CONFIDENT
Earn 30% more by getting your high school diploma or GED

CURIOUS
Check out our 13 convenient new online courses

INSPIRED
From Accounting to Zumba: Explore our 92 great courses

PREPARED
81% of Medical Academy students get a job or go to college within 6 months of graduation

www.cvadult.org | 510.886.1000
This Spring & Summer...

Learn

Beginning Blues Harmonica, pg. 26
How to Pay for College, pg. 29
Indian-Inspired Tapas, pg. 24

Grow

Customer Service Certificate, pg. 9
New Online Courses – Including Management Certificate, pg. 18

Achieve

Earn Your High School Diploma or GED, pg. 15
Advanced ESL– Bridge to College & Bridge to Careers, pg. 14
Medical Academy, pg. 3-4
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~ Save the Date ~

WE’RE IN THIS TOGETHER!

A Morning of Workshops for All Parents & Guardians

Saturday, October 11, 2014

Register online at: www.cvadult.org
Greetings:
I am always honored when I am asked to write a message for Castro Valley Adult and Career Education (CVACE) and this quote from Henry Ford quickly springs to mind, “Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young. The greatest thing in life is to keep your mind young.” Even though Ford’s quote dates from the early 1900s, it is still true in 2014 – especially so at CVACE. There is no need for Ponce de Leon since CVACE is keeping the population of Castro Valley young. A quick glance through this brochure clearly demonstrates that CVACE truly promotes life-long learning that serves as an intellectual fountain of youth.

Henry Ford revolutionized the American economy with the Model T and the assembly line, but he would be amazed to see how computers have impacted every aspect of American life. The role of computers in education has had a positive impact on student learning. Computers provide students with access to materials, places and teachers that they could never access in the past. Online courses through CVACE are a new fountain of youth for adult learners. Take a look at the variety of online courses on pages 18-20 that allow students to learn from home and at one’s own pace, critical factors for adult learners.

Besides online courses, CVACE continues to offer an excellent selection of computer courses to enhance one’s skills and employment opportunities as well as courses for every interest and need. I know that if you glance through this brochure, there will be a course for you. Spring, the season to keep your mind young, is here. Sign up for a CVACE course today.

Sincerely,

Jim Negri, Superintendent

---

CASTRO VALLEY UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION
Charmaine Banther
John J. Barbieri
Janice Friesen
Gary Howard
Jo A. S. Loss

PERSONNEL COMMISSION
Christopher Low
Steve Ontiveros
Toni Wilkerson

Jim Negri
Superintendent of Schools

Dr. Candi Clark
Assistant Superintendent, Business Services

Mary Boyle
Assistant Superintendent, Educational Services

Dr. Sherri Beetz
Assistant Superintendent, Human Resources
Medical Programs Information Presentation
Join us for a fun and informative presentation to hear about ALL of the medical training courses and educational opportunities offered through Castro Valley Adult and Career Education. Ask questions—compare programs—meet teachers—hear about career opportunities.

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CERTIFICATE PROGRAMS
Interested individuals must attend one of the orientations listed below to learn about eligibility requirements for this training program:
- Thursday, August 21, 2014 — 6–8pm
- Thursday, August 28, 2014 — 6–8pm
- Saturday, August 23, 2014 — 9–11am

All orientations are located in Room 16

Clinical Medical Assistant — FALL QUARTER
Support Services
Become a Clinical Medical Assistant in the growing and demanding area of healthcare! This comprehensive 308-hour program will prepare you to take the state 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, preparing patients for x-rays and examinations, applying bandages and dressings, as well as other treatments and procedures.

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

Certificate in Healthcare Administration in Six Months — FALL QUARTER
Healthcare Administration Program
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 308-hour program you will learn basic medical offices procedures and ethics, medical insurance billing and finance, coding (ICD and CPT), Electronic Health Records, Medical Terminology, how to interact with patients, families, physicians and healthcare providers and career development.

Note: Successful students who complete all 4 modules of the Healthcare Administration program will be offered the opportunity to enroll in an optional Healthcare Administration Externship Program.

Externship Program
Clinical Medical Assistant and Healthcare Administration students who qualify and are recommended may spend 180 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.
Anatomy & Physiology – Hybrid
Support Services
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. Instructional assignments using videos, textbooks, and on-line resources. This is an essential course to prepare for a career in health care or as a prerequisite for other medical courses. A competency-based certificate is awarded upon successful completion.
Books required, see book list on page 13.
Note: The Medical Terminology and Anatomy & Physiology courses are synchronized so that students gain a comprehensive and coordinated program of study when taken together. Courses can be taken separately or concurrently. Students who enroll in both hybrid courses at the same time will receive a 20% discount.
No Class: 5/26, 5/27, 5/28
Instructor: Bilotti
Course No: 068302
Please preregister by May 2.
Date Day Time Site Sess. Fee
5/5-7/30 M/W 5:15–8:15 pm Rm 16 12 wk $139+text

Medical Terminology – Hybrid
Support Services
In this 12-week course, traditional classroom instruction is offered two evenings each week 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 qualifies to earn credit with Chabot and Las Positas Colleges.
Books required, see book list on page 13.
Note: The Medical Terminology and Anatomy & Physiology courses are synchronized so that students gain a comprehensive and coordinated program of study when taken together. Courses can be taken separately or concurrently. Students who enroll in both hybrid courses at the same time will receive a 20% discount.
Instructor: Bilotti
Course No: 066702
Please preregister by May 5.
Date Day Time Site Sess. Fee
5/6-7/25 T/W 5:15–8:15 pm Rm 16 12 wk $139+text

Principles of Pharmacology
Earn bonus pay for Pharmacology knowledge. This 10-week course is taught by a Registered Pharmacist and will focus on various systems of the body and what, how, and why pharmaceuticals are prescribed. You will learn about the benefits and side effects of many different medications. There will be a strong focus on dosage calculations and dosing for special populations like pediatrics and geriatrics. The course will also cover alternative medicine and a holistic approach to treating the body in health and disease. This course is targeted to health professionals in Billing and Coding, Medical Assistants, Administrative Medical Assistants, and Patient Care Providers.
Books required, see book list on page 13.
Instructor: Lamin
Course No: 0606601
Date Day Time Site Sess. Fee
4/23-6/25 W 6–9 pm Rm 14 10 $90+text

Advanced Coding – Become a Professional
This course is designed for those that want to further build and enhance their coding skills and prepare for further industry certification. Students will learn specific rules and compliance issues for each specialty of medical coding.
Prerequisite(s): Intro to Coding, Medical Terminology, Instructor Approval
Books required, see book list on page 13.
No Class: 8/4, 8/11, 9/2
Instructor: Correia-Dasalla
Course No: 0602101
Date Day Time Site Sess. Fee
6/23-9/29 M 5:00–8:30 pm Rm 19 12 $159

Coding Test Prep FALL Registration
Are you a medical coder? Are you interested in becoming nationally certified (AAPC or AHIMA)? This 4-week course is for individuals who have completed medical coding training or worked in the medical coding field and are interested in taking a national certification test. This course will simulate the content of the actual exam by incorporating practice exams (created by the instructor) based on actual certification exam questions. This practice will allow students to become more familiar with the format and time constraints of the real exam. Knowledge of medical terminology and anatomy physiology is strongly recommended.
Prerequisite(s): Advanced Coding or Instructor Approval

Check Out Our Online Courses:
SPANISH FOR MEDICAL PROFESSIONALS I & II – SEE PAGE 20
DEMENTIA CARE – SEE PAGE 20

Community Education classes supported solely by student fees (no state income).
FOR MAC

Own a Mac and need to learn about OSX or more about MS Word, Excel, PowerPoint, or Outlook for your Mac, 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, submit your completed assignments 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 for Mac. Students will earn a Microsoft Application Certificate 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 $75 PER QUARTER + TEXT
March 30– June 21
G. Wedemeyer

SUMMER QUARTER
June 22-August 16
B. Dunn

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 Microsoft Application Certificate at the level achieved in each selected application.

Appointments will be scheduled at mutually convenient times between you and the instructor.

For more information, Call 510-886-1000.

SPRING QUARTER $75 PER QUARTER + TEXT
March 30– June 21
G. Wedemeyer

SUMMER QUARTER
June 22-August 16
B. Dunn
APPLE/MAC CLASSES

An Evening with iTunes

What is iTunes? It’s how you play music, movies, TV shows, and more on your Mac or PC. It’s a store that never closes and offers music, videos, podcasts, games, books, college classes, and more. iTunes is home to everything that entertains you. We’ll cover it all. If you’re just using iTunes to copy your CD collection to your Mac or PC, come and see what else iTunes can do for you.

Instructor: Matthews
Course No: 217300

Please preregister by April 7.

Date Day Time Site Sess. Fee
4/9 W 7–9pm Rm 2 1 $28

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. If you have a laptop, iPhone, iPad, or iPod Touch, bring it along.

Instructor: Matthews
Course No: 240800

Please preregister by June 13.

Date Day Time Site Sess. Fee
6/17 T 7–9pm Rm 4 1 $28

iWork 101

iWork is Apple’s easy-to-use suite of productivity applications akin to Microsoft Office. iWork consists of a word processor/page layout program (Pages), a spreadsheet (Numbers), and a presentation package (Keynote). You can share documents between your Mac, your iPad, and iPhone or iPod Touch, and on any web browser through iCloud. They can also open and save documents compatible with Microsoft Office. We’ll look at all three apps and their features.

Instructor: Matthews
Course No: 296500

Please preregister by July 28.

Date Day Time Site Sess. Fee
7/30-8/6 W 7–9pm Rm 2 2 $53

PC COMPUTER CLASSES

Keyboarding: Improving Speed & Accuracy

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: 4/15, 4/17

Instructor: Tuesday Evening · Gee; Tuesday/Thursday Daytime · Nguyen
Course No: 062202 – 062203

PC COMPUTER CLASSES

Keyboarding: Improving Speed & Accuracy

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: 4/15, 4/17

Instructor: Tuesday Evening · Gee; Tuesday/Thursday Daytime · Nguyen
Course No: 062202 – 062203

Date Day Drop-in Site Sess. Fee
4/1-6/17 T 12–2pm Rm 2 22 hrs $53
4/3-6/19 Th 12–2pm Rm 2 22 hrs $53
4/1-6/17 T 6:30–9pm Rm 2 22 hrs $53
7/8-8/12 T 12–2pm Rm 2 22 hrs $53
7/10-8/14 Th 12–2pm Rm 2 22 hrs $53
7/8-8/12 T 6:30–9pm Rm 2 22 hrs $53

iWork 101

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 650,000 apps (including more than 225,000 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. Note: iPads will not be provided for this course. If you have one, bring it with you; be sure to update it to the latest version of iOS first.

Instructor: Matthews
Course No: 217900

Please preregister by June 27.

