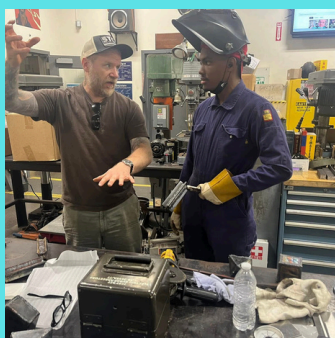
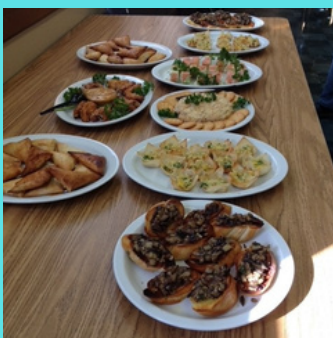


Fall 2025



West Contra Costa Adult Education COURSE CATALOG

Offering courses designed to enrich your personal growth, refine your skills, and elevate your career potential.

"Every successful society educates its children early and its adults continuously."
- Garry Osterholt

Welcome



Welcome to West Contra Costa Adult Education

West Contra Costa Adult Education Staff are here to serve the needs of all learners and welcome all community members to participate in our classes.

We are pleased to offer our students a wide range of courses that serve our students personal and professional goals: Personal Enrichment, High School Diploma, GED, ESL, Citizenship, Skills & Trades, Arts, Business Finance, Culinary, Computer, and Career Technical Education (CTE).

We want to extend our gratitude to all the students who have chosen WCCAE as their place of education and all of our Community Partners who've made it possible.

Gregory Andrew Brooks
Principal

How to Register



Register online

- › Go to www.wccadulthoodeducation.com and click "Register Here" or any register on-line link. To register for a class, all new students are required to create an account.
*CREDIT CARD OR DEBIT CARD REQUIRED FOR FEE BASED COURSES

By Phone

Register for most of our classes by calling the main office at Alvarado at (510) 231-1453.

Registration for fee-based classes requires payment in advance, and may be done online at www.wccadulthoodeducation.com, or in person at our Alvarado campus with cards or check.

In-Person

Come visit us at our Alvarado Campus, 5625 Sutter Ave. Richmond. Check, credit and debit cards accepted. *ESL students may use any of the three campuses below to register for ESL classes.*

- | | | |
|------------|--------------------------------|---|
| | › Alvarado Adult Campus | 5625 Sutter Ave. Richmond, CA
8 AM - 6 PM (Monday -Wednesday)
8 AM - 4 PM (Thursday & Friday) |
| (ESL Only) | › Serra Adult Campus | 1628 Ralston Ave. Richmond, CA
9 AM - 4 PM |
| (ESL Only) | › Richmond High School | 1250 23rd St. Richmond, CA
6 PM - 9 PM |

Refund Policy

All requests for refunds must be in writing (email accepted). Class fees will NOT be refunded for any reason if the written request is less than two (2) business days BEFORE the start of class. Refund requests incur a \$25 service charge per class. If a class is cancelled by WCCAE for any reason, a full refund will be made automatically. No refunds are provided for books.

SITE LOCATIONS



ALVARADO ADULT SCHOOL

5625 Sutter Ave.
Richmond, Ca. 94804

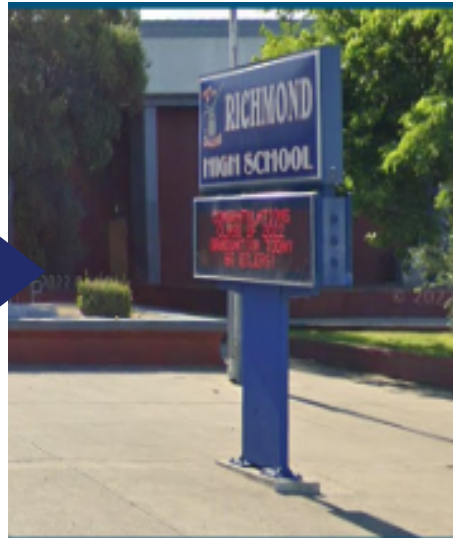
This is our main campus, offering Adult Secondary Education and Personal Enrichment courses.



