	Fee
1/15-1/29	Tu	6:30-8:30pm	CVHS*	3	\$69

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



NEW TIME

Silk Screening with Stencils

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

Teacher material fee: \$20.

Course No: 931700 ▲

Instructor: Parker

Preregister by February 8.

Date	Day	Time	Site	Sess.	Fee
2/12	Tu	6-9pm	CVHS*	1	\$39

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



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

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

COMMUNITY INTEREST

BIRDING

Birds of the Bay Area

This winter’s session will be focused on themes such as molt sequences in orders of birds, mechanisms and characteristics of feathers, including refraction and iridescence, and special functions. In anticipation of the comings and goings of birds in spring, we will also examine causes and complications of bird migration. We will continue reviewing how to identify selected bird groups, especially those we expect to see on field trips. During classroom time, we will review and discuss findings on our field trips, as well as significant bird happenings both local and worldwide. Slides and workshop events will be a regular part of sessions with opportunities for students to share their photos and good ideas. Field trip destinations and directions will be announced prior to outings.

Note: When field trips are planned for greater distances, session time will be doubled, either 8:15-12:15 or 10:15-2:15.

Requirement: Physically able to participate in planned activities

No Class: 2/15

Instructor: Gordon

Course No: 970100 ▲

Preregister by January 9.

Date	Day	Time	Site	Sess.	Fee
1/11- 3/22	F	10:15am-12:15pm	Rm 12	10	\$59



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

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



COOKING

NEW Apple Cinnamon Pie and Vanilla Pear Tart

Nothing makes your home feel cozier than the aroma of a homemade pie or tart baking in your kitchen. Fresh apples and pears are waiting at the grocery store or farmer’s market to be sliced and combined with luscious flavorings—cinnamon for apples and vanilla for pears—and baked to perfection! Join Christine and learn many creative ways to offer these crowd-pleasing desserts. She will show you many ways to personalize your creation using dried fruit, nuts, and a variety of crust and crumble options. You’ll be the star of the dinner party when you show up with a cinnamon apple pie or vanilla pear tart still warm from your oven!

Teacher material fee: \$8.

Instructor: Clement-Shurma

Course No: 921200 ▲

Preregister by February 15.

Date	Day	Time	Site	Sess.	Fee
2/21	Th	6:30-8:30pm	Rm 9	1	\$48

NEW Homemade Yogurt

Grocery stores offer lots of kinds of yogurt, but wouldn’t it be cool to avoid the hassle of reading all of the labels and make your own using whole fresh milk and a yogurt culture? Join Christine and learn how to make this versatile and nutritious dairy food. Yogurt is a breakfast staple that can add protein and flavor to a bowl of granola and fruit. You will also learn how to prepare Indian Raita and Greek Tzatziki-- flavorful and savory toppings for omelettes, rice, and other mild foods that come alive with the texture and taste of a seasoned yogurt!

Teacher material fee: \$3.

Instructor: Clement-Shurma

Course No: 921100 ▲

Preregister by January 17.

Date	Day	Time	Site	Sess.	Fee
1/24	Th	6:30-8pm	Rm 9	1	\$35

COMMUNITY INTEREST

COOKING

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: Clement-Shurma

Course No: 921000 ▲

Preregister by February 5.

Date	Day	Time	Site	Sess.	Fee
2/7	Th	6:30-8:30pm	Rm 9	1	\$48



Christine Clement

Shurma was born on a farm in Switzerland. The family made all of their food—bread, butter, cream-- from scratch, giving her a taste for “real

food” made with wholesome, fresh ingredients. Love brought her to the United States and after her kids started school, she owned and operated a Swiss bakery, Swiss Delices for eight years so she could share her love of authentic food with Castro Valley. She is now ready to share her recipes and flare for fresh, healthy food with her students!

Cake Decorating 101

Amaze your family and friends at your next party or special event. Start a new hobby or create a great way to save money! In 6 hands-on classes you will learn: frostings, borders, picture transferring, flowers, clowns, balloons, roses, and much more!

Teacher material fee: \$25.

Instructor: Groff

Course No: 920100 ▲

Preregister by February 8.

Date	Day	Time	Site	Sess.	Fee
2/13-3/20	W	7-9pm	Rm 9	6	\$99

Mary Lou Groff is an award-winning cake decorator who has taught this skill for over 18 years. She recently retired as head decorator at the well-known Merritt Restaurant Bakery in Oakland.