Date Day Time Site Sess. Fee
6/30, 7/1, 7/3 MTh 7–9pm Rm 4 3 $81

COMPUTERS & TECHNOLOGY

© Community Education classes supported solely by student fees (no state income).
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 have taken the Beginning Keyboarding class but want additional practice hours. Students receive a certificate verifying w.p.m. typing speed and accuracy upon completion. Start anytime – open entry. Please call to arrange schedule.

Prerequisite(s): Keyboarding/Improving Your Speed and Accuracy or teacher’s approval.

No Class: 4/15, 4/17

Instructor: Tuesday Evening - Gee; Tuesday/Thursday Daytime - Nguyen

Course No: 0604901– 0604902

Date Day Drop-in Site Sess. Fee
4/1-6/17 T 12–2pm Rm 2 11 hrs $26
4/3-6/19 Th 12–2pm Rm 2 11 hrs $26
4/1-6/17 T 6:30–9pm Rm 2 11 hrs $26
7/8-8/12 T 12–2pm Rm 2 11 hrs $26
7/10-8/14 Th 12–2pm Rm 2 11 hrs $26
7/8-8/12 T 6:30–9pm Rm 2 11 hrs $26

Basic Computer Skills
Information Support and Services

Getting back into the workforce and need computer skills? Strengthen your job performance and/or employability by learning Windows 7. This 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.

• Identify computer components
• Navigating the Windows environment

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

Microsoft Application Certificate: You will have the option of completing a portfolio of your work to earn a competency-based certificate.

Book required, see book list on page 13.

No Class: 4/15, 4/17

Instructor: Hernandez, M.

Course No: 064200

Please preregister by March 28.

Date Day Time Site Sess. Fee
4/1-5/8 TTh 6:30–9pm Rm 19 10 $112
Excel 2010 – Part II
Information Support and Services
This hands-on class is designed as a continuation to Part I and for users of Excel who would like to improve their spreadsheet skills. Part II will focus on applying book skills to realistic office/school examples. Skills covered in this course include managing multiple sheet workbooks, tables and outlines, adding graphics to worksheets, using templates and protecting workbooks, pivot tables, macros, financial functions and data analysis. This class uses the same book used in Excel 2010 Part I.
Prerequisite(s): Excel Part I or pass skills assessment at first class.
Microsoft Application Certificate: You will have the option of completing a portfolio of your work to earn a competency-based certificate.
Book required, see book list on page 13.
Instructor: Hernandez, M.
Course No: 063101
Please preregister by May 9.

Microsoft Office for the Workplace
Information Support and Services
Explore Office 2010 Word, Excel, PowerPoint and Access. Through instruction and hands-on practice, this course provides an overview of the powerful software tools in the Office 2010 Suite. Students gain practical knowledge to navigate the Office environment and utilize these tools at work or home. This course prepares students to move on to more advanced MS Office courses to further enrich their knowledge.
Prerequisite(s): Computer Skills Basic or pass skills assessment at first class.
Book required, see book list on page 13.
Instructor: Dunn
Course No: 065900
Please preregister by May 9.

Computer Classes – Active Adult 55+
Go to page 32 to view classes.
CAREER & TECHNICAL EDUCATION

New Accounting Clerk Certificate
In the East Bay alone there are 1,100 Bookkeeping, Accounting and Auditing Clerk positions projected through 2017. Earn an Accounting Clerk Certificate by successfully completing:
- Accounting Principles I, II, III
- Quick Books I, II
- MS Word I (or pass an equivalency exam)
- Excel I (or pass an equivalency exam)
*Data found in Special Report on the East Bay Workforce

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 Level I

Accounting Principles II Certificate: You will have the option of completing a portfolio of work to earn a competency-based certificate.

Bring a bag lunch. There will be a 1 hour lunch break.

Instructor: Meeker
Course No: 069700
Please preregister by April 13

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Accounting Principles – Level III
Information Support and Services
In this course you will continue to perform financial statement analysis, and perform a case study on a corporation. You will also learn about financial ratios, debt accounting, accounting for Property Plant & Equipment, and accruals. Please bring a calculator or adding machine. (Book is same as Level 2)
Prerequisite(s): Accounting Principles Level II

Accounting Principles III Certificate: You will have the option of completing a portfolio of work to earn a competency-based certificate.

Bring a bag lunch. There will be a 1 hour lunch break.

Instructor: Meeker
Course No: 063000
Please preregister by May 29.

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Customer Service Certificate
Add this certificate to your resume to give you a competitive edge when applying for jobs or asking for a raise. Gain customer service strategies to avoid conflict and keep your customers (and employer) satisfied. Learn tried and true techniques that will help you handle difficult situations, communicate effectively with people of various customs, cultures and backgrounds, and make going to work each day a pleasure.

Instructor: Principato
Course No: 067100
Please register by May 16.

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<td>$37</td>
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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 questions)
• Pass a background check.
This one day state approved course, taught by the California Notary Training Center, will teach you everything you need to know to be a successful Notary Public. Start your own business or add to your current business working full or part-time as a Notary Public. As a public servant commissioned by the Secretary of State, the Notary Public serves a vital role in protecting the integrity of legal and personal documents. Applicants may take the state notary exam immediately following the course. Bring a $40 check or money order payable to “Secretary of State”, a legal form of identification, a 2x2 photograph, and two #2 pencils. The exam is from 3:45 – 4:35pm immediately following the course. $30 material fee payable to the instructor.
Course No: 250500
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Notary Public Renewal Course
A 3-hour renewal course is required for existing Notaries Public who are renewing their commission. The renewal course must be taken prior to the expiration date of your existing commission. If your existing commission expires prior to taking the course, 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. Applicants may take the State notary exam immediately following the course. Bring a $40 check or money order payable to “Secretary of State”, a legal form of identification, a 2x2 photograph, and two #2 pencils. The exam is from 3:45 – 4:35pm, immediately following the course. $30 material fee payable to the instructor.
Course No: 250600
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NEW Make Good Money as a Loan Signing Agent
As a Notary Public you can take your income to the next level as a Certified Loan Signing Agent. Mortgage companies, escrow and 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 - $200 per loan signing. You can work weekdays, weeknights weekends, full or part-time at your convenience. This course provides the professional training you need to increase your income as a loan signing agent. To be a loan signing agent, you must be a Notary Public. If you have taken the Notary Public course and are awaiting your notary commission, take this class now and be ready to go as soon as you receive your commission. $30 fee payable to the instructor.
Course No: 250600
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Check Out Our Online Courses:
- LEED AP + BDC – SEE PAGE 18
- CERTIFICATE IN PRESENTATION MEDIA – SEE PAGE 18
- CERTIFICATE IN NON-PROFIT ADMINISTRATION – SEE PAGE 18
- MANAGEMENT CERTIFICATE – SEE PAGE 18
- CERTIFICATE IN DESIGNING WEBINARS – SEE PAGE 19

EDEN AREA ONE STOP CAREER CENTER
24100 Amador St. 3rd Fl., Hayward, CA
- No Cost Employment & Training Resources
- Weekly WIA Program Info Sessions for Individualized employment assistance
- Online Job Search Engine & Job Postings
- Job Search Workshops
- Career Resource Library
- Computers (for employment related activities)
- Hours: M,T, Th 8:30-5pm; W 8:30-7:30pm; F 8:30-12:30pm

▲ Community Education classes supported solely by student fees (no state income).
Northern California
Surveyors
Apprenticeship Program

Apprentice and Journeyman classes offered

Phone: 510-748-7413
FAX: 510-748-0200
www.ncsjac.org

CHAMBER of COMMERCE
CASTRO VALLEY / EDEN AREA

2014 Executive Officers
Board President – Cindy Duckworth - Bay Valley Medical Group
Vice President – Al Proietti - Village Barber Shop
Vice President – Brad Warren - Warren & Associates
Vice President – Laurie Funnell - Bay Valley Medical Group
Treasurer – Jim Murphy - Associate Member
Immediate Past-President - Dave Wilhite – Intero Real Estate

2014 Board Members
Dave Knudsen – Knudsen’s Ice Creamery
Shirley Ambro – Farmers Insurance
Jim Negri – Castro Valley Unified School District
Karen Alexander – Alexander Book Keeping
Frank Mellon – Director, EBMUD
Ashley Barbour – B.A. Morrison
Bob Leppert – Legacy Real Estate
Terry Bailey – Wells Fargo
Norman Poursartip – Norman’s Grill
Shay Knudsen – Knudsen’s Ice Creamery
Barbara Mehan – State Farm Insurance
Ingrid Moller – Ingrid Moller Real Estate Broker
Pauline Williams – Cherry Way Document Prep
Al Hearne – Redwood Christian Schools
David Gehrke – KMC Cleaners
Zelma Byrd – San Lorenzo Rebels

Staff
Executive Director, Bill Mulgrew • Office Manager, Ashley Strasburg • Office Assistant, Jo Anna Rich

Castro Valley Chamber of Commerce
3467 Castro Valley Boulevard
Castro Valley, CA 94546
www.castrovalleychamber.com
office 510-537-5300
fax 510-537-5335

Check us out on
www.facebook.com/cvadult
Visit us on
www.facebook.com/cvadult

Register: Phone 510.886.1000 • www.c vadult.org • FAX 510.537.8537
Rental Real Estate: Do it Right! Part II
A continuation of the popular course for landlords, which was developed in response to attendees’ questions, and developments in new Tax Law changes. Taught in a straight-forward, common-sense manner by a professional of 28+ years. It includes:
• Determining taxable gains—what will your tax bill be?
• Screening and Evicting tenants made simple
• Property managers: what happens? What it costs? Are you still responsible?
• §1031 Exchanges— the details on what, why, how, how much, why not?
• Buying a good property— How the pros do it. Also: new Tax Laws, resident managers, reading your property tax bill
Prerequisite(s): Students must have access to computer and internet and be able to access DropBox, and Acrobat Reader. Rental Real Estate Part I recommended.
No Class: 5/24
Instructor: Judd-Zimmerman
Course No: 0602900
Please preregister by April 24.