RICHMOND HIGH SCHOOL

1250 23rd St.
Richmond, Ca. 94804

Richmond High School offers Evening Classes for ESL, Adult Secondary, and select Building Trades courses.



SERRA ADULT SCHOOL

6028 Ralston Ave,
Richmond, CA 94805

Serra Campus hosts our daytime ESL classes and is ESL, Citizenship and Family Literacy Central!



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ESL, Citizenship Classes 6 - 8
Offering ESL classes, Citizenship exam prep, and guidance with immigration processes. While we don't provide legal services, we offer referrals and assistance with the N-400 application.

Adult Secondary Education Programs.....9
These programs offer adult learners the opportunity to earn a high school diploma, GED, or improve basic skills in reading, writing, and math, to promote advancement academically and professionally.

Healthcare Programs.....10-12
These programs provide training and education in various healthcare fields, preparing students for careers in nursing, medical assisting, pharmacy, and other healthcare professions.

55 and Up.....13
Stay active physically and mentally while expanding your social circle by joining this thriving community weekly.

Adults with Disabilities.....14-15
These programs foster creativity and inclusion to provide support, education, and skill-building for adults with disabilities.

Learn a Trades Skill.....16-18
These programs provide hands-on training in various skilled trades, such as carpentry, plumbing, electrical work, and welding, preparing students for careers in the trades industry.

Personal Enrichment.....19-24
Enhance personal growth, creativity, and well-being, including hobbies, cooking, languages, fitness, and more, helping individuals develop new skills and interests.

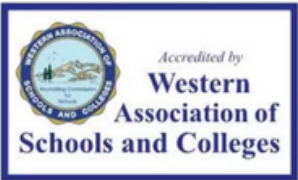
Fitness & Health.....25
These programs offer a variety of classes focused on improving physical well-being, from fitness training to wellness and stress management, helping individuals lead healthier, more active lifestyles.

Skills for Success..... 26
Certificated, hands-on safety training by professionals to keep our community well.

Computer Applications.....27
Get the skills you need to advance in your career with hands-on training by our professionals.

Community Partners.....28-31

Policies & Procedures.....34



ENGLISH AS A SECOND LANGUAGE (ESL)

 WCCADULTEDUCATION.COM/ESL

**FREE
CLASSES**

What are English as a Second Language Classes?

ESL classes are educational programs designed to help non-native English speakers learn and improve their English skills. These classes focus on reading, writing, listening, and speaking to help students communicate effectively in English-speaking environments, both personally and professionally.

No documents are required to join, and everyone is welcome!

Spend more time studying with flexible ESL class sessions!

IN-PERSON

or

ONLINE



ESL Program Morning Schedule
Monday-Thursday | 9:00 - 11:30am
Serra Adult Center, 6028 Ralston

Morning Online Schedule
Monday-Wednesday
9:00am - 11:30am

ESL Program Afternoon Schedule
Monday-Thursday | 12:30-3:00 pm
Serra Adult Center, 6028 Ralston Ave

Afternoon Online Schedule
Monday-Wednesday
12:30pm - 3:00pm

ESL Program Evening Schedule
Monday-Wednesday | 6:30pm - 9:00pm
Richmond High School
1250 23rd St.

Evening Online Schedule
Monday-Wednesday
6:30pm - 8:35pm



For assistance, email
adulted@wccusd.net
with the subject
"I want to learn English."



INGLÉS COMO SEGUNDA LENGUA

 WCCADULTEDUCATION.COM/ESL

**CLASES
GRATUITAS**

¿Qué son las clases de inglés como segunda lengua?