COMPUTERS/TECHNOLOGY

iPhone 101

In 2007 the iPhone changed the world. As a result, probably everyone you know is walking around with a smartphone in their pocket. And, probably like most people you know, you suspect you’re not using your phone to its fullest advantage. This class will help you learn how to make the most of your iPhone, whether you want to communicate with people, take photos, organize your life, get directions, or pay for things more securely.

Note: Students should bring their own iPhone, updated to the latest version of iOS

Instructor: Matthews

Course No: 980400 ▲

Preregister by January 23.

Date	Day	Time	Site	Sess.	Fee
1/26-2/9	Sa	9:30-10:30am	Rm 5	3	\$39



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

Consultants Network.

ESTATE AND TRUST PLANNING

Estate and Trust Planning

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

Instructor: Phillips

Course No: 910100 ▲

Preregister by February 1.

Date	Day	Time	Site	Sess.	Fee
2/6	W	6:30-8:30pm	Rm 6	1	\$29

COMMUNITY INTEREST



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. He practices with his daughter, Katelyn M. Phillips, at Phillips & Phillips with offices in Castro Valley and Pleasanton. www.phillipslaw.us.

FINANCE

Taking Control of Your Finances

Do you know the value of your assets or how to calculate your net worth? Come to this class and learn how to assess your personal assets and develop your balance sheet! We will explore important aspects of financial good health and answer such questions as: Are you keeping ahead of your expenses? Can you save? How do you make your savings grow with minimum risk? Do you own or rent? In addition, we will look at the effects of keeping assets in cash and how to hedge against inflation. We will learn some investment strategies for the safe investor and think about practical life lessons like whether to buy or lease a car.

Instructor: Mahadevan

Course No: 910500 ▲

Preregister by January 11.

Date	Day	Time	Site	Sess.	Fee
1/16-1/30	W	6:30-8pm	Rm 6	3	\$45



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

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

FITNESS

Basketball Skills for Adults

Develop physical conditioning through basketball. Limited to 15 players.

Instructor: Moncrief

Course No: 940700, 940800 ▲

Preregister by January 4.

Date	Day	Time	Site	Sess.	Fee
1/8-3/19	Tu	7-9pm	CMS Gym*	11	\$125
1/9-3/20	W	7-9pm	CMS Gym*	11	\$125

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



Damien Moncrief is a PE teacher at Canyon Middle School.

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: 2/5, 2/19

Instructor: Wright-Morash

Course No: 940500 ▲

Preregister by January 8.

Date	Day	Time	Site	Sess.	Fee
1/8-3/19	Tu	4-5pm	Rm 13	9	\$59



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

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

COMMUNITY INTEREST

FITNESS

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: 1/21, 2/18

Instructor: Nohr

Course No: 940100 ▲

Preregister by January 4.

Date	Day	Time	Site	Sess.	Fee
1/7-3/22	MWF	10-11:15am	Sr Ctr*	Qtr	\$55 qtr

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

Qigong Review Class

Mindfulness & Movement for Good Health

Are you practicing on auto-pilot or still asking, "What comes next?" Refresh your understanding about the flow and purpose of each flowing qigong movement. Explore mindful body awareness and the dynamics of balance and well being through Wild Goose Qigong. Each of the six 2 hour Saturday morning classes includes warm-up exercises, a review of points and connections, individual coaching, and practice of the entire 1st Set Dayan Qigong form.

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

No Class: 2/16

Instructor: Cynthia Eaton

Course No: 941500 ▲

Preregister by January 23.

Date	Day	Time	Site	Sess.	Fee
1/26-3/9	Sa	9:30-11:30am	Rm 10	6	\$75



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

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

Chair Yoga

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

Please bring your own yoga mat.

No Class: 2/27

Instructor: Dalla Muta

Course No: 940200 ▲

Preregister by January 28.

Date	Day	Time	Site	Sess.	Fee
1/30-3/20	W	4:30-5:30pm	Rm 3	7	\$59

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: 2/18, 2/27

Instructor: Dalla Muta

Course No: 940300, 940301 ▲

Preregister by January 24 (Session 1); January 28 (Session 2).