Starting Up Your Business: Includes 2014 Tax Changes!!
The course for the entrepreneur having started a business who wants to make sure the bases are covered, the employee looking to start their own business, or retirees looking to begin a second career. Covered in an easily understood format, plus common pitfalls, disasters, and mistakes:
• Business Forms: How/where to start. What are business entities & which one is right?
• Taxes & Accounting: What are Financial Statements? What types of taxes do I pay?
• Insurance: What is required and when?
• Having & Managing Employees: exact How-To’s, hiring & firing.
• Marketing & Social Media: Getting customers, basics of social media.
Prerequisite(s): Students must have access to computer and internet and be able to access DropBox, and Acrobat Reader.
No Class: 5/24
Instructor: Judd-Zimmerman
Course No: 0603200
Please preregister by April 24

Michele Judd-Zimmerman has been a due diligence analyst for investments, including real estate, since 1982; a tax accountant since 1972; an Insurance underwriter and broker for 23 years, and a controller and small business manager for 21 years. Her credentials include Accredited Tax Advisor, CSEA, NSA, ATP, and CTEC.
### MEDICAL COURSES

<table>
<thead>
<tr>
<th>Courses</th>
<th>Textbook</th>
<th>ISBN #</th>
<th>Suggested Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Healthcare Administration</td>
<td>Computers in the Medical Office 8th Ed</td>
<td>9780077976453</td>
<td>Purchase info provided first day of class</td>
</tr>
<tr>
<td>Clinical Medical Assistant</td>
<td>Kinn’s The Medical Assistant - Text &amp; Study Guide, 12th Edition</td>
<td>9780323280341</td>
<td>Portal</td>
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<tr>
<td>Medical Billing &amp; Insurance</td>
<td>Computers in the Medical Office 8th Ed</td>
<td>9780077976453</td>
<td>Contact CVACE Office for purchase info</td>
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<tr>
<td>Introduction to Medical Coding</td>
<td>Kinn’s The Medical Assistant - Text &amp; Workbook package</td>
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<td>Advance Coding</td>
<td>Step-by-Step Medical Coding 2013 Ed - Text &amp; Workbook package</td>
<td>9781455751969</td>
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<td></td>
<td>Mosby’s Medical Dictionary 9th Edition</td>
<td>9780323085410</td>
<td>Portal</td>
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<td>Medical Terminology Hybrid</td>
<td>Medical Terminology: Short Course 6th Edition</td>
<td>9781437734409</td>
<td>Portal</td>
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<tr>
<td>Principles of Pharmacology</td>
<td>Principles and Applications 3rd Ed</td>
<td>9781437722673</td>
<td>Portal</td>
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<tr>
<td>Anatomy &amp; Physiology Hybrid</td>
<td>Anatomy Coloring Book 4th Ed</td>
<td>9780321832016</td>
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### COMPUTER COURSES

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<td>Excel 2010 Essential Skills I &amp; II</td>
<td>Microsoft Excel 2010 Comprehensive Course</td>
<td>9781591363101</td>
<td>Labyrinth</td>
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<td>Microsoft Office for the Workplace</td>
<td>Microsoft Office 2010 Brief</td>
<td>9781591363538</td>
<td>Labyrinth</td>
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<tr>
<td>Accounting Principles Level II &amp; III</td>
<td>Fundamentals of Accounting Course 1 2013</td>
<td>9781111581169</td>
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<tr>
<td>Basic Computer Skills</td>
<td>Welcome to the World of Computers 4th Ed</td>
<td>9781591365259</td>
<td>Labyrinth</td>
</tr>
<tr>
<td>Spanish All Levels</td>
<td>Getting Along in Spanish 5th Edition</td>
<td>9780395962992</td>
<td>Alibris</td>
</tr>
</tbody>
</table>

You can find textbooks at the following locations:
Elsevier: [http://portals.elsevier.com/portal/castrovalley](http://portals.elsevier.com/portal/castrovalley)
Labyrinth: [lablearning.com](http://lablearning.com)
Amazon: [amazon.com](http://amazon.com)
Alibris: [alibris.com](http://alibris.com)

*We do NOT recommend buying used textbooks. Often they do not include the necessary software required for the class.*
ENGLISH AS A SECOND LANGUAGE

Spring Quarter March 31–June 12  
(No classes April 14–18 and May 26)
Day and/or evening ESL classes $35 per quarter, 
ESL Distance Learning $35 per quarter, Citizenship $35 per quarter 
50% Discount if also enrolling in Distance Learning.

DAY CLASSES
Monday-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. 
ESL classes teach grammar, vocabulary, reading, writing, listening, speaking, and life skills to non-English 
speaking adults. English Language Civic lessons and computer skills are also taught as part of the curriculum.

ADVANCED ESL - BRIDGE TO COLLEGE
Learn the language and academic skills needed 
to succeed in college. 
Monday-Thursday 
8:30 am-12:00 pm

ADVANCED ESL - BRIDGE TO CAREERS
Learn the language and academic skills needed 
to succeed in the workplace. 
Friday 
8:30 am-12:00 pm

SPRING REGISTRATION (RM 17)
Daytime Classes: Tuesday, 3/25 & Thursday, 3/27 
8:30am
Make-up: Tuesdays, 4/1 & 4/8 
8:30 am
Evening Classes: Monday, 3/24 
6:30pm
Make-up: Mondays, 3/31 & 4/7 
6:30pm

SUMMER REGISTRATION (RM 17)
Daytime Classes: Tuesday, 7/1 & Tuesday, 7/8 
8:30am
Make-up: Monday, 7/7 & Tuesday, 7/8 
8:30 am
Evening Classes: Tuesday, 7/1 
6:30pm
Make-up: Monday, 7/7 & Tuesday, 7/8 
6:30pm

LEARN ENGLISH AT HOME WITH VIDEO/DVD/CD
Busy schedule? Limited or no transportation? Consider learning English at home. Meet 
oneceach week with your instructor on campus for assignments. Day, evening, and 
Saturday times available. ESL Distance Learning materials include DVDs/workbooks/CDs. 
A $30 refundable materials deposit (cash only) is required. Registration and orientation in 
Room 7 at 9:00 a.m. on the following Saturdays: April 5, May 3, June 7, and August 2 and 
7 p.m. on the following Wednesdays: May 14, June 18, and July 16
PLEASE DO NOT BE LATE. Call 510-886-1000 with questions.

CITIZENSHIP PREPARATION

Learn everything you need to know to prepare for the US Citizenship Test 
Wednesdays, April 9 – June 18 (no class 4/16) 
6:00–8:00 pm

Registration/Orientation:
Wednesday, April 2 at 6:00 pm 
$35 Registration Fee

14 ▲ Community Education classes supported solely by student fees (no state income).
You may enroll at any time for High School Diploma, GED Preparation classes, or Academic Transitions (ABE). Registration is free! A $50 refundable cash deposit is required for materials.

Call 510-886-1000 for an appointment to attend our program orientation.

**Academic Transitions (ABE) Distance Learning:**

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 twice a week for teacher-led instruction, and work independently at home with a textbook and computer-based skills program.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Th</td>
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<td>Rm3</td>
</tr>
<tr>
<td>T/Th</td>
<td>6:30–9pm</td>
<td>Rm3</td>
</tr>
</tbody>
</table>

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.

**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 two 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:

<table>
<thead>
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<th>Day</th>
<th>Time</th>
<th>Site</th>
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</thead>
<tbody>
<tr>
<td>Mon</td>
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</tr>
<tr>
<td></td>
<td>4–6pm</td>
<td>Rm1</td>
</tr>
<tr>
<td>Tue</td>
<td>12–2pm</td>
<td>Rm1</td>
</tr>
<tr>
<td></td>
<td>3:15–5:15pm</td>
<td>Rm1</td>
</tr>
<tr>
<td></td>
<td>6:30–8:30pm</td>
<td>Rm2</td>
</tr>
<tr>
<td>Wed</td>
<td>9–11am</td>
<td>Rm1</td>
</tr>
<tr>
<td></td>
<td>3:15–5:15pm</td>
<td>Rm1</td>
</tr>
<tr>
<td>Thu</td>
<td>12–2pm</td>
<td>Rm1</td>
</tr>
<tr>
<td></td>
<td>4–6pm</td>
<td>Rm1</td>
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<tr>
<td></td>
<td>6:30–9pm</td>
<td>Rm2</td>
</tr>
<tr>
<td>Sat</td>
<td>9–11am</td>
<td>Rm1</td>
</tr>
</tbody>
</table>

High School Diploma Independent Study is also available. Work at home on your own time using a textbook. Meet with your teacher once a week in an individual, personal appointment. Complete all the requirements for your High School Diploma.
Community Education classes supported solely by student fees (no state income).

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**CVACE HIGH SCHOOL DIPLOMA REQUIREMENTS**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Units</th>
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<tbody>
<tr>
<td>English</td>
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<tr>
<td>Mathematics</td>
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<tr>
<td>Algebra</td>
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</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>– Biological Science</td>
<td>10</td>
</tr>
<tr>
<td>– Physical Science</td>
<td>10</td>
</tr>
<tr>
<td>Social Studies</td>
<td></td>
</tr>
<tr>
<td>– World Civilizations</td>
<td>10</td>
</tr>
<tr>
<td>– U.S. History</td>
<td>10</td>
</tr>
<tr>
<td>– U.S. Government</td>
<td>5</td>
</tr>
<tr>
<td>– U.S. Economics</td>
<td>5</td>
</tr>
<tr>
<td>Visual and Performing Arts</td>
<td>10</td>
</tr>
<tr>
<td>Health</td>
<td>5</td>
</tr>
<tr>
<td>Career Development</td>
<td>5</td>
</tr>
<tr>
<td>Financial Literacy</td>
<td>5</td>
</tr>
<tr>
<td>Electives</td>
<td>5</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>140</strong></td>
</tr>
</tbody>
</table>

* Each student must successfully pass the California High School Exit Exam

---

**GED PREPARATION:**

GED Test Prep Lab

Get your GED done by focusing on the areas you need to strengthen! Receive targeted teacher-led test preparation in math and writing then complete the rest of your assignments online from any internet connection. Learn the essential content you need to pass the GED, including test taking strategies and computer skills for the new 2014 GED exam.

<table>
<thead>
<tr>
<th>Day</th>
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<tbody>
<tr>
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<td>Rm1</td>
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<td>Rm1</td>
</tr>
<tr>
<td></td>
<td>6:30–9pm</td>
<td>Rm1</td>
</tr>
</tbody>
</table>

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

www.ged.com

Don’t feel prepared to take the new 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.
Spanish for Work & Travel II
Career Preparation
In this course students will be given the opportunity to learn to use Spanish at work, make travel plans, talk about outdoor activities, express preferences, watch movies, and describe office duties.
Prerequisite(s): Satisfactory completion of Spanish Level I or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/15
Instructor: Moyer
Course No: 067000 ▲
Please preregister by March 28.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Site</th>
<th>Sess.</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/1-6/10</td>
<td>Tu</td>
<td>7:30–9:30 pm</td>
<td>Rm 5</td>
<td>10</td>
<td>$119</td>
</tr>
</tbody>
</table>

Spanish for Work & Travel III
Career Preparation
This class continues to increase vocabulary and build upon grammar concepts. The class emphasizes workplace communication by helping students gain a solid foundation in grammar, writing, and conversation. Upon completing this class students will know how to describe someone, ask for directions, and understand the usage of the verbs Ser and Estar. Although the focus of this course is workplace communication, students will also be able to apply skills to travel, shopping, and daily conversation with Spanish speakers.
Prerequisite(s): Satisfactory completion of Spanish Level II or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/16
Instructor: Olroyd
Course No: 204200 ▲
Please preregister by April 7.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Site</th>
<th>Sess.</th>
<th>Fee</th>
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<tbody>
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<td>4/9-6/11</td>
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<td>6–7:30 pm</td>
<td>Rm 3</td>
<td>9</td>
<td>$109</td>
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</tbody>
</table>

Spanish for Work & Travel IV
Career Preparation
Upon completing this class you will have learned to conjugate irregular and reflexive verbs in the present tense and will have been introduced to the usage of verbs in the past tense. Your conversation and reading abilities will have improved substantially. Although the focus of this course is workplace communication, you will also be able to apply skills to travel, shopping, and daily conversation with Spanish speakers. You will also have learned more about how Spanish culture differs in the various countries throughout the world.
Prerequisite(s): Satisfactory completion of Spanish Level II, III or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/15
Instructor: Moyer
Course No: 0605800 ▲
Please preregister by March 28.

