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NEW THIS SPRING/SUMMER

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See online courses on pages 10-12! Look for **ONLINE**

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

MESSAGE FROM THE SUPERINTENDENT

With the arrival of spring, Castro Valley Adult & Career Education has been busy planning classes and workshops of interest to adults in our community. CVUSD values life-long learning and is committed to providing opportunities for all learners attending PreK-12th grade and Castro Valley Adult & Career Education.



According to psychologist Carol Dweck, “Important achievements require a clear focus, all-out effort, and a bottomless trunk full of strategies. Plus allies in learning.” Take a look in this brochure and see where you’d like to focus. Take advantage of Castro Valley Adult & Career Education’s “trunk full of strategies” in order to grow, improve your skills or just to dabble into something new.

Castro Valley Adult & Career Education’s dedicated staff is here to support and welcome you.

Sincerely,
Parvin Ahmadi, Superintendent

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

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MEDICAL ACADEMY

CERTIFICATE PROGRAMS

Clinical Medical Assistant Program

Medical Office

Become a Clinical Medical Assistant in the growing and demanding area of healthcare! This comprehensive, hands-on program will prepare you to take the state or national CMA examination, test prep included. Students will learn to perform clinical procedures including vital signs, preparing and administering injections, drawing blood, collecting specimens, taking electrocardiograms, recording and charting patient history, learning the practical applications of Electronic Health Records, preparing patients for x-rays and examinations, applying bandages and dressings, learning medical terminology and career development. **20% discount when you take Clinical Medical Assistant and Healthcare Administration at the same time.**

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

Books required, see book list on page 12.

Instructor: Medical Team

No Class: 4/17, 4/19, 5/29, 7/3, 7/5, 7/31, 8/2, 8/7, 8/9, 9/4

Course No: 0603603

Date	Day	Time	Site	Sess.	Fee
4/3-10/4	M/W	8:30am-4pm	Rm 16	44	\$1850+text

Call (510) 886-1000 on March 1 for availability

Healthcare Administration Program

Healthcare Administrative Services

Learn the practical skills and knowledge needed to work in Healthcare Administration in medical front offices, hospitals (entry level admitting clerk or entry level unit ward clerk) or medical clinic settings. In this comprehensive program you will learn basic medical office procedures and ethics, medical insurance billing and finance, coding (ICD), ICD-10 diagnostic and procedural coding, Electronic Health Records, Medical Terminology, how to interact with patients,

families, physicians and healthcare providers, and career development. This program will prepare you to sit for the CCBMA and NCCT certification exams. **20% discount when you take Clinical Medical Assistant and Healthcare Administration at the same time.**

Instructor: Dasalla

No Class: 4/18, 4/20, 7/4, 7/6, 8/1, 8/3, 8/8, 8/10

Course No: 064302

Textbook required, see book list on page 12

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

Date	Day	Time	Site	Sess.	Fee
4/4-8/17	T/Th	8:30am-4pm	Rm 19	32	\$995+text

Call (510) 886-1000 on March 1 for availability

Externship Program

Medical Office

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

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

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

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

Clinical Medical Assistant/Healthcare Administration Programs for Fall 2017

Are you interested in a career in the medical field? Learn about our Medical Academy Certificate Programs — Clinical Medical Assistant and Healthcare Administration — by attending one of the following mandatory orientation dates:

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



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

Call to reserve your spot. Cost: Free

MEDICAL ACADEMY

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

Healthcare Administration Foundations

Medical Office

Learn practical skills and knowledge needed to work in a physician's medical office, clinic or other medical setting. This course will prepare students with knowledge in basic anatomy, physiology, medical terminology, the profession of medical assisting, professional and interpersonal skills, medical law and ethics, computer concepts, telephone scheduling and techniques, patient reception, and daily operation of a medical office. A competency based certificate will be awarded upon successful completion.

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

Prerequisite(s): Basic computer keyboarding skills

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

Textbook required, see book list on page 12.

Instructor: Dasalla

No Class: 4/18, 4/20

Course No: 061701

Date	Day	Time	Site	Sess.	Fee
4/4-5/25	T/Th	8:30am-4pm	Rm 19	14	\$550+text

Healthcare Billing, Coding, and Records

Medical Office

This course prepares students for an entry level career in the growing health information field. Students will assess and code data to ensure that every procedure performed in the medical office has an accurate numerical code assigned to it for proper billing.

Students will process medical insurance claims, learn about commonly encountered medical insurance plans and terminology, and maintain patient health records accurately, efficiently and as mandated by HIPAA (Health Insurance, Portability and Accountability Act).

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

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

This course is transferable to Las Positas and fulfills their requirements for BUSN 77.

Textbook required, see book list on page 12

Instructor: Dasalla

No Class: 7/4, 7/6, 8/1, 8/3, 8/8, 8/10

Course No: 063601

Date	Day	Time	Site	Sess.	Fee
5/30-8/17	T/Th	8:30am-4pm	Rm 19	18	\$595+text

Medical Terminology

Medical Office

In this comprehensive 12-week hybrid course, students attend class two evenings each week for traditional classroom instruction with an additional assignment to be completed at home. Students will be introduced to the language of medicine and will gain an understanding of basic elements, rules of building and analyzing medical words and terms associated with the body as a whole. Utilizing a systems approach, the student will define, interpret, and pronounce medical terms relating to structure and function, pathology, and pharmacology. A 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

Textbook required, see book list on page 12.

Instructor: Cmelak

No Class: 7/4, 7/6

Course No: 066702

Date	Day	Time	Site	Sess.	Fee
6/13-7/27	MW	8:30am-3:00pm	Rm 16	12	\$195+text

Advanced Medical Billing

The U.S. Bureau of Labor Statistics projects that medical record and health information jobs will increase by 15 percent from 2014-2024. The job of a medical biller is not simply sending invoices and collecting payments. Medical billers can also help patients navigate the frustrating and confusing world of insurance. In our course you will be able to understand various types of insurance plans, apply payer policy including Local Coverage Determinations (LCD) and National Coverage Determinations (NCD) for successful claim submissions, be exposed to CPT, ICD-10-CM, and HCPCS Level II coding guidelines, successfully navigate varying rules and regulations applying to the healthcare industry including HIPAA, False Claims Act, Fair Debt Collections Act, and Stark, understand the life cycle of a medical billing claim and how to improve the revenue cycle, gain knowledge in effective claim follow-up, patient follow-up, and denial resolution. This program will prepare you to sit for the NCCT certification exam, the Insurance & Coding Specialist (NCICS).

Textbook required, see book list on page 12.

Instructor: Dasalla

Course No: 068200

Date	Day	Time	Site	Sess.	Fee
8/22-9/21	T/Th	8:30am-4:00pm	Rm 19	10	\$575+text

COMPUTERS & TECHNOLOGY



ACCOUNTING

NEW Accounting Principles Level I

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

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

Instructor: Zimmerman

Textbook required, see book list on page 12

Course No: 0601400

Date	Day	Time	Site	Sess.	Fee
5/6-6/10	Sat	10am-3:30pm	14	5	\$185+text

NEW Accounting Principles Level II

Information Support and Services

In this course you will learn about cash control systems, accounting for a merchandising business, payroll accounting, and uncollectible Accounts Receivable. You will also perform financial statement analysis. Please bring a calculator or adding machine.

Prerequisite(s): Accounting Principles I

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

Instructor: Zimmerman

Textbook required, see book list on page 12

Course No: 0697000

Date	Day	Time	Site	Sess.	Fee
7/8-8/5	Sat	10am-3:30pm	14	5	\$185+text

Learn Microsoft® Office at Home! FOR PC

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

With Learn at Home, you will attend an initial orientation with an instructor, complete course work at home, email completed assignments in and meet with your instructor for 30 minutes weekly or bi-weekly for assistance. This course is for highly motivated adults who can work independently. Students will create a portfolio of completed assignments to demonstrate competency in the selected Microsoft applications. Students will earn a certificate in the application for each level achieved.