Date	Day	Time	Site	Sess.	Fee
1/28-3/18	M	4:30-5:30pm	Rm 3	7	\$59
1/30-3/20	W	5:45-6:45pm	Rm 3	7	\$59

Check us out on Facebook!

www.facebook.com/cvadult



COMMUNITY INTEREST

Yang/Yin Yoga

The best of both worlds!

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

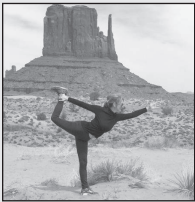
No Class: 2/18

Instructor: Dalla Muta

Course No: 940400 ▲

Preregister by January 24.

Date	Day	Time	Site	Sess.	Fee
1/28-3/18	M	5:45-7pm	Rm 3	7	\$75



Antonella Dalla Muta teaches classes at CVACE and 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. She hopes to share these experiences 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 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!

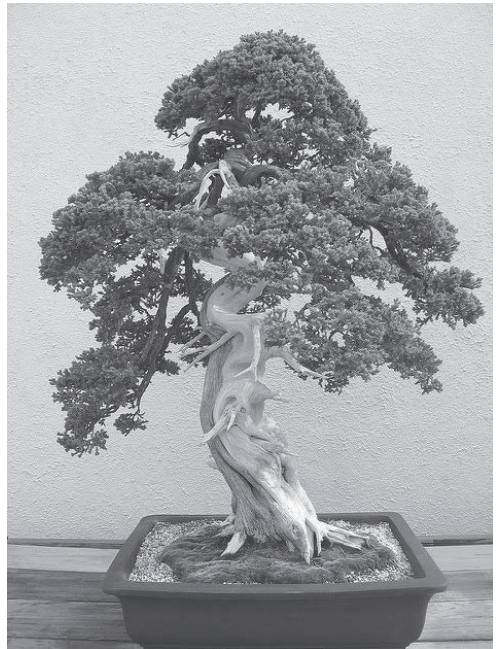
No Class: 2/18

Instructor: Staff

Course No: 940600 ▲

Preregister by January 24.

Date	Day	Time	Site	Sess.	Fee
1/28-3/18	M	7-8pm	Rm 10	7	\$59



GARDENING

Bonsai – Basic

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

No Class: 1/21, 2/18

Instructor: Butler

Course No: 930400 ▲

Preregister by January 10.

Date	Day	Time	Site	Sess.	Fee
1/14-3/18	M	7-9pm	Rm 6	8	\$125

Bonsai – Advanced

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

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

No Class: 1/21, 2/18

Instructor: Baker

Course No: 930600 ▲

Preregister by January 10.

Date	Day	Time	Site	Sess.	Fee
1/14-3/18	M	7-9pm	Rm 5	8	\$125

COMMUNITY INTEREST

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: 941100, 941101 ▲

Preregister by January 4, March 8.

Date	Day	Time	Site	Sess.	Fee
1/8	Tu	4-8pm	DO*	1	\$50
3/12	Tu	4-8pm	DO*	1	\$50

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

First Aid Class (American Heart Assoc.)

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

meets OSHA standard for first aid. *Limited to 18 students. Bring your own snack for break time.*

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

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

Instructor: Velasquez

Course No: 941200 ▲

Preregister by February 8.

Date	Day	Time	Site	Sess.	Fee
2/12	Tu	4-9pm	DO*	1	\$50

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

MUSIC

Guitar Fundamentals, All Styles

Returning Spring 2019.

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. Students need to provide their own instruments

Instructor: Cohen

Course No: 950200 ▲

Preregister by January 4.

Date	Day	Time	Site	Sess.	Fee
1/8-3/26	Tu	7:15-9:15pm	Rm 27*	1 qtr	\$85

**Creekside Middle School, 19722 Center St.*

COMMUNITY CONCERT

performances

CASTRO VALLEY ADULT AND CAREER EDUCATION ORCHESTRA

Sunday, March 31, 2019 | Sunday, May 19, 2019

CASTRO VALLEY COMMUNITY BAND

Wednesday, December 19, 2018* | Wednesday, March 27, 2019

Wednesday, June 12, 2019

**Concert will be held in the Castro Valley High School, Cafeteria.*

**Concerts performed at Castro Valley Center for the Arts
19501 Redwood Road, Castro Valley**

COMMUNITY INTEREST

Community Band

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

Instructor: Maier

Course No: 950100 ▲

Preregister by January 7.