<table>
<thead>
<tr>
<th>Date</th>
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<td>Rm 5</td>
<td>10</td>
<td>$119</td>
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</table>

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 IV, V, or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/16
Instructor: Olroyd
Course No: 295100 ▲
Please preregister by April 7.

<table>
<thead>
<tr>
<th>Date</th>
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<th>Fee</th>
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<td>Rm 15</td>
<td>9</td>
<td>$109</td>
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</table>

WHAT IS YOUR NEXT MOVE?

Spanish for Work & Travel II
Career Preparation
In this course students will be given the opportunity to learn to use Spanish at work, make travel plans, talk about outdoor activities, express preferences, watch movies, and describe office duties.
Prerequisite(s): Satisfactory completion of Spanish Level I or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/15
Instructor: Moyer
Course No: 067000 ▲
Please preregister by March 28.

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<td>$119</td>
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Spanish for Work & Travel III
Career Preparation
This class continues to increase vocabulary and build upon grammar concepts. The class emphasizes workplace communication by helping students gain a solid foundation in grammar, writing, and conversation. Upon completing this class students will know how to describe someone, ask for directions, and understand the usage of the verbs Ser and Estar. Although the focus of this course is workplace communication, students will also be able to apply skills to travel, shopping, and daily conversation with Spanish speakers.
Prerequisite(s): Satisfactory completion of Spanish Level II or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/16
Instructor: Olroyd
Course No: 204200 ▲
Please preregister by April 7.

<table>
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Spanish for Work & Travel IV
Career Preparation
Upon completing this class you will have learned to conjugate irregular and reflexive verbs in the present tense and will have been introduced to the usage of verbs in the past tense. Your conversation and reading abilities will have improved substantially. Although the focus of this course is workplace communication, you will also be able to apply skills to travel, shopping, and daily conversation with Spanish speakers. You will also have learned more about how Spanish culture differs in the various countries throughout the world.
Prerequisite(s): Satisfactory completion of Spanish Level II, III or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/15
Instructor: Moyer
Course No: 0605800 ▲
Please preregister by March 28.

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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 IV, V, or permission of the instructor.
Book required, see book list on page 13.
No Class: 4/16
Instructor: Olroyd
Course No: 295100 ▲
Please preregister by April 7.

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<td>Rm 15</td>
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<td>$109</td>
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</tbody>
</table>

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!
Career & College Success Program
Room 7
Contact Sharon Travers at stravers@cv.k12.ca.us or ask your teacher
LEED AP + BDC
Discover the real-world application of Green Building Design and Construction practices on LEED projects. Prepare yourself for the LEED AP+BD&C accreditation exam that (after passing) will allow you to operate as a successful LEED practitioner on and off job sites. The LEED Rating System is the industry leader in Green Building Design and Construction, and has driven market transformation in both the public and private sectors over the past decade. This innovative system is continually evolving to providing guidelines for specifying, designing, building and tracking sustainable best practices for site, water, energy, material and indoor air quality. As a result, numerous building codes such as the International Green Construction Code follow many of the LEED principles, and Federal Agencies along with many corporate policies mandate LEED certification to provide the environmental, economic and social benefits that these buildings have proven to possess. You will learn the tools, knowledge and materials necessary to pursue new opportunities in the growing green field as a LEED AP+ BD&C accredited professional ready to work on the next billion square feet of LEED Certified commercial space!
Course No: 300100 Two-month course. $795.00 April 7 - May 30 Registration deadline – April 11

Certificate in Presentation Media
Presentation media are keys to communication, sales, speeches and any other effective presentations today. Whether your presentation is online or in-person, presentation media not only enhance your message but often make your message successful. Find out how to use Prezi, the new slide software that goes beyond one-dimensional presentations, and the finer points of Photoshop for presentations. Then discover the design elements to creating visual presentations for success using any media. Take away critical skills for both training yourself and others in your organization. You will come away with the latest, most advanced practical and design knowledge in presentation media.
Three one-month courses, available separately or as a certificate.
Course No: 300700 $495.00
Prezi April 7 - May 2
Photoshop for Presentations May 5 - 30
Creating Visual Presentations June 2 - 27

Certificate in Non-Profit Administration
Non-profits today need to be run like a business in many respects. You have competition, a need to generate income and a surplus, and staff needs to be even more productive. Get the best training on revenue generation for nonprofits, and program evaluation for nonprofits, with our Certificate in NonProfit Administration. You will come away with the latest best information from instructors who train people in nonprofits.
Course No: 300800 Two one-month courses.
Revenue Generation for Non-Profits
April 7 - May 30
Program Evaluation for Nonprofit Professionals
June 2 - 27

Management Certificate
Enhance your management skills through this program for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness. Then learn how to improve your management of time and productivity. Time is even more valuable in this century than in the last. Get tips and techniques you won’t get anywhere else for managing time and increasing productivity. Finally, get the keys to manage different generations in your workplace. Discover what motivates each generation at work, what incentives they respond to, and what messages they value.
Three one-month courses, available separately or as a certificate.
Course No: 300900 $595.00
Management Boot Camp April 7 - May 2
Time and Productivity Management May 5 - 30
Managing Generations in the Workplace June 2 - 27
NEW Certificate in Designing Webinars

Finally, you can acquire the best professional development in webinar design, presentations, planning, and marketing. Webinars are a popular format for delivering information. They can be very successful for your organization, if you have good webinar presentations and good management and marketing. Discover the power of successful webinars for your business organization. Then learn the 4 key strategies to make your webinars more successful. Acquire techniques and tips that will make your webinars winners with your audiences. Then acquire the webinar planning skills involved in budgeting, pricing, and marketing webinar meetings. Take back a certificate in designing webinars that provides you with the latest and best information about presenting webinars, as well as managing and marketing them. You will be learning from two of the foremost authorities on webinars.

Course No: 301000 Two one-month courses.
$345.00

Designing Successful Webinars May 5-30
Managing & Marketing Webinars June 2-27

BOOSTING YOUR WEB SITE TRAFFIC

Acquire the basic skills to boost your web site traffic, including how to analyze your visitor traffic, how to use search engine optimization to get greater visibility and exposure in Google searches, and how to redesign your web site copy to increase your visitors and results. No experience necessary, but if you are at an advanced level, your instructor is an SEO expert and can answer your toughest questions as well.

Course No: 300200 One-month course.
$195.00 May 5 - May 30

Registration deadline – May 9

NEW Online Advertising

Get the keys to making online advertising work for you and your organization. See how pay-per-click advertising with Google AdWords works. Find out how to test low-budget Adword campaigns. Learn how you can target local audiences. Then discover Facebook advertising and how you can determine the demographics and even numbers of people you want to reach. No experience necessary, but if you are at an advanced level, your instructor is an online ad expert and can answer your toughest questions.

Course No: 300300 One-month course.
$195.00 June 2 - June 27

Registration deadline – June 6

Introduction to Mobile Marketing

More than half of U.S. consumers who’ve made purchases on their smartphones have done so in response to a mobile marketing message. Smartphone sales exceeded 420 million in 2011. Analysts forecast these sales will surpass 1 billion by the end of 2016. The way consumers are interacting with brands and connecting to the world is changing because of mobiles. Find out about location-based marketing, mobile payments, QR codes, applications, and mobile coupons. You will learn how mobile marketing can increase your capabilities to retain current customers and gain new ones.

Course No: 300400 One-month course.
$195.00 April 7 - May 2

Registration deadline – April 11

Creating Cell Phone Apps for Your Business

(Non-technical course) Cell phone apps are the latest way smart businesses are reaching their customers. It seems that nearly everyone is carrying and using a smartphone these days. Smart organizations across the globe are investing in building cell phone apps for their businesses. In this four-week course, we will provide you with step-by-step instructions on how non-technical users can build, deploy and market smartphone applications across Android, iPhone and BlackBerry platforms. The course is ideal for business owners and executives who want to understand how smartphone applications can be inexpensively built, and also for technical users who want to understand how quickly deploy smartphone applications.

Course No: 300500 One-month course.
$245.00 July 7 - August 1

Registration deadline – July 11

Register: Phone 510.886.1000 • www.cvadult.org • FAX 510.537.8537
ONLINE COURSES

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 workplace, this course will help you 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.

Course No: 300600 One-month course.
$245.00  July 7 - Aug 1
Registration deadline – July 11

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.

Course No: 301100 One two-month course.
$495.00  April 7 - May 30

Spanish for Medical Professionals I
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.

Course No: 301300 One-month course
$145  May 5 – 30
Registration Deadline - May 9

Spanish for Medical Professionals II
If you understand basic Spanish, or if you have successfully completed Spanish for Medical Professionals, Spanish for Medical Professionals II will help you expand your knowledge of the Spanish language. You will learn about the near future, present progressive, the command or imperative tenses, direct objects, increase your medical vocabulary and practice interviewing patients, taking health history, diagnosing, giving instructions, and prescribing medication. You will improve your communication skills with your Spanish speaking patients and conquer the frustrating communication gap that can occur.

Course No: 300100 One-month course.
$145.00  June 2 – 27
Registration deadline – June 6

REGISTER FOR ALL ONLINE CLASSES THROUGH CASTRO VALLEY ADULT AND CAREER EDUCATION

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

▲ Community Education classes supported solely by student fees (no state income).
HEALTH, FITNESS & SAFETY

CPR Class (American Heart Assoc.)
Safety Education
Learn essential life saving techniques! The CPR course will teach a combination of artificial respiration and artificial circulation for basic life support techniques. Instruction will also cover A-B-C steps and review CPR training for individuals requiring re-certification. 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.

Instructor: Crans
Course No: 095000

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<tr>
<td>5/13</td>
<td>Tu</td>
<td>4–8pm</td>
<td>DO-Boardrm 1</td>
<td>1</td>
<td>$50</td>
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First Aid Class (American Heart Assoc.)
Safety Education
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. Class limited to 18 students.

Prerequisite(s): Must have current CPR card.

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

Instructor: Crans
Course No: 098002-098003

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<tr>
<td>4/22</td>
<td>Tu</td>
<td>4–9pm</td>
<td>Rm 12</td>
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<td>$50</td>
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<tr>
<td>6/3</td>
<td>Tu</td>
<td>4–9pm</td>
<td>DO Boardrm 1</td>
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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.