Las clases de inglés como segundo idioma son programas educativos diseñados para ayudar a los hablantes no nativos de inglés a aprender y mejorar sus habilidades en inglés. Estas clases se centran en la lectura, la escritura, la comprensión auditiva y el habla para ayudar a los estudiantes a comunicarse de manera efectiva en entornos de habla inglesa, tanto a nivel personal como profesional.

¡No se requieren documentos para unirse y todos son bienvenidos!

¡Pasa más tiempo estudiando con sesiones de clases de ESL flexibles!

En Persona

o

En Línea



Horario Matutino

Lunes a jueves | 9:00 a 11:30 a. m.
Serra Adult Center, 6028 Ralston

Horario Matutino del programa ESL
Lunes a miércoles | 9:00am - 11:30am

Horario vespertino del programa ESL
Lunes a miércoles | 6:30 pm a 9:00 pm
Escuela secundaria de Richmond

Horario vespertino del programa ESL
Lunes a miércoles | 12:30pm - 3:00pm

Horario de tarde del programa ESL
Lunes a jueves | 12:30-3:00 pm
Serra Adult Center, 6028 Ralston Ave

Horario de tarde del programa ESL
Lunes a miércoles | 18:30 - 20:30 horas



**Para recibir ayuda, envíe un correo electrónico
a adulted@wccusd.net con el asunto
"Quiero aprender inglés".**



BECOME A US CITIZEN!

Prepare to become a U.S. citizen with FREE Citizenship class!

If you're a non-citizen immigrant in California, you may be eligible to apply for U.S. citizenship. This course offers the knowledge needed to achieve your goal toward citizenship:

- Citizenship interview
- Citizenship test
- Citizenship application
- Required documentation for the naturalization process

EN PERSONA

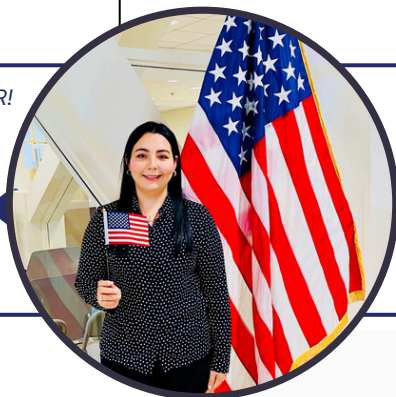
¡Prepárate para convertirte en ciudadano de EE. UU. con la clase GRATUITA de Ciudadanía!

Si eres un inmigrante no ciudadano en California, puedes ser elegible para solicitar la ciudadanía de EE. UU. Este curso ofrece el conocimiento necesario para alcanzar tu objetivo de obtener la ciudadanía:

- Entrevista de ciudadanía
- Examen de ciudadanía
- Solicitud de ciudadanía
- Documentación requerida para el proceso de naturalización

EN LÍNEA

SCAN THE CODE TO REGISTER!



Registration Questions?
Call our front office at (510) 231-1453 and press 0.



FREE Immigration Legal Services and Rapid Response Network

Call 925-900-5151 for:

- **Free** immigration legal consultations and services for Contra Costa residents
- You or someone you know is facing deportation proceedings
- You or someone you know has been detained by Federal Immigration and Customs Enforcement (ICE)
- You see ICE activity in progress at your home, school, workplace or in the community

**FREE
CLASSES**

ADULT SECONDARY EDUCATION

Earn your High School Diploma , GED or work on Basic Skills
Meet with our counseling team to determine your path to success!

HIGH SCHOOL DIPLOMA PROGRAM

Finish up your High School Diploma in these flexible, hybrid classes. Work at home and in person to brush up on your reading, writing, and math skills in a supportive environment with like-minded students. Let us help you reach your goal!