Date	Day	Time	Site	Sess.	Fee
1/9-3/20	W	7:30-9pm	Band Rm*	1 qtr	\$42

*Canyon Middle School, 19600 Cull Canyon Rd.

Swing Band – Big Band Era

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

No Class: 1/21, 2/18

Instructor: Bowerman

Course No: 950300 ▲

Preregister by January 3

Date	Day	Time	Site	Sess.	Fee
1/7-3/18	M	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, followed by lab time with individual help from the instructor. Some electronic keyboards with headphones are available 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.

Instructor: Wedemeyer

Course No: 950400 ▲

Preregister by January 7.

Date	Day	Time	Site	Sess.	Fee
1/17-3/21	Th	9:30-11am	Sr Ctr*	10	\$89

*Kenneth Aitken Sr Center, 17800 Redwood Rd.



NUTRITION

NEW

Boost Your Immune Defenses

Awaken Your Super Powers!

Do you catch every cold or flu in town? While it's important to support your health with good nutrition, extra attention is called for during these vulnerable winter months when illness peaks. Come learn about the herb-infused broths, powerful immune boosters such as cultured foods rich in beneficial bacteria, medicinal mushrooms plus the nutrient-dense plants that can make you "almost" bulletproof when the bugs are around. Class will include key "need-to-know" info about how your immune system works, the role of your digestive system for improving your defenses, plus lifestyle suggestions and natural therapies for building strong immunities. Extensive food demo will include simple herbal remedies you can make at home, as well as recipes that provide the nutrient building blocks to increase your resilience and well-being.

Teacher material fee of \$15, payable to instructor.

Instructor: Blanc

Course No: 942100 ▲

Preregister by January 17.

Date	Day	Time	Site	Sess.	Fee
1/22-2/5	Tu	6:30-8:30pm	Rm 9	3	\$95



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

School of Herbal Studies. 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.

COMMUNITY INTEREST

PERSONAL GROWTH

NEW Finding Your Joy

If you could wave a magic wand to be happier, wouldn't you do it? Learning the skills to heal emotional damage and raise your self-esteem is the next best thing! If you've struggled to find happiness and joy in your life this class is a must! This simple step-by-step plan by Victoria O'Kane, author of *A Journey To Joy*, will teach you how to create the joy and confidence to have the life you deserve.

Instructor: O'Kane

Course No: 942200 ▲

Preregister by January 17.

Date	Day	Time	Site	Sess.	Fee
1/23- 2/20	W	6:30-8:30pm	Rm 9	5	\$75



After growing up in an extremely dysfunctional home with alcoholic parents and surviving numerous deep traumas, Victoria O'Kane

decided to get help to learn how to build a happier life and change the patterns of dysfunction she had fallen into. As a divorced mother of two young girls, she set about rebuilding her life and the life she could provide her daughters. She spent an intense year of counselling and applied what she learned to make changes in her life. The skills she learned became the foundation of her book, Journey to Joy, 13 Steps to Heal Your Self-Esteem. After a lifelong career in sales, Victoria now teaches adults these skills so that they too may embark upon their own "Journey to Joy". It is her mission to inspire and motivate others to heal emotionally and find and live in the joy we all deserve.

Victoria O'Kane is the published author of the book A Journey to Joy.

NEW Dreams – A Forgotten Language

How to remember and understand the insights offered from your dreams

Everyone who sleeps well dreams about 90 minutes a night. Dreams offer us amazing insights into what is going on beneath the surface of our consciousness. We will explore the forgotten language of dreams and play with interpreting your dreams. This class is for those already on the journey of dream interpretations, as well as for those new to this work. All are welcome with an open and curious mind.

Instructor: Van Zino

Course No: 941600 ▲

Preregister by February 15.

Date	Day	Time	Site	Sess.	Fee
2/21-3/14	Th	6:30-8pm	Rm 4	4	\$55

Meditation for Busy People

Applying Mindfulness Meditation to our Daily Lives

Do you find your mind always on the go? Would you 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? The New Year is the perfect time to learn this healthy habit! 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: 942300 ▲

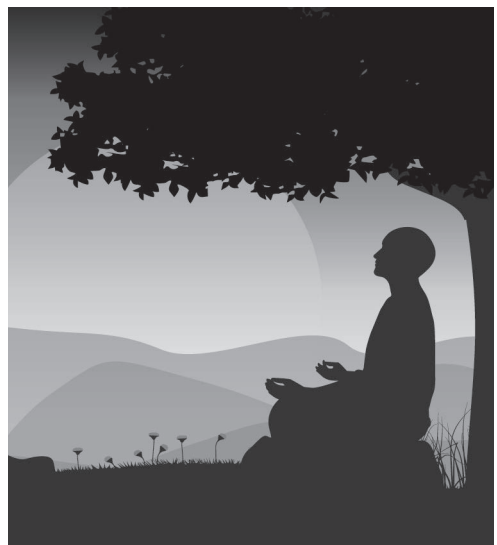
Preregister by February 15.