Appointments will be scheduled at mutually convenient times between you and the instructor. For more information, call 510-886-1000.

SPRING QUARTER

March 27 - June 12 / Course # 063205

\$75 per quarter + text

G. Wedemeyer

Register online at:
www.cvadult.org

COMPUTERS & TECHNOLOGY

PC COMPUTER CLASSES

Microsoft Office 2013: Essential Skills

Business Technology

Explore the new version of Office 2013. Learn to utilize features of Word, Excel, PowerPoint and 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 your work to earn a competency-based certificate.

Prerequisite(s): Computer Skills Basic or pass skills assessment at first class.

Instructor: Wedemeyer

No Class: 4/17, 4/19, 5/8

Books required, see book list on page 12.

Course No: 065901

Preregister by March 29.

Date	Day	Time	Site	Sess.	Fee
4/5-6/5	MW	6:30-9pm	Rm 18	14	\$159+text

Windows 10 Essential Skills (Basic Computer Course)

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 using the new interface, the Charms Bar, and working with Tile Apps. Work with programs and files, use the web and social media, manage music and photos, and much more.

This hands-on course is for both novice computer users as well as those who already have some basic computer experience but need to learn the following skills before progressing to a more advanced class.

Highlights:

- Learn how to use the new Start screen, personalize start menu tiles, use the Charms Bar and access your familiar Desktop.
- Work with Files & Folders: Understand Libraries, storage locations, utilize Cloud Storage and the File Explorer.
- Learn how to create, rename, copy and move files and folders.
- Understand the Control Panel and apply customization
- Certificate of Competency upon successful completion

Requirement: Textbook required, see book list on page 12.

Instructor: Wedemeyer

Course No: 060702

Preregister by April 11.

Date	Day	Time	Site	Sess.	Fee
4/25-5/25	T/Th	6:30-9:00pm	Rm 18	10	\$159+text

KEYBOARDING



Keyboarding: Improving Speed & Accuracy – Beginning

Information Support and Services

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

Please call to arrange schedule.

No Class: 4/18, 4/20

Instructor: Tues. Evening - Gee;

Tues./Thurs Day - Annear

Course No: 062202, 062203

Date	Day	Time	Site	Max Sess.	Fee
3/28-6/6	Tu	12:30-2:30pm	Rm 2	22 hrs	\$65
3/28-6/6	Tu	6:30-8:30pm	Rm 2	22 hrs	\$65
3/30-6/8	Th	12:30-2:30pm	Rm 2	22 hrs	\$65
7/11-8/8	Tu	12:30-2:30pm	Rm 2	22 hrs	\$65
7/11-8/8	Tu	6:30-8:30pm	Rm 2	22 hrs	\$65
7/13-8/10	Th	12:30-2:30pm	Rm 2	22 hrs	\$65

Keyboarding: Improving Speed & Accuracy – Advanced

Information Support and Services

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

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

No Class: 4/18, 4/20

Instructor: Tues. Evening - Gee;

Tues./Thurs. Day - Annear

Course No: 0604901, 0604902

Date	Day	Time	Site	Max Sess.	Fee
3/28-6/6	Tu	12:30-2:30pm	Rm 2	11 hrs	\$35
3/28-6/6	Tu	6:30-8:30pm	Rm 2	11 hrs	\$35
3/30-6/8	Th	12:30-2:30pm	Rm 2	11 hrs	\$35
7/11-8/8	Tu	12:30-2:30pm	Rm 2	11 hrs	\$35
7/11-8/8	Tu	6:30-8:30pm	Rm 2	11 hrs	\$35
7/13-8/10	Th	12:30-2:30pm	Rm 2	11 hrs	\$35

CAREER TECHNICAL EDUCATION

Wastewater Treatment Plant Operator Mandatory Orientation for Fall 2017

Are you interested in beginning an exciting career in the wastewater industry?
Attend one of the following mandatory orientation dates to register for this program:

Wednesday, May 31, 6-9 pm, Room 12

Wednesday, June 7, 6-9 pm, Room 12

Be prepared to complete application, take a math assessment and, if qualified, register for the program that evening. No cost to attend orientation.

WASTEWATER TREATMENT PROGRAM

NEW Modern Wastewater Treatment Plant Operator Program

Energy & Environmental Technology

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.

Prerequisite(s): Attend mandatory orientation, take and pass math assessment.

No Class: 11/22, 12/27, 1/3, 4/4

Instructor: Brenner

Books required, info provided at orientation

Course No: 0601001

Date	Day	Time	Site	Sess	Fee
9/6/17-5/30/18	W	5:30-8:30pm	14	35	\$795+text



CAREER TECHNICAL EDUCATION

NOTARY PUBLIC

Become a Notary Public

Notaries must:

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

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

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

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

Instructor: Staff

Course No: 250100 ▲

Students must enroll by May 12.

Date	Day	Time	Site	Sess.	Fee
6/3	Sa	8am-3:15pm	Rm 12	1	\$99

Notary Public Renewal Course

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

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

Instructor: Staff

Course No: 250500 ▲

Students must enroll by May 12.

Date	Day	Time	Site	Sess.	Fee
6/3	Sa	12-3:15pm	Rm 12	1	\$89



Make Extra Money as a Loan Signing Agent

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

Instructor: Staff

Course No: 250600 ▲

Students must enroll by July 8.

Date	Day	Time	Site	Sess.	Fee
7/15	Sa	9am-12:30pm	Rm 5	1	\$109

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

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



CAREER TECHNICAL EDUCATION

Career & Technical Education

TECHNICAL ENGINEERS APPRENTICESHIP

Training Northern California Surveyors & Inspectors

Opportunity to:

Earn while you learn

Education at low to no cost

First-rate compensation & benefits

Become a member of a strong and historic labor union

Become a Surveyor or Inspector Apprentice

Apprentice classes offered throughout Northern California to qualified applicants.

Apprenticeship = A Lifelong Career

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

Come to an Inspector Orientation

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

Apply for Surveying Online

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

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

— Seth F.
Construction Inspector



TECHNICAL ENGINEERS
A P P R E N T I C E S H I P

Surveyors  Inspectors

ONLINE COURSES



BUSINESS

ONLINE Cyber Security for Managers

Cyber security issues are all around us and reach nearly every part of our business and work, from online banking and education to Facebook and Wi-Fi. Finally, you can get up to date on Cyber Security basics and fundamentals. Designed for non-technical managers, directors and others in the work place, you will find out about threats and vulnerabilities, safeguards, common attacks, viruses, malware and spyware, disaster recover planning, Intrusion Detection/Prevention, basic security architecture, introductory forensics, and cyber terrorism. At the end of this course, you will have the knowledge needed to practice safer computing and safeguard your business and work information.

One month course.

Course No: 302001 ▲

Date	Site	Sess.	Fee
5/1-5/26	Online	1 month	\$195

NEW ONLINE Certificate in Customer Service

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

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

Two one month courses. \$245 for the 2 courses and certificate.

Extraordinary Customer Service: 5/1-5/26

Keys to Customer Service: 6/5-6/30

Course No: 300501 ▲

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

ONLINE NEW Certificate in Project Management

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

Three one month online courses. \$495 for all 3 courses and certificate.

Introduction to Project Management: 4/3-4/28

Project Management Project Processes: 5/1-5/26

Project Management Knowledge Areas: 6/5-6/30

Course No: 302900 ▲

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

ONLINE COURSES

MANAGEMENT

ONLINE 21st Century Strategies for Productivity and Time Management

Time is even more valuable in this century than in the last. How effectively you manage your time and productivity can affect your business and personal life in so many ways. You'll get tips and techniques you won't get anywhere else for managing time and increasing productivity. Whether you are managing your own time, or others' time, come away with proven tips to put into practice on Monday morning.