Detox with Whole Foods
Ready to lighten your load? We all accumulate a burden of toxins in our bodies from the environment, food, water, and even personal care products. A seasonal food and herb-based detox regimen not only helps maintain health and supports weight loss, it can reduce digestive problems, headaches, skin problems, and allergies. Is it hard to do? Luckily there are many foods and herbs that can help detox safely and gently. This is NOT a Hollywood-style “fast and purge” type of detox! This class will guide you through a 3-week eating and lifestyle plan that will revitalize your body, mind, and spirit. You will discover how to build self-care and “everyday detox” into your life, and learn how to minimize exposures from hidden toxins. Each class will include samples of detoxifying and cleansing foods and herbal teas. Dump the “junk” and see how much better you feel!

No Class: 5/26

Instructor: Blanc
Course No: 218700

Please preregister by May 9

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<tr>
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<tr>
<td>5/12-6/2</td>
<td>M</td>
<td>6:30–8:30pm</td>
<td>Rm 9</td>
<td>3</td>
<td>$85</td>
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Herbal Remedies for Everyday Health
Do you like the idea of using plant medicine, rather than pharmaceuticals, to improve your health? Join us and discover which plants might be the best to help with your own health issues. This class will help you learn how to look past the hype to the tried and true ways of preparing and using herbal medicines. Learn how to identify high-quality preparations and to stock your home cabinet with the basic remedies for coping with colds, flu, sore muscles, insomnia, etc. This class combines information with hands-on preparation of remedies. You’ll make immune-boosting soups and teas, cough syrup, salve and sore throat remedies, learn how to incorporate antioxidant and immune-boosting herbs and medicinal mushrooms into everyday food, and develop an herbal “first aid” kit. We will also talk about some easy to grow plants you can get started in your yard or patio. $15.00 materials fee for herbs and supplies.

Instructor: Blanc
Course No: 218900

Please preregister by July 8.

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<tr>
<td>7/10-7/24</td>
<td>Th</td>
<td>6:30–8:30pm</td>
<td>Rm 9</td>
<td>3</td>
<td>$85</td>
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Susan Blanc  Susan is a nutrition and herbal therapist. She has a private practice in Castro Valley and teaches at Bauman College of Holistic Nutrition in Berkeley. Susan graduated in 1980 from UC Berkeley, studied Herbalism for six years with local and national experts, and received her holistic nutrition credential from Bauman College. Susan is a member of the American Botanical Council, the American Herbalist Guild and the National Association of Nutrition Professionals.
Mindfulness for Beginners — Simple Tools to Relieve Stress, Worry and Unhappiness

This course continues from Winter Quarter, and is recommended for anyone who has already taken the first two modules this year, or a previous 8-week Mindfulness course (either from this instructor or elsewhere). We will continue to work with the formal and informal mindfulness practices learned last quarter, while adding different forms of sitting and walking meditation, to deepen and strengthen our ability to be present in the moment, with non-judging awareness. Participants are expected to do home mindfulness practice as well.

_Instructor:_ Stanwyck  
_Course No:_ 203102 ▲  
Please preregister by April 21.

**Module 3: Staying Present**

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<td>4/23-5/7</td>
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<td>7–8:30 pm</td>
<td>Rm 3</td>
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_Course No:_ 203103 ▲  
Please preregister by May 19.

**Module 4: Finding Happiness**

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<tr>
<td>5/21-6/4</td>
<td>Wed</td>
<td>7–8:30 pm</td>
<td>Rm 3</td>
<td>3</td>
<td>$60</td>
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Keeping Mindful: Continued Mindfulness Practice

This course is for anyone who has already taken the Mindfulness for Beginners course, or a comparable course elsewhere, and would like a refresher or support in maintaining their mindfulness practice. Students are expected to have a basic understanding of mindfulness, including experience with meditation practice. Each session includes a 20-30 min. sitting meditation, a presentation on some aspect of mindfulness, and group discussion about applying mindfulness to daily life. Discussion topics will vary according to the interests of the group. Students may register for one, two or three sessions.

_Instructor:_ Stanwyck  
_Course No:_ 213401  
Please preregister by April 17.

Date       | Day | Time    | Site | Sess. | Fee  |
------------|-----|---------|------|-------|------|
| 4/9        | Wed | 7–8:30 pm | Rm 3 | 1     | $20  |

_Course No:_ 213402 ▲  
Please preregister by May 12.

Date       | Day | Time    | Site | Sess. | Fee  |
------------|-----|---------|------|-------|------|
| 5/14       | Wed | 7–8:30 pm | Rm 3 | 1     | $20  |

_Course No:_ 213403 ▲  
Please preregister by June 9.

Date       | Day | Time    | Site | Sess. | Fee  |
------------|-----|---------|------|-------|------|
| 6/11       | Wed | 7–8:30 pm | Rm 3 | 1     | $20  |

_Course No:_ 213400 ▲  
Please preregister by April 7.

Basketball Skills For Adults

Develop physical conditioning through basketball. Limited to 15 players.

**No Class:** 4/15  
_Instructor:_ Moncrief  
_Course No:_ 271301  
Please preregister by March 28.

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<tr>
<td>4/1-6/10</td>
<td>Tu</td>
<td>7–9pm</td>
<td>Gym*</td>
<td>10</td>
<td>$113</td>
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**No Class:** 4/16  
_Instructor:_ Shelby  
_Course No:_ 271401  
Please preregister by March 31.

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<th>Date</th>
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<tr>
<td>4/2-6/11</td>
<td>Wed</td>
<td>7–9pm</td>
<td>Gym*</td>
<td>10</td>
<td>$113</td>
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*Classes held at: Canyon Middle School, 19600 Cull Canyon Rd.

Arthritis Aquatics Program

Relieve arthritis pain with the relaxing warmth of a therapeutic pool. This combination of buoyancy and exercise creates an excellent environment for decreasing pain and pressure on joints. Gentle motion utilized in this program helps to improve flexibility while restoring or maintaining muscle strength and joint movement. Please bring a bathing suit, towel, and aqua shoes. Classes purchased through Castro Valley Adult and Career Education (CVACE) do not have to be used sequentially, but must be used during the quarter purchased. Once the initial 8 classes are completed, students may purchase additional sessions through CVACE. **Open enrollment.**

**No Class:** 4/17  
_Instructor:_ Staff  
_Course No:_ 291601 ▲  
Please preregister by April 17.

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<td>4/3-6/19</td>
<td>Th</td>
<td>2–3pm</td>
<td>See below*</td>
<td>8</td>
<td>$90</td>
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*Classes held at: VibrantCare Rehabilitation, 20996 Redwood Road

Rebecca A. Stanwyck, LCSW, is a licensed psychothera-
Table Tennis
The sport of table tennis is becoming more and more popular in the Bay Area. This impressive class will not only train students and enhance their table tennis skills, but will also increase reflexibility, mobility, coordination, and understanding of the international game of table tennis. Instruction organized to accommodate advanced, intermediate, and beginner level players. Seats are limited so please register early.

Instructor: Dr. Pan
Course No: 205901

Please preregister by April 3 or July 10.

Date | Day | Time | Site | Sess. | Fee
--- | --- | --- | --- | --- | ---
4/5-5/17 | Sat | 2:30–4:30pm | Rm 10 | 6 | $59
7/12-8/16 | Sat | 2:30–4:30pm | Rm 10 | 6 | $59

Hatha Yoga – All Levels
This yoga class is designed for students with a basic understanding of the fundamental yoga poses, as well as for beginning students who are in good physical condition. Emphasis will be on using the asanas (yoga positions) to increase flexibility, balance, and strength as well as enhancing emotional well being. Mats & props will be provided.

No Class: 4/14, 5/26

Instructor: Heather Kato
Course No: 223162–226601

Please preregister by March 28.

Date | Day | Time | Site | Sess. | Fee
--- | --- | --- | --- | --- | ---
3/31-6/9 | M | 5:30–7pm | Rm 12 | 9 | $139
3/31-6/9 | M | 7–8:30pm | Rm 12 | 9 | $139

Please preregister by July 3.

Date | Day | Time | Site | Sess. | Fee
--- | --- | --- | --- | --- | ---
7/7-8/11 | M | 5:30–7pm | Rm 12 | 6 | $96
7/7-8/11 | M | 7–8:30pm | Rm 12 | 6 | $96

Heather Kato, Yoga Instructor, has trained in Iyengar and Kundalini yoga with several well-known teachers such as Rodney Yee, Richard Rosen, Claire Finn, Manita & Prabhu Nam Kaur. She teaches yoga classes in the East Bay area at Kaiser, IBM, as well as CVACE.

Zumba®
Ready to mix up your fitness routine? Zumba is an energetic, easy-to-follow Latin aerobics dance workout that incorporates basic salsa, merengue, samba, and calypso movement into a full body workout. Set to lively Latin and American music, you will have so much fun you won’t realize you are working out! Class includes a warm-up, toning and cool-down. Open to all fitness levels. Everyone can do Zumba! Please wear comfortable dance/work-out attire and shoes.

No Class: 4/15, 4/17

Instructor: Durham
Course No: 219200 - 219201

Please preregister by March 28.

Date | Day | Time | Site | Sess. | Fee
--- | --- | --- | --- | --- | ---
4/1-6/17 | Tu | 6–7pm | Rm 10 | 11 | $79
4/3-6/19 | Th | 6–7pm | Rm 10 | 11 | $79
7/8-8/12 | Tu | 6–7pm | Rm 10 | 6 | $44
7/10-8/14 | Th | 6–7pm | Rm 10 | 6 | $44

Register for both nights for $126.

Please preregister by July 7.

Date | Day | Time | Site | Sess. | Fee
--- | --- | --- | --- | --- | ---
7/8-8/12 | Tu | 6–7pm | Rm 10 | 6 | $44
7/10-8/14 | Th | 6–7pm | Rm 10 | 6 | $44

Register for both nights for $70.
COMMUNITY INTEREST

CULINARY

Cake Decorating 101
Amaze your family and friends at your next birthday party, baby shower, anniversary, or any special event. You will be so proud and surprised at what you can achieve. Start a new hobby, or create a great way to save money!! Either way, it can be an enjoyable, fun experience for the beginner as well as a self-taught decorator. In 6 hands-on classes you will learn:
- Frostings
- Borders
- Picture transferring
- Flowers, Clowns, and Balloons
- Roses and much more
COME JOIN THE FUN! A materials fee of $25 payable to instructor in cash or check at the first class session to cover the cost of a decorating supply kit.

Instructor: Groff
Course No: 215700▲
Please preregister by April 21.