Date	Day	Time	Site	Sess.	Fee
2/19-3/12	Tu	7-8pm	Rm 3	4	\$39



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

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



COMMUNITY INTEREST

NEW

Stories, Stories, Stories and Me Understanding personality through storytelling, myth, and poetry

In this experiential class we will use the framework of the Enneagram which describes nine core personality types to explore with stories our gifts, challenges, and doorways to growth. Students will be guided to create and play with stories as we mine themes which both support us and hold us back. We'll have the opportunity to experience oral storytelling, short writings, as well as expression through art and color and acting out dramatically to playfully understand ourselves and others. No experience in anything necessary!

Recommended Text: *Midnight's All A Glimmer – Poetry, Personality and the Power to See*, An anthology of poems with an introduction to the enneagram by Dr. Van Zino available through your local bookstore or on Amazon.com

Instructor: Van Zino

Course No: 942000 ▲

Preregister by January 17.

Date	Day	Time	Site	Sess.	Fee
1/22-2/12	Tu	3:00-4:30pm	Rm 4	4	\$55



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

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

PHOTOGRAPHY

Fundamentals of Photography

Do you enjoy taking pictures, but wish that the photos looked more professional and polished? Learning important tips about camera choice, camera settings, and composition can have a dynamic impact on your images. Using your own camera, you will learn how to take better pictures of people, objects, and landscapes and explore practical tips for capturing more compelling photographs.

Instructor: Hew

No Class: 2/21

Course No: 932500 ▲

Preregister by January 14.

Date	Day	Time	Site	Sess.	Fee
1/17-2/28	Th	6-8pm	Rm 2	6	\$99

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

WOODWORKING

NEW

Woodworking – Make a Tissue Box

Make an octagon shaped tissue box that will hide the standard cardboard box! In this class you will learn the skills and processes to make 2 boxes. Keep them both or give one as a gift.

Material fee is \$40 payable to instructor.

Requirement: Safety glasses.

Dust mask, hearing protection advised.

No Class: 1/15, 1/29, 2/12, 2/26, 3/12

Instructor: Vice

Course No: 932300 ▲

Preregister by January 4.

Date	Day	Time	Sess.	Fee
1/8-3/19	Tu	6-9pm	6	\$195

Classes are held every other Tuesday (1/8, 1/22, 2/5, 2/19, 3/5, 3/19) at Canyon Middle School, 19600 Cull Canyon Rd

Woodworking – Beautiful Wall or Desk Clock

Build a beautiful wooden clock that you can either hang on the wall or fold and place on your desk. Clock measures 4 1/2" dia. X 22" long. This class is for anyone who wants to learn the skills and processes in order to make a decorative clock. You will be using a table saw, router, drum sander and other necessary hand tools. Intermediate and beginners welcome.

Material fee is \$70 payable to instructor.

Requirement: Safety glasses.

Dust mask, hearing protection advised.

No Class: 1/16, 1/30, 2/13, 2/27, 3/13

Instructor: Vice

Course No: 932200 ▲

Preregister by January 4.

Date	Day	Time	Sess.	Fee
1/9-3/20	W	6-9pm	6	\$195

Classes are held every other Wednesday (1/9, 1/23, 2/6, 2/20, 3/6, 3/20) at Canyon Middle School, 19600 Cull Canyon Rd

COMMUNITY INTEREST



WOODWORKING

Woodworking – Keepsake Box

Build a beautiful keepsake box. This class is for anyone who wants to learn the skills and processes in order to make a simple rectangular keepsake box. The focus in this class is to make a wooden hinge and incorporate it into a box. This box will be something that you will treasure and find necessary to keep the things that are of importance to you. **Material fee is \$30 payable to instructor.**

Requirement: Safety glasses.