Course No: 303600 ▲

Date	Site	Sess.	Fee
5/1-5/26	Online	1 month	\$195

ONLINE Collaborative Management

Whether you manage or lead people, collaborative skills are essential to help harness the energy of groups and teams for maximum performance and productivity. Knowledge of collaborative skills will enable you to gain participation quickly, get input and buy-in for building consensus and plan for cooperation to get crucial projects completed. This course will help you explore the principles of collaborative management and gain insight on how to expand your collaborative skills for success of your team or organization.

One month course.

Course No: 300201 ▲

Date	Site	Sess.	Fee
4/3-4/28	Online	1 month	\$245

TRAINING FOR K-12 TEACHERS

ONLINE Students with ASD (Autism Spectrum Disorder)

Today, every school in America has students who have been diagnosed with ASD (Autism Spectrum Disorder) — a neurological disorder on the autism spectrum. The effects of this disorder vary widely, but it is important for every teacher to understand how to recognize behaviors that may indicate ASD. In this course, you take away strategies for working effectively with ASD students. And you will find out how to work effectively with parents to create the most positive learning environments for children and teens with this disorder. The course is geared for K-12 teachers, but it is also relevant for counselors, faculty in higher education, parents and anyone else interested in understanding this important issue.

Course No: 302600 ▲

Date	Site	Sess.	Fee
6/5-6/30	Online	1 month	\$145

HEALTH

ONLINE Dementia Care

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

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

Two-month course.

Course No: 301201 ▲

Date	Site	Sess.	Fee
4/3-5/26	Online	2 month	\$495

ONLINE Spanish for Medical Professionals

Are you frustrated by the communication gap that can occur between you and your Spanish-speaking patients? If you answered yes, this Spanish class — designed specifically for healthcare professionals — will help you bridge that gap. You will practice the basic, 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. Whether you speak some Spanish and need a refresher, or speak no Spanish, you will complete the course with the skills you will need to effectively communicate with your Spanish-speaking patients.

One-month course.

Course No: 301301 ▲

Date	Site	Sess.	Fee
5/1-5/26	Online	1 month	\$145

Register online at: www.cvadult.org

TEXTBOOK LIST

MEDICAL COURSES

Courses	Textbook	ISBN #	Suggested Vendor
Healthcare Administration	Kinn's The Medical Assistant, 13 th Edition	Textbook Info provided at registration	Elsevier
	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assitant, 13 th Edition		
Clinical Medical Assistant	Kinn's The Medical Assistant, 13 th Edition	Textbook info provided at registration	Elsevier
	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assitant, 13 th Edition		
Healthcare Administration Foundations	Kinn's The Medical Assistant, 13 th Edition	Textbook info provided at registration	Elsevier
	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assitant, 13 th Edition		
Healthcare Billing, Coding & Records	Kinn's The Medical Assistant, 13 th Edition	Textbook info provided at registration	Elsevier
	Kinn's Study Guide & Procedure Checklist Manual for Kinn's The Medical Assitant, 13 th Edition		
Advanced Medical Billing	Insurance Handbook for the Medical Office, 14th Edition	Textbook info provided at registration	Elsevier
Medical Terminology	Medical Terminology: A Short Course, 7th Edition	978-1455758302	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
Spanish All Levels	Getting Along in Spanish 5th Edition	978-0395962992	Alibris
Italian For Beginners	Italian, A Self-Teaching Guide, 2nd Edition	978-0471359616	Amazon
	Nuovo Espresso 1, libro dello studente ed esercizi (book + cd/dvd) <i>(optional)</i>	978-8861823174	

ADULT SECONDARY EDUCATION

Courses	Textbook	ISBN #	Suggested Vendor
GED Prep Courses	Kaplan GED Test 2015 Strategies, Practices and Review with 2 Practice Tests: Book + Online (Kaplan Test Prep)	978-1618658876	Amazon

You can find textbooks at the following locations:

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

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



Looking for EDD- Approved Job Training?

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

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

EDEN AREA ONE STOP CAREER CENTER

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

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



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

HIGH SCHOOL DIPLOMA, GED & ABE

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

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

Academic Transitions (ABE)

BASIC ENGLISH AND BASIC MATHEMATICS

Looking to improve your reading, writing, and math skills before entering 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.

<u>Day</u>	<u>Time</u>	<u>Site</u>
T/Th	9am–noon	Rm 3
T/Th	6:00–8:30pm	Rm 3

Math Booster

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

<u>Day</u>	<u>Time</u>	<u>Site</u>
M	4:30–6pm	Rm 4
M	6:30–8pm	Rm 4



Get Your High School Diploma or GED

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

High School Diploma - iSchool Blended Learning Lab

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

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

HIGH SCHOOL DIPLOMA, GED & ABE

CVACE HIGH SCHOOL DIPLOMA REQUIREMENTS

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

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

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

GED PREPARATION

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

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

GED Test Prep Lab

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® Test 2015 Strategies, Practice and Review. \$20. Available from Amazon, Barnes & Noble, Books-a-Million, Indie Bound

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

www.ged.com

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

ENGLISH AS A SECOND LANGUAGE

Spring Registration

NEW STUDENTS

Go to main office

For morning classes, register March 20, 8:30am

For evening classes, register March 20, 6:30pm

Spring Quarter March 27 - June 9

Summer Quarter July 5 - August 3

(No classes April 17 - April 21, May 29, July 4)

DAY CLASSES

Monday, Tuesday, Wednesday, Thursday

8:30 am-12:00 pm

NIGHT CLASSES

Monday, Tuesday, Thursday

6:30-9:30 pm

Literacy, Beginning, Intermediate, and Multi-Level Classes Offered.

English as a Second Language (ESL) classes teach grammar, vocabulary, reading, writing, listening, speaking, and life skills. English Language Civic lessons and computer skills are also taught.

ADVANCED ESL - BRIDGE TO COLLEGE & CAREERS

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

Students must attend every day. Monday-Thursday 8:30 am-12:00 pm



CITIZENSHIP

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

Wednesday 12:30 - 1:30 pm

Wednesday 1:30 - 2:30 pm

April 12 - June 7

No Class: April 19

Course No. 043200, 043201

Room 13

ORIENTATION: Wednesday, April 5, 12:30-2:30 pm



PARENTING

CASTRO VALLEY PARENT NURSERY SCHOOL

3657 Christensen Lane, Castro Valley, CA

510.582.7731 • www.cvpns.org

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

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

Our program is open to parents and their children who turn three or four on or before Dec. 2. To schedule a tour, learn about the program, enrollment, or start dates, please visit the website or email our membership coordinators: www.cvpns.org or membership@cvpns.org We are currently accepting applications for the 2017-2018 school year.



Parenting the Preschooler: Child Development and Guidance

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

Tuition of \$215/mo. is payable to Castro Valley Parent Nursery School. \$47 one time fingerprinting fee per adult "working" in the classroom payable in cash or by credit or debit card to CVACE.

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

SPRING AM CLASS FOR STUDENTS TURNING 3 YEARS OLD BY 12/2/16

Instructor: Giffin

No Class: 4/17-4/21, 5/29

Course No: 213702

Date	Day	Time	Site	Fee
3/13-6/7	M-F	9-11:30am	CVPNS	\$215/mo.

SPRING PM CLASS FOR STUDENTS TURNING 4 YEARS OLD BY 12/2/16

Instructor: Giffin

No Class: 4/17-4/21, 5/29

Course No: 213703

Date	Day	Time	Site	Fee
3/13-6/7	M-F	12:30-3pm	CVPNS	\$215/mo.

FOR PARENTS/GUARDIANS

Meets first Wednesday of each month.

Instructor: Giffin

Course No: 070004

Date	Day	Time	Site
3/15-6/7	W	7-9:30pm	Rm 10*

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



PARENTING



READING STRATEGIES FOR PARENTS: **Promoting Literacy in the Summer Months**

INSTRUCTORS: EDIE ODELL & KARA LEONG

**A 3-session course for parents/guardians of preschoolers through 5th graders.
Come learn practical skills to support your kids' reading!**

What We'll Cover

SESSION 1:

When Does Literacy Start?