Morning Schedule Horario Matutino

Location	Days	Time
Alvarado	M,T,W,TH	9AM - 12PM
Ubicación	Días	Hora
Alvarado	L,M,MI,J	9AM - 12PM

Evening Schedule Horario de la tarde

Location	Days	Time
Alvarado	M,T,W,TH	6PM - 9PM
Escuela	M,T,W,TH	6PM - 9PM
Preparatoria de Richmond		
Ubicación	Días	Hora
Alvarado	L,M,MI, J	6PM - 9PM
Escuela	L,M,MI, J	6PM - 9PM
Preparatoria de Richmond		



Registration Questions?
Call our front office at
(510) 231-1453

GED PROGRAM

Taking the GED is another option to unlock new opportunities. Our supportive program is here to help you strengthen your reading, writing, and math skills to make sure you are ready to pass. We will support you in English and Spanish.

Tomar el GED es una opción para abrir nuevas oportunidades. Nuestro programa te ayuda a mejorar lectura, escritura y matemáticas para que estés listo para aprobar los exámenes. Ofrecemos apoyo en inglés y español.

Evening Schedule Horario de la tarde

Location	Days	Time
Alvarado	M&W OR T&TH	6PM-8:30PM
Richmond High	M&W OR T&TH	6PM-8:30PM
Ubicación	Días	Hora
Alvarado	L&MI O M&J	6PM-8:30PM
Escuela	L&MI O M&J	6PM-8:30PM
Preparatoria de Richmond		

Adult Basic Skills Program

Location	Days	Time
Alvarado	MON&WED	10AM-12:30PM
Richmond High	MON & WED	6PM-8:30PM

[WCCADULTEDUCATION.COM/HSD](https://wccadulthoodeducation.com/HSD)
 [WCCADULTEDUCATION.COM/GED](https://wccadulthoodeducation.com/GED)

Healthcare Careers Start Here!

WEST CONTRA COSTA

**ADULT
EDUCATION**

CALREGIONAL

CALRegional, in partnership with West Contra Costa Adult Education, provides students with fast and affordable healthcare training programs in some of the most in-demand job sectors. Our mission is to **make healthcare education accessible to everyone**, providing flexible schedules and practical, hands-on learning to fit the needs of busy adults.

PROGRAMS IN RICHMOND

PHLEBOTOMY TECHNICIAN

Learn to draw blood samples and handle specimens in a clinical laboratory or public health setting. Obtain the California phlebotomy certification with this course.



MEDICAL BILLING & CODING*

Learn to review medical records, insurance and translate diagnosis of patients into medical codes for hospitals, insurance companies or private office. Obtain a national certification with this course.

CLINICAL MEDICAL ASSISTANT

Learn to assist physicians in patient care, take vital signs and perform basic lab tests in a hospital or private office. Obtain a national certification with this course.



EKG TECHNICIAN*

Learn to operate and monitor electrocardiogram equipment for patients during diagnostic testing and surgical procedures in a hospital or private office. Obtain a national certification with this course.

Course is 100% Online instruction *

WHY CHOOSE CALREGIONAL?

- ✓ All programs \$2,995 or less
- ✓ Graduate in as little as 3 weeks
- ✓ Interest-free payment plans
- ✓ Day & evening schedules available



SCAN QR CODE FOR
WEBSITE AND
UPCOMING
PROMOTIONS!

Ask about our Multilingual Healthcare Bridge classes to gain language skills you need to succeed in your Healthcare Career choice!

DID YOU KNOW?

#WCCAE offers a variety of scholarships and financial resources to support your educational journey. Explore our career center for valuable information on scholarships, funding opportunities, and other resources designed to help you succeed in your studies and career goals.

Careers in Healthcare

 wccadulthoodeducation.com/healthcare

CALREGIONAL

Certified Medical Assisting

In this course students prepare to take the Clinical Medical Assistant Certification (CMAC) exam through the American Medical Certification Association (AMCA). Learn medical terminology, office procedures, patient processing, and medical billing. Students are trained to help physicians care for patients, take vital signs, perform basic lab tests and administer medications in a doctor's office or clinic. The program includes 160 hours of classroom instruction and a 160-hour medical office externship.