Dust mask, hearing protection advised.

No Class: 1/17, 1/31, 2/14, 2/28, 3/14

Instructor: Vice

Course No: 932400▲

Preregister by January 7.

Date	Day	Time	Sess.	Fee
1/10-3/21	Th	6-9pm	6	\$195

Classes are held every other Thursday (1/10, 1/24, 2/7, 2/21, 3/7, 3/21) at Canyon Middle School, 19600 Cull Canyon Rd

WORLD LANGUAGE

Italian Conversation Beginner 4

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 Italian Beginner III with me in Spring 2018, or have a similar competence in the language. Students will master their listening and speaking skills, through class and group participation. In class, we will also analyze more deeply the most challenging grammar aspects presented in the book. At the end of the course, students will be able to speak with increased confidence in the present and in the past about most of everyday situations. Returning students do not need to buy a new book.

Book required, see book list on page 16.

Prerequisite(s): Italian Beginner 3 and/or Beginner Review

Instructor: Lorenzon

Course No: 991300 ▲

Preregister by February 1.

Date	Day	Time	Site	Sess.	Fee
2/6-3/20	W	5:30-7pm	Rm 4	7	\$89

Italian Prepositions

In this grammar class students at an intermediate or high beginner level will master their knowledge of Italian prepositions that are well known to be a troublesome subject! Through a series of written exercises, you will master the use of Italian prepositions when writing and speaking, and gain more confidence in your ability to communicate correctly in Italian!

Book required, see book list on page 16.

Prerequisite(s): A good knowledge of Italian at a high beginner and/or Intermediate level

Instructor: Lorenzon

Course No: 991000 ▲

Preregister by February 1.

Date	Day	Time	Site	Sess.	Fee
2/6-3/20	W	7-8:30pm	Rm 4	7	\$89



Born and raised in North Eastern Italy, **Francesca Lorenzon** completed her studies at the University of Trieste earning a Master's Degree with Honors in Modern Languages and Literature. She moved to the Bay Area with her family in 2011. In California she discovered her passion for teaching Italian language and culture, at first on a volunteer basis and then as a profession. She loves to read, cook and travel.

Spanish for Work & Travel II

In this course, students will continue with the beginning fundamentals of the Spanish language, including pronunciation, and basic vocabulary and grammar. Emphasis will be placed on simple conversational situations. The students will be given the opportunity to learn to use Spanish at work, make travel plans, talk about outdoor activities, express preferences, watch movies and describe office and household chores.

Book required, see book list on page 16.

Instructor: Olroyd

Course No: 990200 ▲

Preregister by January 14.

Date	Day	Time	Site	Sess.	Fee
1/17-3/21	Th	7:30-9:00pm	Rm 5	10	\$129

COMMUNITY INTEREST

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 16.

Instructor: Olroyd

Course No: 990300 ▲

Preregister by January 14.

Date	Day	Time	Site	Sess.	Fee
1/17-3/21	Th	6-7:30pm	Rm 5	10	\$129

Spanish for Work & Travel IV

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

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

Book required, see book list on page 16

Instructor: Olroyd

Course No: 990400 ▲

Preregister by January 11.

Date	Day	Time	Site	Sess.	Fee
1/15-3/19	Tu	6-7:30pm	Rm 5	10	\$129

Spanish for Work & Travel – Advanced

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

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

Book required, see book list on page 16.

Instructor: Olroyd

Course No: 990500 ▲

Preregister by January 11.

Date	Day	Time	Site	Sess.	Fee
1/15-3/19	Tu	7:30-9pm	Rm 5	10	\$129



Emilce Olroyd was born and raised in Colombia in a little village northeast of Bogota. 22 years ago, she and her daughter moved to the United States. Speaking very little English, she decided

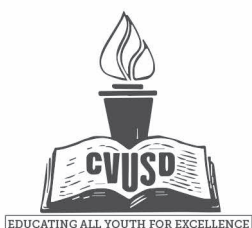
to go to school to learn the language. There, she realized she had a passion for teaching and decided to become a Spanish teacher. Emilce has been teaching Spanish to both children and adults in the Bay Area for 16 years. She served for ten years as the Director of a Spanish Enrichment Program for 310 elementary school students. She continues to educate about the Hispanic culture and traditions at a private East Bay school. Her hobbies include traveling and learning about other cultures.