- Learn the importance of reading to your child
- View video
- Receive free books to use at home*

* Materials can be given only to those who attend as instruction on proper use is needed.

SESSION 2:

Literacy Games & Activities

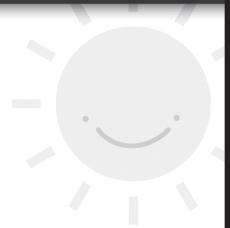
- Learn how to teach decoding strategies
- Learn methods to improve comprehension skills and fluency
- Increase your child's love of literature

SESSION 3:





A Visit to the Library*

- Take library tour
- Learn about programs at the library
- Pick up library cards
- Listen to a Read Aloud


* Held at the Castro Valley Library
3600 Norbridge Avenue, CV 94546



Course Details:

-  Mondays, 6:30 - 8 PM
-  May 8, 15, and 22
-  CVACE, Room 4
-  FREE!

How to Register:

-  www.cvadult.org/courses/parenting
-  Call **510.886.1000**



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, texture, and perspective. All levels of ability welcome. Occasional field trips. Bring 5x7" tablet, pencil, and kneaded eraser. Material list available at first class meeting.

No Class: 4/18

Instructor: Gunn

Course No: 271700 ▲

Date	Day	Time	Site	Sess.	Fee
4/4-6/6	Tu	9-11:30am	Sr Ctr*	9	\$70
7/11-8/1	Tu	9-11:30am	Sr Ctr*	4	\$70

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

BAKING

Make Your Own French Macarons

Are you addicted to French macarons? Join this class and learn how to make these wonderful, colorful little cookies from scratch. This class offers both chef demonstrations from the master baker of Swiss Delices and hands-on experience. You will learn how to make shells, be given piping tips, and discover the secret art of creating a delicate filling. And best of all, you will be able to taste your own freshly baked French macarons during class and then bring a box home to share with your family! Ooh la la! **Teacher material fee: \$6.**

Instructor: Shurma

Course No: 216900 ▲

Preregister by March 23, April 27.

Date	Day	Time	Site	Sess.	Fee
3/28	Tu	6-8pm	Rm 9	1	\$55
5/2	Tu	6-8pm	Rm 9	1	\$55

NEW Exotic and Luscious Fruit Tart

Impress yourself and your guests with this classic French delight. Who can resist a dessert that is both a work of art and a treat for the taste buds? Bakers will learn how to make frangipane, a delicious mixture of almonds, eggs, flour, vanilla, and sugar, which serves as the base. Then you will build your masterpiece, using fruit, glaze, and pastry cream. Viola! **Teacher material fee: \$8.**

Instructor: Shurma

Course No: 206400 ▲

Preregister by April 20.

Date	Day	Time	Site	Sess.	Fee
4/25	Tu	6-8:30pm	Rm 9	1	\$65

NEW Fabulous Fraisier

A sublime dessert perfect for Mother's Day!

Learn how to make this elegant, seasonal dessert that will WOW your guests at your Mother's Day or other family celebrations. Fraisier can be made with or without marzipan to showcase a delicate vanilla sponge, a mousseline with strawberries, and covered with almond paste. Indulge your sweet tooth and your appreciation for fine art! **Teacher material fee: \$10.**

Instructor: Shurma

Course No: 206100 ▲

Preregister by May 4.

Date	Day	Time	Site	Sess.	Fee
5/9	Tu	6-9pm	Rm 9	1	\$68



NEW Jam and Ice Cream

Just in time for summer!

Summer is the season for sweet, juicy berries and a variety of fruits. Imagine creating fresh fruit jam, ripe with its own natural sugars, atop homemade ice parfait. This refreshing and light and colorful dessert can be served as an afternoon dessert off a delicious summer meal or barbecue. **Teacher material fee: \$7.**

Instructor: Shurma

Course No: 209600 ▲

Preregister by June 1.

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

NEW Versatile and Impressive Puff Pastry

For use in both sweet and savory dishes!

What do Beef Wellington, chicken pot pie, and apple strudel have in common? That they are wrapped in buttery and flakey puff pastry—something you can learn to make if you attend this class. Come try your hand at this multipurpose dough. Create fancy dishes, as well as a simple, palate-pleasing Nutella croissant. **Teacher material fee: \$6.**

Instructor: Shurma

Course No: 205800 ▲

Preregister by May 11.

Date	Day	Time	Site	Sess.	Fee
5/16	Tu	6-8pm	Rm 9	1	\$55

COMMUNITY INTEREST

BAKING

NEW Quiche- For Breakfast, Lunch or Dinner!

The aroma of a savory quiche baking in your oven will entice everyone to your table. And this particular comfort food can be served as the star of your brunch, a hearty lunch, or a protein-filled dish on your dinner table. Students will learn how to prepare the traditional quiche Lorraine, as well as a vegetarian version and one without crust. Come join us and learn to prepare this easy, versatile mealtime favorite!

Teacher material fee: \$6.

Instructor: Shurma

Course No: 205900 ▲

Preregister by April 6.

Date	Day	Time	Site	Sess.	Fee
4/11	Tu	6-8pm	Rm 9	1	\$55

Christine Clement Shurma was born in Switzerland on a farm. Bread, butter, cream and everything was made from scratch. This gave Christine the taste for "real food". Love brought her to America and after her kids started school, she opened a Swiss bakery so she could share her love of authentic food. Christine operated Swiss Delices in Castro Valley for eight years, and now she's ready to share all the tips and recipes!

BIRDING

Birds of the Bay Area

This Spring our focus will be on behavioral and anatomic adaptations for feeding of birds – looking at what birds eat and how they do it. This includes: Gramivores; Fructivores; Insectivores; Piscivores; and Carnivores; Scavengers; and Omnivores. Basic review and updates on field birding will be included. Field Guides and Binoculars, so useful on trips, are usually useful in the classroom. Students will have an opportunity to share photos in class.

No Class: 4/7, 4/21

Instructor: Gordon

Course No: 233000 ▲

Preregister by March 27.

Date	Day	Time	Site	Sess.	Fee
3/31-6/9	F	10:15am-12:15pm	Field	10	\$59

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

Phil Gordon, a retired Biology teacher, has instructed Bird Classes for over 40 years. An active Birder and popular, along with his wife Pat, as a regular participant and leader to Audubon Society Field Trips. They are Compilers for the Hayward-Fremont Christmas Bird Count. He continues to share with students, including photographically, experiences related to birds locally and in the natural world at large – Arctic to Temperate to Neotropic, even (recently) to subAntarctic. Field Trips and workshops are coordinated to focus on birding skills and learning aspects of the natural history and biology of birds and their protection.

COMPUTERS/TECHNOLOGY

NEW Channel Your Inner Ansel

Photos and Videos on iPad and iPhone

The best camera you have is the one you have with you. So it's no surprise that more photos are taken with an iPhone every day than with any other camera. But did you know that you can use your iPhone or iPad to shoot hi-def video, panoramic shots, slow-motion, and time-lapse video? And that you can edit your pictures and video right on your iOS device? Bring your iDevice to class and we'll look at the basics and a few higher-end features of photos and video on your iPad or iPhone.

Requirement: Make sure your device is updated to the latest version of iOS and Mac OSX.

Instructor: Matthews

Course No: 217800 ▲

Preregister by May 4.

Date	Day	Time	Site	Sess.	Fee
5/9	Tu	7-9pm	Rm 2	1	\$35

iPad 101

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

Requirement: Make sure your device is updated to the latest version of iOS and Mac OSX.

Instructor: Matthews

Course No: 217900 ▲

Preregister by April 6, July 13.