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<tr>
<td>4/23-5/28</td>
<td>W</td>
<td>7–9 pm</td>
<td>Rm 9</td>
<td>6</td>
<td>$99</td>
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Mary Lou Groff is an award-winning cake decorator who has taught this skill for over 18 years. She recently retired as head decorator at the well known Merritt Restaurant and Bakery in Oakland.

Mary Lou was a wonderful hands-on teacher. The class was fantastic. Loved using fondant!
--Jenn DeJanes, Advanced Cake Decorating

Preserving Your Harvest
This workshop will cover the basics of water-bath canning as an optimal method of preserving fruits and some vegetables from the urban garden. In this hands-on workshop, you will make your own low-sugar fruit jam. Everyone will walk away with a delicious jar of organic jam for those Sunday scones – and the knowledge to do it yourself.
A materials fee of $10.00 is payable to the instructor in cash at the first class session.

Instructor: Ludlum
Course No: 225800▲
Please preregister by July 24.

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<tr>
<td>5/10-5/17</td>
<td>Sat</td>
<td>10 am–1 pm</td>
<td>Rm 9</td>
<td>2</td>
<td>$82</td>
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Korean Kitchen
Korean food is fast, healthy, and delicious. Learn how to make mouthwatering Korean BBQ, LA Galbi and Ssam (Korean style vegetable wrap), Seafood pancake and Bean sprout mixed rice and many Korean side dishes known as banchan. You’ll learn how to use authentic Korean ingredients such as garlic, hot pepper paste, bean paste, soy sauce, and lots of fresh vegetables. Recipes and shopping tips will be provided. If you’ve never tried Korean cuisine, you’re in for a treat in this class!
A materials fee of $18.00 is payable to the instructor in cash at the first class session.

Instructor: Youngmin Lee
Course No: 203700▲
Please preregister by May 8.

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<td>Rm 9</td>
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Instructor: Roopa Mulchandani
Course No: 214300▲
Please preregister by May 1.

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<tr>
<td>8/2</td>
<td>Sat</td>
<td>10 am–1 pm</td>
<td>Rm 9</td>
<td>1</td>
<td>$75</td>
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Instructor: Roopa Mulchandani believes food is a cultural bonding experience. Preparing, eating or entertaining with food not only brings friends and family together, but also introduces your senses to sights, smells, and tastes familiar or new, comfortable or completely exotic – an experience that can be an adventure in and of itself. Roopa holds an MBA, works full-time and founded her own business in 2012, Om Oliva, a gourmet line of flavored olive oils, balsamic vinegars, spice-inspired sauces and condiments.
## Community Interest

### Gardening

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

**No Class:** 4/14, 5/26  
**Instructor:** Baker  
**Course No:** 217500  
Please preregister by April 4.

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<tr>
<td>4/7-6/16</td>
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<td>7–9pm</td>
<td>Rm 6</td>
<td>9</td>
<td>$101</td>
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#### 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: Instructor approval required. Call Johnny Uchida – Grove Way Nursery, 510.537.1157 for more details.

**No Class:** 4/14, 5/26  
**Instructor:** Uchida  
**Course No:** 217600  
Please preregister by April 4.

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<tr>
<td>4/7-6/16</td>
<td>M</td>
<td>7–9pm</td>
<td>Rm 5</td>
<td>9</td>
<td>$101</td>
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#### Organic Urban Gardening: Gardening 101
Learn how to “Feed Your Soil”. We will focus on how to build your soil from the summer right through the winter. The class will emphasize that building healthy soil builds healthy plants that are resistant to plant diseases and unwanted insects. The DIY component will be to build and maintain a 5-gallon compost tea brewer.

**Instructor:** Ludlum  
**Course No:** 225900  
Please preregister by July 10.

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<tr>
<td>7/12</td>
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<td>10 am–1 pm</td>
<td>Rm 15</td>
<td>1</td>
<td>$29</td>
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### Music Classes

#### Community Band
The Arts  
If you love music and play an instrument, come join the Community Band! This traditional concert band performs at least four concerts per year, and is the featured band for the Annual Rowell Ranch Parade (we are seated, not marching!) 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. See our website: www.CastroValleyBand.com

**No Class:** 4/16  
**Instructor:** Maier  
**Course No:** 202001 - 081300  
Please preregister by April 4.

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<tr>
<td>4/2-6/18</td>
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<td>7:30–9pm</td>
<td>Rm 62</td>
<td>1 qtr</td>
<td>$37</td>
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</table>

*Class Held at: Canyon Middle School 19800 Cull Canyon Rd*

#### Chamber Orchestra
The Arts  
Come play great music! The Chamber 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 Chamber 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:** 4/15  
**Instructor:** Cohen/Wetherwax  
**Course No:** 202401 - 081700  
Please preregister by April 4.

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<tr>
<td>4/1-6/17</td>
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<td>Rm 22</td>
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<td>$48</td>
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</table>

*Class Held at: Creekside Middle School, 19722 Center St.*
COMMUNITY INTEREST

MUSIC CLASSES

Swing Band – Big Band Era
The Arts
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 300 arrangements are for two Alto, two Tenor, and Baritone Saxophones, four Trumpets, four Trombones, Piano, String Bass, Guitar and Drums. Alto's and Tenor's 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: 4/14, 5/26
Instructor: Bowerman
Course No: 293900 - 081800

Date  Day  Time  Site  Sess.  Fee
3/31-6/16 M 7–9:15pm  Rm G2*  1 qtr  $48
*Class Held at: Canyon Middle School 19600 Cull Canyon Rd

Blues In Your Pocket: Beginning Blues Harmonica
An introduction to basic harmonica, including straight harp, cross harp, bends and hand techniques, with an emphasis on single notes. Learn your favorite blues licks and some campfire classics. This class is best suited for the beginner with little or no experience on the harp. Students should bring a new Hohner Blues Harp, Special 20, Marine Band or Huang Silvertone “C” harmonica to class. Great for guitar players who want to expand their horizons and learn a second instrument. Please enroll by April 22 so books can be ordered before first class. Instructor: Dave@DaveBadilla.com.

Instructor: Badilla
Course No: 215200

Date  Day  Time  Site  Sess.  Fee
4/24-6/12 Th 6:30–7:30pm  Rm 12  8  $75

DOG TRAINING

Canine Freestyle
Canine Freestyle is sometimes referred to as “dancing with your dog”. It is a fun and relaxing sport in which a handler and dog move together to music. The movements can be heel work, tricks, and other fun moves! You do not have to be a dancer to enjoy this sport with your dog! Come join us for some freestyle fun! 5 classes

Instructor: Ronchette
Course No: 261800

Date  Day  Time  Site  Sess.  Fee
4/21-6/2  M 6:30-7:20pm  Rm 10  $125
No Class: 5/5, 5/26

Beginning Obedience/Manners Class
Open to dogs 5 months and older. Dogs will learn basic commands including sit, down, come, stay, and many others. Owners must bring proof of shots to first class. A leash, collar, and treats will be needed. Equipment will be discussed at the first class. Aggressive dogs may be excused from class.

Instructor: Ronchette
Course No: 261200

Date  Day  Time  Site  Sess.  Fee
5/3-6/14 Sat 9–10 am  Rm 10  6  $150

COMMUNITY CONCERT PERFORMANCES

CASTRO VALLEY ADULT AND CAREER EDUCATION CHAMBER ORCHESTRA
Sunday, March 30, 2014 ~ 2:00 pm
Sunday, June 8, 2014 ~ 2:00 pm

CASTRO VALLEY COMMUNITY BAND
Wednesday, March 19, 2014 ~ 7:30 pm
Wednesday, June 18, 2014 ~ 7:30 pm

All concerts will be performed at the Castro Valley Center for the Arts 19501 Redwood Road, Castro Valley

▲ Community Education classes supported solely by student fees (no state income).
Puppy Preschool
Puppy socialization class is for puppies between the ages of 2 and 5 months old. In this class we will work on socializing puppies, discuss puppy raising issues and start manners training. Owners should bring a 6 foot leash, buckle or snap collar, and treats, as well as proof of shots. Aggressive puppies may be excused from the class.
No Class: 5/24
Instructor: Ronchette
Course No: 261500

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Vicki Ronchette, CPDT, CAP2 of Braveheart Dog Training is a Certified Pet Dog Trainer who has been working with dogs professionally for over 23 years. Beyond being certified as a dog trainer by the Association of Pet Dog Trainers (APDT), Vicki is the author of Positive Training for Show Dogs - Building a Relationship for Success. Vicki competes with her own dogs in conformation, obedience, rally, earthdog, field trials, and agility. Her goal as a trainer is to help people train and communicate with their dogs in a way that both the dogs and people enjoy.

Digital Photography: Concept and Capture
This course introduces creative and technical possibilities to those new to photography and digital media. Learn the basics of camera operation, shutter speed, aperture and focal length. Discuss composition, contrast, line, shape, and tone.
Prerequisite(s): Basic computer skills, a digital camera with some manual controls or a digital SLR.
Instructor: Sabella
Course No: 204800

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<td>8/23</td>
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<td>8am–4:30pm</td>
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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 will be cash, VISA, MasterCard, or Discover. NO CHECKS ACCEPTED.
• If you withdraw before the class begins, registration fees of $39.00 will be refunded (less a $10.00 administrative fee) up until the day before the class begins.
• If you need to reschedule your original class date, a fee of $10.00 will be charged each time you reschedule.

Mature Drivers Class
Mature drivers 55 and over—you may qualify for a reduced auto insurance premium by completing a mature drivers course. This is an eight hour class that will cover traffic laws in California, discuss defensive driving techniques that will help you compensate for mistakes of other drivers and deficiencies caused by aging. Contact your insurance agent to see if you qualify for an insurance discount.
The certificate is good for three years. You must be a California licensed driver. Fee includes DMV approved mature driver state certificate.
Course No: 088001

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<td>Rm 4</td>
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<td>$23</td>
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Register: Phone 510.886.1000 • www.cvadult.org • FAX 510.537.8537
FINANCIAL PLANNING

Estate & Trust Planning
This class will be a two hour overview of what is involved in planning a trust and estate, including the following topics:
• Advance health care directive and matters relating to health care decision making
• Management of financial affairs during incapacity including durable general powers of attorney, conservatorships, and living trusts
• Inheritance options for your beneficiaries, both trust and non-trust options
• Living trusts
• Estate tax planning
Instructor: James J. Phillips
Course No: 209900
Please preregister by May 5.

Date Day Time Site Sess. Fee
5/7 W 6:30–8:30pm Rm 4 1 $25

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.