Location: Alvarado Campus

Call us for information at (510) 231-1453

Capacitación de Asistente de Atención Domiciliaria

Obtenga más información sobre nuestros programas de capacitación en atención domiciliaria en este curso gratuito diseñado para ofrecer a los estudiantes las habilidades lingüísticas y el vocabulario necesarios para tener éxito como asistente de atención médica domiciliaria.

Instructoras: Ana Turetsky & Karen Lang

Location: En línea

Llámanos para más información al (510) 231-1453

Home Care Aide Training

Learn about our healthcare training programs in this free bridge course designed to offer students the language skills and vocabulary needed to succeed as a Home Healthcare Aide.

Instructor: Ana Turetsky & Karen Lang

Location: Online

Call us for information at (510) 231-1453



Electrocardiogram Technician

As an EKG Technician you will learn to operate and monitor electrocardiogram equipment for patients during diagnostic testing and surgical procedures.

This program includes 52 hours of online training through live, instructor-led lectures and self-paced training modules. Students prepare to take the Electrocardiogram Technician Certification (ETC) exam through the American Medical Certification Association (AMCA).

Location: Online

Call us for information at (510) 231-1453

Billing & Coding Specialist

Students are trained to review medical records and translate diagnosis into medical codes including IDC, CPT and HCPCS. Learn how to work with healthcare professionals to determine care services and manage the claim process. The program includes 148 hours of online training through live, instructor-led lectures and self-paced training modules. Students will be prepared to take the Medical Coding & Billing Certification (MCBC) exam through the American Medical Certification Association (AMCA).

Location: Online

Call us for information at (510) 231-1453

REGISTER ONLINE:

**CALREGIONAL.COM/ENROLL-
NOW OR CALL (800) 927-5159**

MEDICAL CAREERS



Contra Costa Adult Education Consortium

West Contra Costa Adult Education is a proud member of the Contra Costa Adult Education Consortium. By partnering with other post-secondary institutions, including community colleges, we are better able to help you achieve your life and career goals.

Explore pathways to these, and other healthcare careers:

- **Home Healthcare Aide**
- **Medical Assistant**
- **Nursing**
- **Optical Assistant**
- **Paramedic & Emergency Medical Technician (EMT)**

and so much more.

Call us at (510) 231-1453 to get connected.

Camino hacia carreras de salud para aprendiz de inglés

WCCAE ofrece clases gratuitas de inglés como segundo idioma, diseñadas específicamente para ayudarte a adquirir las habilidades lingüísticas necesarias para desarrollar una carrera en el sector sanitario. También ofrecemos asesoramiento académico gratuito para planificar tu próximo paso hacia el logro de tus objetivos. Para más información llámanos al (510) 591-1453.

WCCAE Healthcare Bridge

WCCAE offers free classes in English as a Second Language specifically designed to help you acquire the language skills you need to pursue a career in the healthcare industry. We also offer free academic counseling to plan your next step to achieve your goals. Call us for information at (510) 591-1453.



Phlebotomy

Students receive on-the-job training that includes drawing blood samples, producing quality laboratory results, gaining the trust and confidence of patients and more. The program includes 104 hours of classroom instruction and hands-on training with an on-site patient service center. Prepare to take the Phlebotomy Technician Certification (PTC) exam through the American Medical Certification Association (AMCA). *Call us for information at (510) 231-1453*

Older Adult 55+ Classes

 wccadulthoodeducation.com/olderadult



Lifelong Learning - Sakura Kai

Enhance your well-being through yoga, Tai Chi, and chair exercises. Boost your tech skills with hands-on lessons covering iPhone, iPad, smartphones, and Zoom for online learning. Immerse yourself in Japanese culture with beginning and conversational language classes, Japanese calligraphy, and the rhythmic art

of Taiko drumming. Enjoy creative expression through ukulele, music bells, and traditional Japanese singing, all while keeping your mind engaged and stimulated.