Date	Day	Time	Site	Sess.	Fee
4/11-4/13	TWTh	7-9pm	Rm 9	3	\$89
7/18-7/20	TWTh	7-9pm	Rm 9	3	\$89



MICROSOFT OFFICE 2013

WINDOWS 10 ESSENTIAL SKILLS KEYBOARDING

SEE PAGE 6

COMMUNITY INTEREST

All About iCloud

Sometimes the worst thing that can happen to you is when your best friend changes her phone number. You have to remember to change it on your iPhone, your computer, maybe even your iPad. Or you schedule a lunch date and you have to update your calendar on all your digital devices. No more. With iCloud you can store your music, photos, documents, and more and have it wirelessly pushed to all your devices. And it's free. We'll show you the steps to get iCloud up and running for you and review its features, including the new iCloud Drive, iCloud Photo Library, and Family Sharing.

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

Instructor: Matthews

Course No: 240800 ▲

Preregister by March 24.

Date	Day	Time	Site	Sess.	Fee
3/28	Tu	7-9pm	Rm 5	1	\$35
7/6	Th	7-9pm	Rm 5	1	\$35

All About Photos

Apple has released Photos, its next generation software application to manage your digital pictures. We'll show you how to use your Mac to import your library of pictures from iPhoto and use the new interface in Photos. We'll also cover making albums, editing photos, creating slideshows, making prints, sharing your photos, and keeping everything in sync with iCloud.

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

Instructor: Matthews

Course No: 205300 ▲

Preregister by April 14, July 27.

Date	Day	Time	Site	Sess.	Fee
4/25, 4/27	Tu/Th	7-9pm	Rm 2	2	\$65
8/1, 8/3	Tu/Th	7-9pm	Rm 2	2	\$65

iOS Tips and Tricks

If you have a new iPhone or iPad and want to make the most of it, bring your iDevices to this class and learn how to be more productive, never forget an appointment, take and edit photos like a pro, communicate with your friends and relatives, learn about podcasts, and keep all your data in sync. And if you have questions, bring them, too.

Requirement: Students must bring their own iPhones and/or iPads to this class; they will not be provided. The devices should be updated to the latest version of iOS.

Instructor: Matthews

Course No: 217400 ▲

Preregister by May 18.

Date	Day	Time	Site	Sess.	Fee
5/23	Tu	7-9pm	Rm 4	1	\$35

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

CULINARY

Hands-On Cooking for Better Brain Health

Cook Meals that Supercharge Your Brain!

It's hard to think of anything more important to each of us than the ability to think clearly, readily recall important information, and to feel happy, productive and calm. The food you eat every day plays an enormous role in supporting these brain functions. This hands-on cooking class will start with an overview of the important nutrition principles, beneficial foods, and cooking techniques that contribute to building better brain health. Then we'll prepare anti-inflammatory and nutrient dense foods rich in healthy fats, herbs and spices, antioxidants, probiotics, fiber, vitamins and minerals to create a delicious meal we will share. All recipes are gluten and dairy free. See on-line catalog for featured recipes. **Teacher material fee of \$15.**

Instructor: Blanc

Course No: 216600 ▲

Preregister by May 15.

Date	Day	Time	Site	Sess.	Fee
5/20	Sa	12:00-3:30pm	Rm 9	1	\$85

Susan Blanc is a nutrition and herbal therapist. She has a private practice in San Ramon and teaches at Bauman College as well as 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.

DRIVER IMPROVEMENT

Do You Need Traffic School?

If you are a driver who received a traffic citation and would like the option, with the court's permission, to attend traffic school, our Driver Improvement Program is for you.

CALL (510) 886-2887 / FAX: (510) 537-8537

Date	Day	Time	Site	Sess.	Fee
4/15	Sa	8am-4:30pm	Rm 5	1	\$45
5/13	Sa	8am-4:30pm	Rm 5	1	\$45
6/3	Sa	8am-4:30pm	Rm 5	1	\$45
7/15	Sa	8am-4:30pm	Rm 5	1	\$45
8/12	Sa	8am-4:30pm	Rm 5	1	\$45

REGISTRATION PROCEDURE:

- Register as soon as you receive the court's authorization to attend traffic school.
- You must bring the court paper with you that gives you authorization and shows the docket number and completion date. We cannot register you without it.
- Payment must be cash, Visa, MasterCard, or Discover. NO CHECKS ACCEPTED.
- Registration fees not refundable.
- If you need to reschedule your original class date, a fee of \$10 will be charged each time you reschedule.

COMMUNITY INTEREST

ESTATE AND TRUST PLANNING

Estate and Trust Planning

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

Instructor: *Phillips*

Course No: 209900 ▲

Preregister by April 24.

Date	Day	Time	Site	Sess.	Fee
4/26	W	6:30-8:30pm	Rm 6	1	\$29

James J. Phillips is a certified specialist in estate planning, probate, and trust law with over 30 years of experience. He holds an LL.M. post-graduate law degree in taxation. Highest rating (AV) of professional excellence by Martindale-Hubbell Law Directory since 1990. Included annually in Northern California Super Lawyers since its inception. He is native of Castro Valley and a 1972 graduate of CVHS.

FITNESS

Basketball Skills for Adults

Develop physical conditioning through basketball. Limited to 15 players.

No Class: 4/18, 4/19

Instructor: *Moncrief*

Course No: 271301, 271401 ▲

Preregister by March 31.

Date	Day	Time	Site	Sess.	Fee
4/4-6/6	Tu	7-9pm	CMS Gym*	9	\$125
4/5-6/7	W	7-9pm	CMS Gym*	9	\$125

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

Pilates, Power & Posture

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

No Class: 4/4, 4/18

Instructor: *Wright-Morash*

Course No: 291500 ▲

Preregister by March 23.

Date	Day	Time	Site	Sess.	Fee
3/28-6/6	Tu	6:15-7:15pm	Rm 10	9	\$69

Dallis Wright-Morash graduated with a degree in dance from York University in Toronto. Originally from Victoria, BC, Dallis has been choreographing, performing, and teaching fitness at all levels for over 20 years. Dallis holds ACE, AFAA, and OFC/NFLA (Canada) certifications in personal training, group exercise, Pilates and Yoga. In addition to teaching at CVACE, she has been fitness director at Bay-O-Vista since June of 2004. Her goal at the club is to create classes that everyone can succeed at no matter what their goals or limitations may be. Her motto is STAY ACTIVE!

Nice and Easy Movement

Health and Fitness

A slower-paced exercise class with lots of chair exercises. We also do stretches, strength training with light weights and balancing standing next to a chair. No floor exercises. We do low impact aerobic dancing during the last 15 minutes of class. Wear comfortable clothes and bring weights. (Moderate Workout)

No Class: 4/17, 4/19, 4/21, 5/29

Instructor: *Farrell, Nohr*

Course No: 292500 ▲

Date	Day	Time	Site	Sess.	Fee
3/27-6/9	MWF	10-11:15am	Sr Ctr*	Qtr	\$55 qtr
7/5-8/11	MWF	10-11:15am	Sr Ctr*	Qtr	\$55 qtr

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

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.

Instructor: *Muta*

No Class: 4/17, 5/29

Course No: 223200 ▲

Preregister by March 22.

Date	Day	Time	Site	Sess.	Fee
3/27-6/5	M	4:30-5:45pm	Rm 3	9	\$85



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. Minimal yoga experience needed.

Please bring your own yoga mat.

Instructor: Muta

No Class: 4/17, 5/29

Course No: 292700 ▲

Preregister by March 22.

Date	Day	Time	Site	Sess.	Fee
3/27-6/5	M	6:00-7:30pm	Rm 3	9	\$99

Antonella Dalla Muta *Antonella teaches classes at The Yoga Company in Castro Valley. Her yoga practice has enabled her to connect with her physical self and channel her inner strength, helping her to conquer the everyday anxieties we all have. As an instructor, she hopes to share these experiences with her students and create an environment "on the mat," where participants can forget their troubles, fears and worries, and enter a world of comfort, harmony and balance, and be at a place where they can listen to themselves and experience healing. For Antonella, it's all about the journey. Everyone wants to get to the top of the mountain, but the happiness comes while you're climbing it!*

Zumba®

Zumba® puts the fun in fitness! Exciting music from around the world will get you moving and sweating using easy to follow dance moves. Zumba® requires no dance experience and is open to all fitness levels making it fun for everybody and every body! Come ready to sweat, smile, and focus on having fun.