WOODWORKING — BEGINNING

Make a Garden Table with Tile Top
Residential/Commercial Construction
Your woodworking experience begins here! Whether you are just starting or are an experienced woodworker, you will enjoy this class. Let Jim Vice teach you the fundamentals of precision woodworking or help refresh skills you may have learned years ago. You will learn to properly use both machine and hand tools including sander, drill, router, jointer, doweling jig, and basic machine setups. Skills you learn can be applied in both the workplace and at home. Each student will apply these skills while making a garden table with tile top. Emphasis will be on safety and knowledge of tools.
A material fee of $40 is payable to instructor on first night of class. Students are required to bring safety glasses, earplugs, a dust mask, and a #2 pencil. Students will need to provide their own tile pieces later in the course.
No class: 4/15.
Instructor: Vice
Course No: 069800
Please preregister by March 28

Date Day Time Site Sess. Fee
4/1-6-6/10 T 6–9 pm Rm 1E* 10 $139

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

INTERMEDIATE AND ADVANCED WOODWORKING CLASSES RETURN FALL QUARTER
LEARN TO EARN SERIES:
FIVE IMPORTANT 90 MINUTE
FINANCIAL PLANNING SEMINARS

Savvy Planning for Long-Term Care: A Long Life Requires More than Luck ... What’s Your Plan?
With advances in medicine, people today are living longer than any generation before them. However, the longer we live, the more likely it is that we will need care. If you do need long-term care, it could impact your family as well as your retirement plan. Are you prepared? At this workshop you will learn:
• Key considerations when planning for longevity
• Long-term care defined
• Impact of long-term care
• How individuals feel about aging and independence
• The cost of long-term care
• 3-Step long-term care planning process
• Risk management strategies
• Evaluating long-term care insurance policies
Course No: 219800 ▲
Date Day Time Site Sess. Fee
4/2 W 6:30-8 pm Rm 4 1 $24

How to Pay for College: What You Need to Know About Savings and Federal Student Aid
College is expensive, leading many students to take on alarming amounts of debt. Parents want to help as best they can, but many of us have competing priorities, like saving for retirement, paying off a mortgage, and perhaps even caring for aging parents. It’s not a surprise that many families feel overwhelmed and put off saving for education. But ... as with any big goal, it helps to break it down into smaller parts. At this workshop, we’ll focus on:
• The College funding pyramid: loans, scholarships, savings
• How to set a college funding goal
• What advantages do College Savings Plans offer
• What sources of Federal Student Aid are available and how to apply
Course No: 219900 ▲
Date Day Time Site Sess. Fee
4/24 Th 6:30-8 pm Rm 4 1 $24

Savvy Social Security Planning for Couples
The Social Security decisions you and your spouse make when you are in your 60s will determine the amount of total income you will receive over your lifetime – including the lifetime of the spouse who lives the longest. Come learn about some little-known rules that can help married couples get more out of the Social Security system.
Course No: 219500 ▲
Date Day Time Site Sess. Fee
7/16 Th 6:30-8 pm Rm 4 1 $24

Savvy Social Security Planning: What Baby Boomers Need to Know to Maximize Retirement
The decisions you make now can have a tremendous impact on the total amount of benefits you stand to receive over your lifetime. To help baby boomers better understand the Social Security system, this workshop will answer these important questions:
• Will Social Security be there for me?
• How much can I expect to receive?
• When should I apply for Social Security?
• How can I maximize my benefits?
Course No: 219300 ▲
Date Day Time Site Sess. Fee
7/16 W 6:30-8 pm Rm 4 1 $24

Managing Health Care Expenses in Retirement: What Baby Boomers Need to Know About Medicare and Long-Term Care
If you are concerned about health care expenses in retirement, now is the time to start planning. Starting with an overview of Medicare and ending with a discussion of long-term care, this workshop will open your eyes to the way health care works in retirement and what decisions you need to make now to prepare. This workshop is geared to everyone over 60, even if you are already on Medicare. Learn the answers to your questions:
• When do I need to sign up for Medicare?
• What does Medicare cover?
• How much does it cost?
• Will I need other insurance?
• What about long-term care?
Course No: 219700 ▲
Date Day Time Site Sess. Fee
8/6 W 6:30-8 pm Rm 4 1 $24

George M. Noceti is a seminar leader pioneering “Financial Education With a Purpose”. George specializes in retirement planning and helps individuals develop an action plan to meet their retirement objectives. In addition to advising individuals, couples, and Bay Area business, George is an instructor at UC Berkeley teaching in the Personal Financial Planning Department and recently was awarded Tim Kochis award for teaching excellence.
Wild Goose Qigong: A Relaxing Path Toward Health and Fitness – Part B

Health and Fitness

Learn the second half of 1st Set Wild Goose (Dayan) Qigong in this 7-week, Thursday class. Includes warm-up exercises and gentle stretching, self-care massage, meditation, and practice of the entire 1st Set. Appropriate for beginning and intermediate students. Great class for people of all ages and abilities. Activities can be done from a seated or standing position. Excellent class for improving strength, flexibility, concentration, memory, coordination, and general well being.

No Class: 4/17
Instructor: Eaton
Course No: 098500
Date Day Time Site Sess. Fee
4/3-5/22 Th 12:30–2:30pm Rm 13* 7 $39**
*Class held at Castro Valley Adult & Career Education
**Non-Seniors may enroll in this class for $45.

Advanced Wild Goose Qigong Review

HEALTH AND FITNESS

This short 8-week class emphasizes confidence, practice, and body mechanics. Former students will get a boost to their practice, and seasoned intermediate-level students will deepen their understanding and develop more confidence. Same 2-hour format will cover all of warm-ups, massage, practice, and meditation practices, with added “instant-replay video” as an added tool for enhancing class focus on personal coaching.

Prerequisite(s): Must have previously experience with all warm-ups and entire 64-movement 1st Set Wild Goose (Dayan) Qigong Form.

No Class: 5/26
Instructor: Eaton
Course No: 098900
Date Day Time Site Sess. Fee
4/21-6/16 M 12:30–2:30pm Rm 13* 8 $45
*Class held at Castro Valley Adult & Career Education
**Non-Seniors may enroll in this class for $52.

Cynthia Eaton is a certified instructor who has been teaching Dayan Qigong and movement classes in the SF Bay Area for over 13 years, including locally at several Kaiser facilities in Oakland, Hayward, and Union City.

Birds of the Bay Area

Health and Fitness

For this Spring Semester we will review the habitats and typical birds of the world's bio-regions – from ocean islands, to temperate and tropical forests, to mountains, to deserts, to polar waters, and more. We will also look at causes of the decline and extinction of so many species in these realms. Special attention will be paid to the arrival and departure of Spring migrants, which will be a focus for Field Trips (to include Point Reyes National Seashore).
Field Trips may not only be in the East Bay, but also include the greater Bay Area (then Double Length Sessions will have extended times, e.g. 8:15 am – 12:15 pm or 10:15 am – 2:15 pm). Destinations and directions will be announced prior to outings.

Instructor: Gordon
Course No: 082600 – 233000
Date Day Time Site Sess. Fee
4/25-6/20 F 10:15am–12:15pm Rm 12* 9 $51**
*Class held at Castro Valley Adult & Career Education
**Non-Seniors may enroll in this class for $66.

The Art of Drawing & Painting

The Arts

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. Material list available at first class meeting.

Instructor: Gunn
Course No: 080609
Date Day Time Site Sess. Fee
4/7/17–6/15 Tu 9–11:30am SR CTR 11 $51*
*Non-Seniors may enroll in this class for $66.

Convalescent and Residential Facilities

Classes are offered to the residents of Oak Creek and St. John Kronstadt.

Register at the Castro Valley Adult and Career Education office, online, phone, fax or mail for all classes. Students must be registered before class to ensure we have the minimum number of students to make the class go. Adults under 55 may enroll in classes on a space available basis for a registration fee indicated in the course description.
Memory Academy I
Health and Fitness
Session I focuses on changes that normally come with age and how to adapt to them. Students will master techniques for remembering names and numbers, learn about the latest research for empowered aging, and learn how to maintain brain health and independence. Activities that provide challenge, novelty, and variety that work all parts of the brain, like NUMBRIX and word recall are practiced. Proven to benefit brain health, physical exercise, balance improvement and techniques for reducing the effects of stress will be a part of every class.

Note: Students may begin in either Memory Academy I or Memory Academy II
No Class: 4/17
Instructor: Nohr
Course No: 097800

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<td>Rm 14</td>
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<td>$47</td>
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Memory Academy - Advanced
Health and Fitness
The Advanced Memory Academy is for students who have already taken The Memory Academy I and II and wish to continue strengthening and developing their mind and body. Activities such as cryptographs will push our brains to work in new ways and will challenge each person physically toward their next level of fitness.

No Class: 4/15, 4/16
Instructor: Nohr
Course No: 097200 – 097201

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<td>4/2-6/18</td>
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<td>Rm 12*</td>
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<td>$47</td>
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*Class held at Castro Valley Adult & Career Education.
**Non-Seniors may enroll in this class for $86.

The Memory Academy Mini Session
Health and Fitness
For new, beginning, and advanced students. Returning students can stay sharp during the summer, new students can get a taste of the program.

Instructor: Nohr
Course No: 096900 - 096901

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<td>1:30–3:30pm</td>
<td>Rm 12*</td>
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<td>$24**</td>
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*Class held at Castro Valley Adult & Career Education.
**Non-Seniors may enroll in this class for $36.

Play Popular Piano, the Popular Piano Way
The Arts
All levels welcome. Learn to play your favorite song on the piano, organ, or keyboard. This class will focus on style and variation in performance technique and will cover Chord Symbols, Bass Line, Melody and basic lead sheet reading. Each class begins with a brief introduction and review of musical concepts followed by individual help from the instructor. Electronic keyboards w/headphones are available for students to use in class. No text is required however information on suitable books is available from the instructor. All materials for each session will be handed out in class.

No Class: 4/17
Instructor: Wedemeyer
Course No: 080104

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<td>Sr Ctr</td>
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<td>$44*</td>
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*Non-Seniors may enroll in this class for $66.

Fitness for Active Adults 55+
Health and Fitness
This class includes stretching, low impact aerobic dancing, strength training with light weights, and floor exercises. Wear comfortable clothes and bring weights and exercise mat. (Moderate/Strenuous Workout)

No Class: 4/14, 4/16, 4/18, 5/26
Instructor: Nohr
Course No: 096002

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<td>Rm 10**</td>
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<td>4/2-6/18</td>
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<td>**Non-Seniors may enroll in this class for $66.</td>
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<tr>
<td>4/4-6/20</td>
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<td>**Non-Seniors may enroll in this class for $66.</td>
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<tr>
<td>6/30-8/11</td>
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<td>8–10am</td>
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<td>**Non-Seniors may enroll in this class for $66.</td>
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<td>7/2-8/13</td>
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<td>8–10am</td>
<td>Sr Ctr</td>
<td></td>
<td>**Non-Seniors may enroll in this class for $66.</td>
</tr>
<tr>
<td>7/11-8/15</td>
<td>F</td>
<td>8–10am</td>
<td>Sr Ctr</td>
<td></td>
<td>**Non-Seniors may enroll in this class for $66.</td>
</tr>
</tbody>
</table>

*Class held at Castro Valley Adult & Career Education.
**Non-Seniors may enroll in this class for $36.