ADULTS WITH DISABILITIES PROGRAM

Thank You

to the following businesses for hiring
our students with intellectual 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):



Working at the CARH Cafe



Learning to use iPads



Working on math skills

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

Tours are scheduled monthly. For more information, email Keith Nauman at knauman@cv.k12.ca.us or, call (510) 886-1000.

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

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

COMMUNITY

Are you being served by WIOA Or Cal Works?

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

EDEN AREA ONE STOP CAREER CENTER

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

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

Hours: Mon, Tues, Thur 8:30am – 5pm
Wed 8:30am – 7:00pm
Fri 8:30am – 12:00pm



www.edenareonestop.org

www.caljobs.ca.gov

COMMUNITY

STORE IT RIGHT:

REFRIGERATOR

Wash berries and grapes
just before eating!



PANTRY

Keep potatoes separated from
onions to prevent sprouting.



COUNTER

Keep cut basil stems
in water, like flowers.



CVSAN.ORG/REDUCE

CVSan



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

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

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

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

SUPPORT CVEF: GO TO WWW.CVEF.ORG

Donate | Sponsor a Scholarship | Volunteer

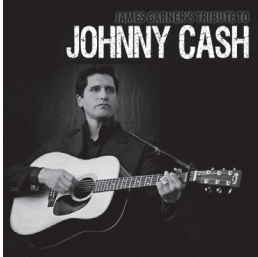
PO Box 2693, Castro Valley, CA 94546
(510) 397-4095 • info@cvef.org
www.cvef.org Tax ID# 94-2797523

COMMUNITY



MAKING A DIFFERENCE
thru
Education, Enrichment
and Entertainment

2018-2019 Series



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



As seen on PBS
Pasquale Esposito
Celebrates Enrico Caruso
Mar 30, 2019

A Beatles Tribute
The Sun Kings
Feb 23, 2019



Join us for our second annual celebration of the New Year



DUETTOS

A MUSICAL CABARET
CELEBRATING
FAMILY, FRIENDS & LOVE

December 31, 2018

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



PURCHASE TICKETS

ONLINE: www.cvartsfoundation.org
PHONE: (510) 889-8961
IN CFA Box Office CV Adult School
PERSON: (510) 889-8961 (510) 886-1000

More Information at www.cvartsfoundation.org

COMMUNITY

JAZZERCISE® it shows 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, kick-boxing 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.

JAZZERCISE®

Strength 45

Find your Strength.

"Crave" your Workout!

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

M/W 5:45pm

NEW STUDENT OFFER!

50% OFF

First Month

with the purchase of an EFT ticket

for more information, contact

Jan Hennefer: 538-7070

jazzwithjan@comcast.net

JazzWithJan.com

CVUSD K-12 BUSSING **Bus Tickets and Passes**

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

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

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

If you have any questions regarding the specific bus routes, please call

CVUSD Transportation Department: 510-881-5271

PRICES FOR 2018-2019

Annual All-Day Pass - \$565 Annual AM or PM Pass \$324

Semester All Day Pass - \$350 Semester AM or PM Pass \$199

Book of 40 Bus Tickets - \$99

Limited number of passes are available. Passes available NOW!

SERVICES



**NOW
AVAILABLE:
Notary Public
Service**

**Castro Valley Adult and Career Education
offers Notary Public Services**

CALL TODAY
to schedule an appointment
510-886-1000

4430 Alma Ave., Castro Valley CA 94546

**Serving the needs of the community
for over 50 years!**

Ticket sales for most events held at the

Castro Valley Center for the Arts

may be purchased
at Castro Valley Adult and
Career Education

4430 Alma Ave. Castro Valley
510-886-1000

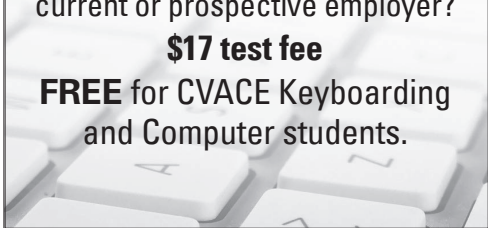


Typing Test Certification

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

\$17 test fee

FREE for CVACE Keyboarding
and Computer students.