Students should wear comfortable clothing, supportive shoes, and bring plenty of water. Come join the party!

Instructor: Jones

No Class: 4/17

Course No: 219200 ▲

Preregister by April 6.

Date	Day	Time	Site	Sess.	Fee
4/10-5/22	M	7-8pm	Rm 10	6	\$55

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

GARDENING

Bonsai – Basic

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

Instructor: Butler

No Class: 4/17, 5/29

Course No: 217500 ▲

Preregister by March 23.

Date	Day	Time	Site	Sess.	Fee
3/27-6/5	M	7-9pm	Rm 6	9	\$115

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: 4/17, 5/29

Instructor: Baker

Course No: 217600 ▲

Preregister by March 23.

Date	Day	Time	Site	Sess.	Fee
3/27-6/5	M	7-9pm	Rm 5	9	\$115

HEALTH & SAFETY

CPR Class (American Heart Assoc.)

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

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

Bring your own snack for break time.

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

Instructor: Velasquez

Course No: 200100 ▲

Date	Day	Time	Site	Sess.	Fee
5/9	Tu	4-8pm	DO*	1	\$50

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

COMMUNITY INTEREST

HEALTH & SAFETY

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

Instructor: Velasquez

Course No: 202100, 202101 ▲

Date	Day	Time	Site	Sess.	Fee
4/11	Tu	4-9pm	DO*	1	\$50
6/6	Tu	4-9pm	DO*	1	\$50

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

MUSIC

Orchestra

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

No Class: 4/18

Instructor: Cohen

Course No: 202400 ▲

Preregister by March 23.

Date	Day	Time	Site	Sess.	Fee
3/28-6/6	Tu	7:15-9:15pm	Rm 27*	1 qtr	\$85

*Creekside Middle School, 19722 Center St.

Community Band

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

No Class: 4/19

Instructor: Maier

Course No: 202000 ▲

Preregister by March 24.

Date	Day	Time	Site	Sess.	Fee
3/29-6/7	W	7:30-9pm	Band Rm*	1 qtr	\$42

*Canyon Middle School, 19600 Cull Canyon Rd.

COMMUNITY CONCERT
performances

CASTRO VALLEY ADULT AND CAREER EDUCATION ORCHESTRA
 Sunday, May 21, 2017 ~ 2:00 pm

CASTRO VALLEY COMMUNITY BAND
 Wednesday, March 29, 2017 ~ 7:30 pm
 Wednesday, June 14, 2017 ~ 7:30 pm

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

COMMUNITY INTEREST

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: 4/17, 5/29

Instructor: Bowerman

Course No: 293900 ▲

Preregister by March 22.

Date	Day	Time	Site	Sess.	Fee
3/27-6/5	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 and is followed by lab time with individual help from the instructor. Some electronic keyboards w/ headphones are available for students to use in class on a first-come, first-serve basis. No text is required, however information on suitable books is available from the instructor.

No Class: 4/20, 5/4

Instructor: Wedemeyer

Course No: 212100 ▲

Preregister by March 27, June 30.

Date	Day	Time	Site	Sess.	Fee
3/30-6/8	Th	9:30-11am	Sr Ctr*	9	\$109
7/6-8/3	Th	9:30-11am	Sr Ctr*	5	\$59

*Kenneth Aitken Sr Center, 17800 Redwood Rd.

NUTRITION

NEW Sweet Dreams Are Made of This

Nutrition and lifestyle tips for achieving better sleep.

One of the fundamental building blocks of health is deeply restorative sleep. Yet 65% of Americans lack sufficient restful sleep. It's bad enough being tired, but sleep deprivation is also directly linked to obesity, diabetes, cardiovascular disease, and diminished brain function. Good sleep supports better immunity, happier mood, improved work/school/athletic performance and decreases inflammation. Let's make that happen for you! This class will delve into the lifestyle habits, nutrition and helpful herbs that go into building a better night sleep. We will also cover the "thieves" that can steal your rest, such as sleep apnea, pain and other nighttime disturbances. Each class will

include take home activities, therapeutic foods and snacks. **Materials fee is \$15.**

Instructor: Blanc

No Class: 5/9

Course No: 210200 ▲

Preregister by April 19.

Date	Day	Time	Site	Sess.	Fee
4/26-5/16	Tu	6:30-8:30pm	Rm 15	3	\$90

Susan Blanc is a nutrition & herbal therapist. She has a private practice in San Ramon and teaches at Bauman College as well as 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.

PERSONAL GROWTH



NEW The Enneagram - a Powerful Tool for Understanding Human Behavior

Personal Growth

Dr. Van Zino once again brings her years of experience as a Primary Care Physician together with her in depth study of the Enneagram to offer this intermediate introductory course. We will explore how the Enneagram gives us a way to explore how individual personality types cope with conflict, attempt to get their needs met, and interact socially with others. We will glean powerful insights into how to improve our relationships with our loved ones, our friends, our co-workers, our society, and most of all ourselves. A basic knowledge of the Enneagram is suggested, but not required.

Instructor: Van Zino M.D., Karen

Course No: 209800 ▲

Preregister by April 14.

Date	Day	Time	Site	Sess.	Fee
4/25-5/16	Tu	6:30-8pm	Rm 4	4	\$59

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

COMMUNITY INTEREST

PERSONAL GROWTH

Meditation for Busy People

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

No Class: 4/20

Instructor: Bass

Course No: 203000 ▲

Preregister by April 3.

Date	Day	Time	Site	Sess.	Fee
4/6-5/4	Th	7-8pm	Rm 5	4	\$45
7/6-7/27	Th	7-8pm	Rm 5	4	\$45

John Bass LMFT has been practicing and teaching meditation for over 20 years. John is a licensed Marriage and Family Therapist and a meditation practice instructor for Nalandabodhi (a Tibetan Buddhist organization founded in the United States by Dzogchen Ponlop Rinpoche). John's style is warm and friendly with an emphasis on helping his students find out what works best for them. You can find out more about John by visiting his website at www.contemplative-counselingsolutions.com



Natural Light Photography

Understanding and using natural light can greatly improve your photography. Discover what's special about "golden hour," what subjects are best when back lit, and why photographers like open shade. This hands-on interactive class will concentrate on gaining image control with manual exposure in various types of natural light in scenic Castro Valley locations – such as local lakes, trails and hillsides.

Note: The ability for moderate physical activity is recommended. When you register, please provide an email address so instructor can send class-related material prior to class.

No Class: 4/18, 5/23

Instructor: Worthington-Kersey

Course No: 290300 ▲

Preregister by March 23, July 6.

Date	Day	Time	Site	Sess.	Fee
3/28-6/6	Tu	6:00-8:00pm	Rm 6	9	\$125
7/11-8/1	Tu	6:30-8:30pm	Rm 6	4	\$55

PHOTOGRAPHY

FUNDamentals of Digital Photography

Do more with your camera! Learn the fundamentals of digital photography in beautiful Castro Valley settings such as Lake Chabot and nearby hills and parks. Enjoy learning the basics of manual exposure mode and improve your landscape photography skills with sunsets, flowers, and the moon. This hands-on interactive class will concentrate on the elements of exposure (F/stop, shutter speed, and ISO) to improve camera skills, image control, and creativity.

Note: The ability for moderate physical activity is recommended. When you register, please provide an email address so instructor can send class-related material prior to class.

No Class: 4/20, 5/25

Instructor: Worthington-Kersey

Course No: 294700 ▲

Preregister by March 27, July 10.