Instructor: Fujjoka/Price

Location: Alvarado Adult School

Dates	Days	Time	Fee
9/20 - 6/20	SAT	8:30AM - 2:30PM	FREE

Life Planning- Senior Activities

Offering: German, Spanish, basic folk dancing, discussion, HUG group, healthy aging, special program, lunch, seated exercise, ukulele, balance and exercise class.

Christ Lutheran Church, 780 Ashbury Ave., El Cerrito, (510) 915-6120.

Instructor: Kehoe, Carol

Location: Christ Lutheran Church Hall



Dates	Days	Time	Fee
ONGOING	MON	9AM - 3PM	FREE

Life Planning - Senior Activities

St. John's Community Center
6500 Gladys Ave. El Cerrito, (510) 231-1453
Strengthen our senior community by joining this free, weekly course. Improve skills in technology, build cultural awareness by learning beginning and conversational Spanish, and enhance your health with seated yoga. Guest speakers, lunch, Ukulele and Taiko are just a few of the activities we offer.

Instructor: Akacic, Buddy

Location: St. John Community Center

Dates	Days	Time	Fee
ONGOING	TUE	9AM - 3PM	FREE

Welcome to Medicare

This course provides an overview of coverage & options for people who are within a few months of starting Medicare. Specifically, attendees will get: Detailed information on Medicare including eligibility, enrollment, costs, and benefits; Information on various options for supplementing Medicare such as Medicare Supplemental Plans (Medigap) and Medicare Advantage Plans; Information on Medicare's prescription drug and how to choose the optimal plan; Brief overview of how employer, retiree or other insurance works with Medicare, such as retiree plans, COBRA, or the VA.

Instructor: Chenok, David

Location: Online

FREE MONTHLY AFTERNOON CLASSES
3PM - 4:30 PM

VISIT WCCADULTEDUCATION.COM
FOR UPCOMING DATES

NIAD Art Center

NIAD

Redefining
contemporary
art.

**Partnering with West Contra
Costa County to empower
artists with disabilities for
more than 40 years.**



Studio Space | Gallery Exhibitions |
Public Art | Commissions | Public
Programs | Community Integration



NIAD Art Center
551 23rd Street
Richmond, CA 94804
www.niadart.org

ADULTS WITH DISABILITIES

LANGUAGE DEVELOPMENT SKILLS

The **Alzheimer's Respite Program** offers a weekly, one-day program designed to support individuals with dementia maintain their abilities. Activities include art, memory games, light exercise, live music, and visits from our therapy dog, all in a compassionate and engaging setting. Lunch is provided.

LOCATION: El Cerrito Community Center
INSTRUCTOR: Carol Kehoe

Dates	Days	Time	Fee
8/27 - 5/27	TUE	9AM - 3PM	FREE



NIAD

(Nurturing Independence through Artistic Development)

NIAD Art Center supports over 70 artists with disabilities through its virtual and 23rd Street studios. Each piece is a unique work of contemporary art, reflecting the artist's perspective. NIAD fosters creativity, community, and income opportunities for its artists. Learn more at: Website: niadart.org

Instructor: Dutcher, Kieren

Life Skills

Dates	Days	Time	Fee
ONGOING	MON/WED	10AM - 3PM	FREE

Fiber Arts

Dates	Days	Time	Fee
ONGOING	TUE/THUR	9AM - 2:30PM	FREE



Learn a Trades Skill!

wccadulthoodeducation.com/trades

BUILDING TRADES

Advanced Automation

Learn to install, maintain, and repair automated systems. Gain skills in robotics, PLCs, HMIs, electronics, and industrial communication. Prepare for a future as an automation technician or engineer!