GIVE THE GIFT OF LEARNING

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

**Purchase your gift
certificate in person at:**

4430 Alma Ave., Castro Valley

LIVE SCAN FINGERPRINTING SERVICES



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

Fingerprinting services are available on an appointment basis:

Monday - Thursday 9:00 am – 7:00 pm

Fridays 9:00 am – 3:00 pm

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

CALL 510-886-1000

or inquire in person at:

4430 Alma Avenue, Castro Valley

CVACE MISSION & VISION STATEMENT



MISSION STATEMENT

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

SCHOOLWIDE LEARNING OUTCOMES

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

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

VISION STATEMENT

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

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

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

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

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

A Division of Castro Valley Unified School District

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

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Monica Lee
Jo A. Loss
Dot Theodare
Lavender Lee Whitaker

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Emily Jensen

Lisa Michel

Nancy Mosbaugh

Jenessa Spade

Stacey Woods

NOTARY PUBLIC

Nancy Mosbaugh

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

POLICIES & 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 FORM

NAME (PLEASE PRINT) _____

ADDRESS _____

CITY _____ ZIP _____

EMAIL ADDRESS _____

DATE OF BIRTH (REQUIRED) _____

HOME PHONE _____ WORK PHONE _____

EMERGENCY CONTACT NAME _____

RELATIONSHIP _____

PHONE NUMBER _____

Castro Valley Adult & Career Education

REGISTRATION:

Online: www.cvadult.org

Make check payable to: CVACE

Phone: 510.886.1000

Fax: 510.537.8537

Mail to or walk-in: Castro Valley Adult & Career Education
4430 Alma Avenue. Castro Valley, CA 94546

Office Hours: Mon-Thu (8am - 8pm), Fri (8am - 4:00pm)
Sat (8am - 12pm)

CLASS NO.	CLASS TITLE	DAY	DATE	TEACHER	FEE

FOR CONFIRMATION, SEND A STAMPED, SELF-ADDRESSED ENVELOPE. \$25 CHARGE FOR RETURNED CHECKS.

PAYMENT METHOD: ☐ Check: # _____ ☒ Cash: Please come into the office ☒ Credit/Debit: Call 510-886-1000 or come in to register & pay.

LIABILITY AGREEMENT, WAIVER, AND RELEASE

I have carefully read the description of the class(es) for which I am registering and in consideration for being permitted by Castro Valley Adult & Career Education to participate in the activity (described in brochure or online), I hereby waive, release and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity which may occur in present or future participation. This release is intended to discharge in advance Castro Valley Adult & Career Education and Castro Valley Unified School District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above.

It is understood that this activity involves an element of risk and danger of accidents and knowing those risks, I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost or expense which they may incur as the result of my death or injury or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE CASTRO VALLEY ADULT & CAREER EDUCATION AND I SIGN IT OF MY FREE WILL.

Signature: _____ Date: _____



MEDICAL TRAINING PROGRAMS



*Fast, effective, and highly-regarded certificate programs
Start a new career in only 6 months!*



CLINICAL MEDICAL ASSISTANT (CMA)



MEDICAL ADMINISTRATIVE SPECIALIST



STERILE PROCESSING TECHNICIAN*

**SEE SPRING BROCHURE FOR MANDATORY ORIENTATION DATES*

PRE-PROGRAM OPTIONS:

- Medical Terminology - Hybrid
- **NEW!** Anatomy and Physiology - Hybrid

*During the 2017/2018 school year,
81% of academy students obtained a job
and/or pursued further education in a related field.*

All Certificate Courses are NOT the Same!

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

To **register** for the **CMA Program** and/or **Medical Administrative Specialist Program** you **must** attend one of the following **mandatory** orientations:

Thursday, February 21

6 - 9 pm
Room 10

Saturday, February 23

9 am - noon
Room 10

Tuesday, February 26

6 - 9 pm
Room 10

Call 510.886.1000 to reserve your spot!

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

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

WHAT'S NEW

- Boost Your Immune Defenses 33
- Stories, Stories, and Me! 35
- Capturing Memories with Collage 26



GET FIT

- Pilates 29
- Yoga 30
- Qigong 30



FOR FUN

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- Homemade Yogurt 27
- Fundamentals of Photography 35



New Year,
New You!

510.886.1000
www.cvadult.org



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

NONPROFIT ORG.
U.S. POSTAGE
PAID
HAYWARD, CA
PERMIT NO. 151

ECRWSS

POSTAL CUSTOMER

CVUSD is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination 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 x1257)