Date	Day	Time	Site	Sess.	Fee
3/30-6/8	Th	6:00-8:00pm	Rm 6	9	\$125
7/13-8/3	Th	6:30-8:30pm	Rm 6	4	\$55

WOODWORKING CLASSES WILL RETURN IN THE FALL

WORLD LANGUAGE

NEW

Intermediate Italian III

Conversation

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

Requirement: Nuovo Espresso 1, libro dello studente ed esercizi.(book +cd/dvd ISBN: 978-88-6182-317-4)

No Class: 4/19, 5/3

Instructor: Lorenzon, Francesca

Course No: 205400 ▲

Date	Day	Time	Site	Sess.	Fee
3/29-6/7	W	8:15-9:10pm	Rm 13	9	\$89

COMMUNITY INTEREST

NEW

Italian Grammar IV

Grammar and Songs

This class is focused on the understanding of Italian grammar. We will go through more complex grammar structures and review those we already know. Written exercises will be done in class and some at home. Each lesson we will also listen to an Italian song, using it as a tool to better understand some of the grammar aspects we will be studying.

Prerequisite(s): Grammar III

Requirement: Italian, A Self Teaching Guide (ISBN 978-0-471-35961-6)

No Class: 4/19, 5/3

Instructor: Lorenzon, Francesca

Course No: 207200 ▲

Date	Day	Time	Site	Sess.	Fee
3/29-6/7	W	7:15-8:10pm	Rm 13	9	\$89

NEW

Summer with Italian Music

Estate in Musica

This class will be a joyful review of your skills in Italian language. Each class we will not only listen to and sing an Italian song, but also use the text as a tool to review or learn vocabulary, linguistic expressions, grammar and cultural elements. You will practice your listening skills and both your oral and written comprehension through a series of exercises that we will do together in class. Levels: beginner-intermediate. No book required.

Requirement: A basic knowledge of Italian

No Class: 7/26

Instructor: Lorenzon, Francesca

Course No: 207300 ▲

Date	Day	Time	Site	Sess.	Fee
7/5-8/2	W	6-8pm	Rm 13	4	\$39

Beginning Italian Level III

Conversational

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

Prerequisite(s): Beginning Italian Level II

Requirement: Nuovo Espresso 1, libro dello studente ed esercizi. (book +cd/dvd) ISBN: 978-88-6182-317-4

No Class: 4/19, 5/3

Instructor: Lorenzon, Francesca

Course No: 203900 ▲

Date	Day	Time	Site	Sess.	Fee
3/29-6/7	W	6:15-7:10pm	Rm 15	9	\$89

Italian Grammar III

Grammar and Songs

This class is focused on the understanding of Italian grammar. We will go through more complex grammar structures: plurals, future tense, past participle, relative pronouns, direct and indirect object pronouns, imperative and so on. Written exercises will be done in class and at home. Each lesson we will also listen to an Italian song, using it as a tool to better understand some of the grammar aspects we will be studying.

Prerequisite(s): Beginning Italian Level II

Requirement: Italian, A Self Teaching Guide (ISBN 978-0-471-35961-6)

No Class: 4/19, 5/3

Instructor: Lorenzon, Francesca

Course No: 203700 ▲

Date	Day	Time	Site	Sess.	Fee
3/29-6/7	W	5:15-6:10pm	Rm 15	9	\$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 I

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

Book required, see book list on page 12.

No Class: 4/6, 4/20

Instructor: Olroyd

Course No: 204100 ▲

Preregister by March 24.

Date	Day	Time	Site	Sess.	Fee
3/30-6/8	Th	6-7:30pm	Rm 13	9	\$135



Register online at: www.cvadult.org

COMMUNITY INTEREST

WORLD LANGUAGE

Spanish II

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

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

Book required, see book list on page 12.

No Class: 4/6, 4/20

Instructor: Olroyd

Course No: 204000 ▲

Preregister by March 24.

Date	Day	Time	Site	Sess.	Fee
3/30-6/8	Th	7:30-9pm	Rm 13	9	\$135

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 12.

No Class: 4/4, 4/18

Instructor: Olroyd

Course No: 204200 ▲

Preregister by March 22.

Date	Day	Time	Site	Sess.	Fee
3/28-6/6	Tu	6-7:30pm	Rm 13	9	\$135

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 12.

No Class: 4/4, 4/18

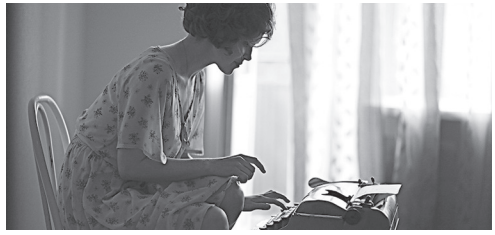
Instructor: Olroyd

Course No: 295100 ▲

Preregister by March 22.

Date	Day	Time	Site	Sess.	Fee
3/28-6/6	Tu	7:30-9pm	Rm 13	9	\$135

WRITING



NEW Fiction Writing

What do you have in common with Stephen King, JK Rowling, or William Faulkner? Would you like to find out? Discover your inner author in this Fiction Writing course. Whether they're writing short stories or novels, all fiction writers' systems and voices are unique. Through introspection and practice, you will discover your own process. Experiment with character creation, plot structure, point of view, and tense, while receiving encouraging guidance from your instructor and constructive feedback from your peers. By the end of the course, you will have a portfolio of work that you will be proud of, and be ready to submit your work to a contest or magazine for publication.

No Class: 4/19

Instructor: Kirtley

Course No: 213300 ▲

Date	Day	Time	Site	Sess	Fee
4/5-5/31	W	6:30-8:00pm	Rm 4	8	\$99

NEW Creative Writing Workshop

Fiction Writing and Critique

Everyone has a story to tell, but sometimes one needs a little encouragement. Wednesday nights in July we will be practicing the craft of fiction writing by following instructor-led exercises. Each week's meeting will include a brief lecture with advice on aspects of storytelling; world building, character creation, sensory details, and literary devices. Then we will take time to write.

"If a story is in you, it has got to come out."

—William Faulkner

Prompts, journaling, freewriting, and other techniques will be explored in a fun, supportive, encouraging environment. Carefully facilitated peer review and feedback will be available. Come join us and make up a story.

Instructor: Kirtley

Course No: 213200 ▲

Date	Day	Time	Site	Sess	Fee
7/5-7/26	W	6:30-8:00pm	Rm 4	4	\$49

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

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):



Baking in food preparation class



Learning to use iPads



Reading and writing in Functional Academics class

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
- American Sign Language
- Meal Preparation (planning, shopping, cooking)
- Health, Hygiene & Fitness
- Personal Safety and First Aid
- Current Events
- Sewing/Mending
- Newsletter Production
- Time Management

Community Access Skills (ABE)

- Community Awareness
- Community/Street Safety
- Using Public Transportation
- Community Service
- Social Skills in the Community

Workplace Skills (CTE)

- Career Exploration
- Volunteer Work Experience
- Food Service Worker
- Café/Snack Bar Worker
- Landscaping/Grounds Maintenance
- Gardening
- Florist Worker
- Custodian
- Recycling
- Vocational Sewing/Arts
- Photography
- Home Repair
- Office Worker
- Workplace Communication Skills

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

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

COMMUNITY



**WE'RE
ALWAYS ON**

**24/7, 365 Days a Year
CVSan is Working for
You**

CVSan



www.cvsan.org

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

This is a free advertisement

Register online at: www.cvadult.org

CHAMBER of COMMERCE

CASTRO VALLEY/EDEN AREA

Save the Date

Jan-10-17	Annual Membership Meeting
Jan-19-17	CV/EA Chamber Board Installation Mixer
Febr-4-17	2017 Eden Awards
Feb-16-17	Monthly Networking Mixer
Mar-16-17	Business Expo/Spring Fling
Apr-20-17	Monthly Networking Mixer
May-12-17	Chili Cook Off
May-13-17	Rowell Ranch Rodeo Parade
May-18-17	Monthly Networking Mixer
May-26-17	Student Citizen Awards Ceremony
Jun-15-17	Monthly Networking Mixer
Jul-20-17	Monthly Networking Mixer
Aug-1-17	National Night Out
Sep-9/10-17	46th Annual Fall Festival
Sep-21-17	Monthly Networking Mixer
Sep-22-17	Cop Shop BBQ
Sep-27-17	ACSO Fall Citizen's Academy
Oct-8-17	Barks & Brews
Oct-19-17	Monthly Networking Mixer
Nov-11-17	Meet in the Street & Light Parade
Nov-16-17	Monthly Networking Mixer

Staff & Contact Information

Ashley Strasburg—Executive Director
Caryl Mahar—Business Development & Marketing Director
Kathy Gatterer—Program Manager, Career Pathways



Check us out at

www.facebook.com/EdenAreaChamber



CASTRO VALLEY / EDEN AREA
CHAMBER OF COMMERCE

Serving Ashland, Castro Valley, Cherryland, and San Lorenzo

Castro Valley/Eden Area Chamber of Commerce
3160 Castro Valley Blvd., Ste. 224
Castro Valley, CA 94546
(p) 510-537-5300
(f) 510-537-5335
www.edenareachamber.com

COMMUNITY



MAKING A DIFFERENCE
thru
Education, Enrichment
and Entertainment

The 2017-2018 Series is coming soon!