If Diana Nohr is still teaching this class when I’m 105, I will still be taking it. She’s knowledgeable, enthusiastic, funny, and well prepared.

-- Bev Lindsay, Fitness After 50

Check Out Our Online Courses:
DEMENTIA CARE — SEE PAGE 20
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: 4/14, 4/16, 4/18, 5/26

Instructor: Farrell
Course No: 097600

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Site</th>
<th>Sess. Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/31-6/16</td>
<td>M</td>
<td>10–11:15am</td>
<td>Rm 10*</td>
<td>$39.00 per quarter</td>
</tr>
<tr>
<td>4/2-6/18</td>
<td>W</td>
<td>10–11:15am</td>
<td>Sr Ctr</td>
<td></td>
</tr>
<tr>
<td>4/4-6/20</td>
<td>F</td>
<td>10–11:15am</td>
<td>Sr Ctr</td>
<td></td>
</tr>
<tr>
<td>6/30-8/11</td>
<td>M</td>
<td>10–11:15am</td>
<td>Sr Ctr</td>
<td></td>
</tr>
<tr>
<td>7/2-8/13</td>
<td>W</td>
<td>10–11:15am</td>
<td>Sr Ctr</td>
<td></td>
</tr>
<tr>
<td>7/11-8/15</td>
<td>F</td>
<td>10–11:15am</td>
<td>Sr Ctr</td>
<td></td>
</tr>
</tbody>
</table>

*Class held at Castro Valley Adult & Career Education.

**Non-Seniors may enroll in this class for $66.

YOU MAY PAY $51.00 PER QUARTER AND ATTEND ALL NOHR & FARRELL FITNESS CLASSES.

Introduction to Computers for Adults 55+ – Level 2

Computer Literacy

Learn more about Windows operating system, including files and folders review, saving and storing your documents, Internet, Web, and email.

Prerequisite(s): Intro to Computers Level 1, or equivalent experience. It is important to know how to use the mouse effectively.

Instructor: Wedemeyer
Course No: 089200

Please preregister by May 16.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Site</th>
<th>Sess. Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/20-6/17</td>
<td>T</td>
<td>1–3:30pm</td>
<td>Rm 18</td>
<td>$51*</td>
</tr>
</tbody>
</table>

*Non-Seniors may enroll in this class for $71.

Computer FAQs for 55+

Computer Literacy

Ever have a question about computers that just never seems to get asked in class? This is the class for you! The content for this class is entirely driven by the needs of the students who enroll. We will entertain ALL computer questions and give assistance for whatever you are struggling with. Each session will begin with a Topic Of The Day followed by open computer time where students can work on their own. The instructor will be available to individually assist and answer questions as they come up.

Instructor: Wedemeyer
Course No: 089300

Please preregister by May 19.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Site</th>
<th>Sess. Fee</th>
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</thead>
<tbody>
<tr>
<td>5/21-6/18</td>
<td>W</td>
<td>1–3:30pm</td>
<td>Rm 18</td>
<td>$44*</td>
</tr>
<tr>
<td>7/8-8/5</td>
<td>Tu</td>
<td>1–3:30pm</td>
<td>Rm 18</td>
<td>$44*</td>
</tr>
</tbody>
</table>

*Non-Seniors may enroll in this class for $71.

See pages 5-8 for more Computer classes.
CASTRO VALLEY PARENT NURSERY SCHOOL
3657 Christensen Lane, Castro Valley, CA
510.582.7731 • www.cvpns.org

Castro Valley Parent Nursery School is a co-operative preschool that runs under the direction of a professional director. The purpose of the preschool is to assist families in the tasks of parenthood and to improve parenting skills in an environment that fosters cooperation, friendship and community involvement.

The mission is to provide:

- Parent education through active participation in the care and guidance of children, and in discussion groups under the direction of people trained in preschool education.
- Opportunity for preschool children to cooperate with each other, and to play with other children in a surrounding that will provide a sense of security and happiness.
- To provide a play-based, child-centered preschool experience under the guidance of a trained teacher-director and the assistance of parents, which will emotionally and socially prepare the child for kindergarten.

Guiding Principles: The 4 “R”s

It takes a village to raise a child. The guiding philosophy of CVPNS and most cooperative preschools is to help parents and children to be responsible, respectful, resourceful, and resilient. Children learn from their models.

Parenting the Preschooler: Child Development and Guidance

AM CLASS FOR STUDENTS TURNING 3 YEARS OLD BY 12/2/2013
No Class:
Instructor: Giffin
Course No: 070002
Date       Day  Time          Site
4/21-6/13  M-F  8:30–11:30am  CVPNS

PM CLASS FOR STUDENTS TURNING 4 YEARS OLD BY 12/2/2013
No Class:
Instructor: Giffin
Course No: 070003
Date       Day  Time          Site
4/21-6/14  M-F  12–3pm       CVPNS

FOR PARENTS/GUARDIANS
Instructor: Giffin
Course No: 070004
Date       Day  Time          Site
4/23-6/11  W  7–9:30pm       Rm 10*

*Held at Castro Valley Adult and Career Education: 4430 Alma Avenue, Castro Valley

$140  Monthly Fee Payable to CVPNS

CVUSD K-12 BUSSING

Bus Tickets and Passes

Bus passes and tickets for 2013-14 can be purchased at Castro Valley Adult and Career Education, 4430 Alma Avenue, Castro Valley. Checks, cash, money orders, VISA and MasterCard credit cards are accepted for payment.

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

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

PRICES FOR 2013-2014

Annual Bus Pass – 2 rides per day – $538*
Single Semester Pass – 2 rides per day – $334*
Annual Morning or Afternoon Pass – $308*
Single Semester Morning or Afternoon Pass – $190*
Book of Bus Tickets (40 rides per book) – $94*

Register: Phone 510.886.1000 • www.cvadult.org • FAX 510.537.8537
STRIDES: A Program for Adults with Developmental Disabilities
MONDAY – FRIDAY, 8:30AM-2:30PM (STUDENTS MAY ATTEND PART-TIME)

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):

**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
- Stage and Music Production
- Sewing/Mending
- Newsletter Production

**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
- Snack Bar Worker
- Landscaping/Grounds Maintenance
- Gardening
- Florist Worker
- Custodian
- Recycling
- Vocational Sewing/Arts
- Office Worker
- Workplace Communication Skills

**Eligibility:** Must be 22 years of age, have a primary diagnosis of a developmental 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.
2013-2014 Series

**Shaheed**
The Dream and Death of Benazir Bhutto
March 15, 2014 at 7:30pm

**Wild Women of Song**
April 5, 2014 at 7:30pm

**Castro Valley History in Film**
Saturday, June 28 at 3pm

Do you like looking at old film footage? Then you don’t want to miss this program with Randy Vanderbilt. This local history buff has collected many hours of rarely seen film footage of Castro Valley. Come take a look!

---

**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](http://www.cvartsfoundation.org)

More Information at [www.cvartsfoundation.org](http://www.cvartsfoundation.org)
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 measurable increase in knowledge and skills.
• Students will apply acquired knowledge and skills to their lives outside of class.

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

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

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

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

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

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

A Division of Castro Valley Unified School District
void

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 - 4:00 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

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 Avenue
Castro Valley
510-886-1000

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 CA

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.
We offer over 44 classes a month!

Join your friends and neighbors for fitness and fun

Jazzercise is a total body workout that’s effective and fun!

Classes are 60 minutes long. Starting with a warm-up, 30 minutes of aerobics, and a muscle toning segment targeting all muscle groups, ending with a cool down stretch.

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

body sculpting by Jazzercise®

Get back into your exercise program in our safe, easy, and non-impact classes. Build muscle and bone density using resistance training in just 45 minutes.

M/W 5:45pm

NEW STUDENT OFFER!
100% Rebate on your first month with the purchase of an EFT ticket

for more information, call Jan Hennefer at 538-7070

JazzWithJan.com

DIRECTOR
Susan Passeggi

ASSISTANT PRINCIPAL
Dustin Gacherieu

SCHOOL SECRETARY
Ella Lowrey

DEPARTMENT CHAIRS
Kathy Castaneda, AWD
Linette Escobar, ESL
Xenia Lal, ESL DL
Megan Morgan, ASE
Caressa Nguyen, ABE
Kerry Principato, CTE
Sharon Travers, Launch
Gus Wedemeyer, Adults 55+

SUPPORT STAFF
Rob Aguilar
Dawn Bean
Stacy Bystedt
Dennis Carter
Leigh-Anne Fosdahl
Leticia Hernandez
Suzanne Leonardo
Alan Maxson
Nancy Mosbaugh
Gary Soon
Vicki Stadelman

NOTARY PUBLIC
Nancy Mosbaugh

WEB MASTER
Leticia Hernandez

Class schedule design and production by Detati Communications | detati.com
POLICIES AND PROCEDURES

MISSION STATEMENT
Castro Valley Adult and 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 and 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 and 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 and Career Education reserves the right to photograph or video classes and program participants for promotional purposes.

CLASS CANCELLATION POLICY
Castro Valley Adult and Career Education reserves the right to cancel any class due to low or declining enrollment.

REFUND POLICIES
If a Castro Valley Adult and 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. Students are entitled to a full textbook refund (when purchased from the CVACE) in the event the purchased book is returned in its original condition, free from damage or markings. Textbooks may not be returned for a refund after a class has begun.

NO SMOKING POLICY
Smoking and/or the use of any tobacco 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 and 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.

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 and 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
$25 CHARGE FOR RETURNED CHECKS.

Waiver: Registered students, parents, or legal guardians of registered students participating in Castro Valley Adult and 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.

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.
Pre-K—5 Summer Enrichment Program

Exciting and FUN programs to ENRICH student LEARNING

Monday – Friday  |  June 23 – July 18, 2014
(no class July 4)

Independent Elementary School

K-5 Classes Include:
Adventures in Space
Amazing Art Adventure
Creative Side to Literacy
CSI: Science Sleuth
LEGO Engineering
Math & Science Experience
News Reporter: Get the Scoop
Pre-Med Community Hospital
Smithsonian T-Rex
Young Actors’ Studio
and MORE!

Pre-Kindergarten

SET THE STAGE FOR KINDERGARTEN SUCCESS

Prepare your child for the structure, academics and fun of Kindergarten.

Build social and academic skills so your child knows what to expect the first day of “big kid” school.

Taught by Castro Valley Kindergarten and Transitional Kindergarten teachers in real Kindergarten classrooms.

Registration opens March 20, 2014. Register early for best selection!

For more information or to register:
www.cvadult.org or call 510.886.1000

ONLY $399
I am extremely grateful that CVACE helped me earn my GED and high school diploma. CVACE offers quality educational programs, the staff is compassionate, and its Launch program was there to assist me with college and scholarship applications. I love CVACE because it gives students a second chance to pursue their education and achieve their career goals.

– SiLin Huang
Admitted to Columbia University