Still time to see

California Beach Boys

March 11, 2017



PURCHASE TICKETS

ONLINE: www.cvartsfoundation.org

PHONE: (510) 889-8961

IN PERSON: CFA Box Office CV Adult School
(510) 889-8961 (510) 886-1000

More Information at www.cvartsfoundation.org

Celebrate your CVHS

Senior's Graduation in Lights!

Would you like to acknowledge and congratulate a loved one? Display their name and intended college/service on the CVHS stadium marquee for \$50. It will run for one week, from Sunday before until Saturday after Graduation.

This is the perfect opportunity to get a photo with your Senior under the marquee with their name in lights! All profits will benefit CVAF and the CVHS Principal's Fund. Order now at www.cvartsfoundation.org

Broadcast a Message on a CVHS Marquee!

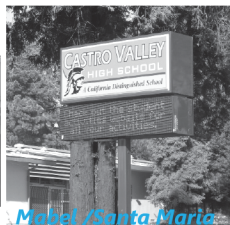
*Happy 16th, Steph !!!
Love, Mom & Dad*

*Danell, A Hole in One!
WoW!!!*

*Congrats, Kevin
Most Valuable Player*



CFA, Redwood Rd



Mabel, Santa Maria



Stadium, Redwood Rd

Order Form at www.cvartsfoundation.org

CASTRO VALLEY ARTS FOUNDATION



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

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

CVEF sponsors educational activities that complement classroom instruction, such as Creative Writing Workshops, Science Festivals, and Lecture Series.

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

SUPPORT CVEF:
GO TO WWW.CVEF.ORG

Donate | Sponsor a Scholarship | Volunteer

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

JOB OPPORTUNITIES



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.



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



DIRECTOR

Susan Passeggi

ASSISTANT PRINCIPAL

Sharon Travers

SCHOOL SECRETARY

Leticia Hernandez

LEADERSHIP TEAM

Stacie Annear
Theresa Branaugh
Stacy Bystedt
Kathy Castaneda
Linette Escobar
Crystal Korbass
Kerry Principato
Gary Soon

SUPPORT STAFF

Rob Aguilar
Leigh-Anne Fosdahl
John Gaffett
Libby Hendrickson
Christine Herrera
Emily Jensen
Lisa Michel
Nancy Mosbaugh
Jackie Smith-McKaig
Stacey Woods

NOTARY PUBLIC

Nancy Mosbaugh

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

JOB OPPORTUNITIES

NOW HIRING



Castro Valley Unified School District

is seeking individuals interested in becoming a:

- Substitute Teacher
- Substitute Cafeteria Assistant
- Substitute Instructional Assistant
- Substitute Buildings & Grounds

SUBSTITUTE TEACHER

INTERESTED CANDIDATES MUST:

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

SUB. INSTRUCTIONAL ASST.

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 Assistant Certification Card
- Submit a current TB test
- Pass a CA Dept. of Justice Live Scan Criminal Background Check

Hours range from 4 to 6.5 hours per day.

Substitute rate of pay is \$13.19 - \$14.55 per hour.

SUB. CAFETERIA ASST.

INTERESTED CANDIDATES MUST:

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

Hours range from 2 to 3.5 hours per day.

Substitute rate of pay is \$12.55 per hour.

SUB. BUILDINGS & GROUNDS

INTERESTED CANDIDATES MUST:

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

Hours range from 4 to 8 hours per day.

Substitute rate of pay is \$17.30 per hour.

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

How do I Apply?

FOR SUBSTITUTE TEACHER:

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

FOR SUBSTITUTE CAFETERIA ASSISTANT, INSTRUCTIONAL ASSISTANT OR BUILDINGS & GROUNDS:

- Print the Classified Application form found on www.cv.k12.ca.us/district/human-resources/job-opportunities
- Fill out application & bring to Human Resources at **4400 Alma Avenue in Castro Valley**

SERVICES

Want to Teach Adults?

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



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

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

LET US KNOW!

Interested applicants should send a resumé & cover letter to:

info@cvadult.org

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

Especially:

Art

Fitness

Cooking

World Languages

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

 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





**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 Avenue, 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

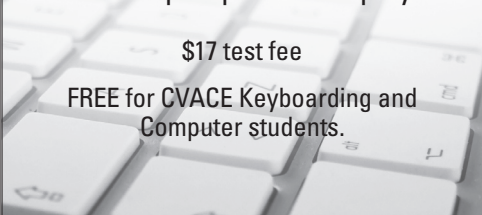


Typing Test Certification

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 Avenue
Castro Valley**

LIVE SCAN FINGERPRINTING SERVICES



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

Fingerprinting services are available on an appointment basis:

Monday - Thursday 9:00 am – 7:00 pm

Fridays 9:00 am – 3:00 pm

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

CALL 510-886-1000

or inquire in person at:

4430 Alma Avenue, Castro Valley

CVACE MISSION & VISION STATEMENT



MISSION STATEMENT

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

SCHOOLWIDE LEARNING OUTCOMES

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

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

VISION STATEMENT

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

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

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

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

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

POLICIES AND PROCEDURES

MISSION STATEMENT

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

UNIFORM COMPLAINT PROCEDURES

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

ADMISSIONS/ELIGIBILITY

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

CHILDREN

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

PHOTOGRAPHY/VIDEO/RECORDING

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

CLASS CANCELLATION POLICY

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

REFUND POLICIES

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

NO SMOKING POLICY

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

NON-DISCRIMINATION POLICY

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

PARKING

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

PRIVACY STATEMENT

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

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

REGISTRATION

ONLINE
www.cvadult.org



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

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

PHONE-IN/FAX-IN
Phone: 510.886.1000
Fax: 510.537.8537



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

HOURS:
Mon-Th 8am–8pm
Fri 8am–4pm
Sa 8am–12pm

NAME (PLEASE PRINT) _____

ADDRESS _____

CITY _____ ZIP _____

DATE OF BIRTH (MUST PROVIDE DATE OF BIRTH) _____

HOME PHONE _____ WORK PHONE _____

CLASS NO.	CLASS TITLE	DAY	DATE	TEACHER	FEE

\$25 CHARGE FOR RETURNED CHECKS.

Waiver: Registered students, parents, or legal guardians of registered students participating in Castro Valley Adult & Career Education programs agree to hold the Castro Valley Unified School District free and harmless from any claim or expense that may arise because of participating in the class(es). Castro Valley Unified School District does not carry medical insurance for its students. Students are advised to consult their physician prior to enrolling in courses that require physical activity.

METHOD OF PAYMENT

- Check (Make payable to CVACE)
 VISA MasterCard Discover Card

CARD NO. _____

EXPIRATION DATE _____

AUTHORIZED SIGNATURE _____

No verification of registration will be sent without self-addressed stamped envelope.