Instructor: Bartoni, Steve

Location: El Cerrito High School

Date	Days	Time	Fee
9/8 - 12/8	MON	6PM-9PM	\$535
1/5 - 3/23	MON	6PM-9PM	\$487

Certificado de Reparación y Mantenimiento de Edificios- Avanzado

Prerequisito: Clase de Principiante. La clase de principiante puede tomarse al mismo tiempo que la clase avanzada.

Instructor: Jose Rodriguez

Ubicación: Escuela de Alvarado

Fechas	Días	Hora	Costo
9/13 - 10/18	SÁBADO	9AM-2PM	\$281
1/10 - 2/14	SÁBADO	9AM-2PM	\$281

Certificado de Reparación y Mantenimiento de Edificios- Principiante

Esta clase es entrenamiento manual en carpintería, lectura de planos, electricidad, plomería, pintura y reparaciones. Materiales y herramientas serán proporcionados para uso en la clase. 20 horas tienen que ser completadas para recibir certificado.

Instructor: Jose Rodriguez

Ubicación: Escuela de Alvarado

Fecha	Día	Hora	Costo
9/11 - 10/30	JUEVES	6PM-8:30PM	\$251
1/8 - 3/5	JUEVES	6PM-8:30PM	\$251



Electrical Controls

Learn to read, design, and troubleshoot electrical control systems, including schematics, motor control, relay logic, PLCs, and more. Work with AC/DC power, test tools, and safety practices. The summer session is a fast-paced, condensed program.

Instructor: Bartoni, Steve

Location: El Cerrito High School

Date	Days	Time	Fee
9/10 - 12/10	WED	6PM - 9PM	\$615
1/7 - 3/25	WED	6PM - 9PM	\$545

HVAC I and HVAC II

Learn the principles and theory of air conditioning and refrigeration systems. You'll learn soldering, brazing, welding, and how to recover, reclaim, and recycle refrigerants. Training includes troubleshooting and adjusting systems like Split, Ductless, Heat Pumps, Ice Makers, and more. As an official EPA testing center, we offer certifications for Type I, II, III, and universal. This is a hands-on class.

Instructor: Bartoni, Steve

Location: El Cerrito High School

Date	Days	Time	Fee
9/13 - 12/13	SAT	6PM - 9PM	\$528
1/10 - 3/28	SAT	9AM-12PM	\$440



Multilingual Career Fair 2025

BUILDING TRADES (CONT)

wccadulthoodeducation.com/trades

Home Maintenance & Repair

Learn basic home maintenance skills in this hands-on course. Use tools, fix plumbing leaks, patch walls, hang pictures, install lights, switches, outlets, and more. Find shut-offs in emergencies. Step-by-step guidance provided. Tools and supplies included. Great for beginners and DIYers.

Instructor: Murphy, John

Location: Richmond High School

Date	Days	Time	Fee
9/9 - 10/7	TUE	6PM - 8PM	\$195
1/6 - 2/3	TUE	6PM - 8PM	\$195

Intro to Home Repair, Framing & Carpentry

Carpentry is the largest building trade, with many specialties. In this class, students will learn the tools, materials, and methods for basic home repairs, gaining the skills needed to qualify as an apprentice for construction companies.

Instructor: Baroody, Thomas

Location: Richmond High School

Date	Days	Time	Fee
9/13 - 12/13	SAT	9AM-12PM	\$430

Math for Trades

This course is designed to prepare students to **pass local union apprenticeship exams**. It will cover the specific math concepts found on the test as well as the test-taking strategies to help students succeed. Students build a strong theoretical foundation and strengthen math skill sets in their specific field of trade..

Instructor: Cascio, Michelle

Location: Alvarado Adult School

Date	Days	Time	Fee
1/10 - 3/28	SAT	9AM - 2PM	FREE



MICHELLE CASICIO

Community Interest Instructor

Michelle is a Forest

Archaeologist with over 20 years of experience as a math

instructor. She has taught at the elementary, middle, high and adult education levels in Oakland, California. Michelle specializes in building tailored math curriculum for populations with gaps in their learning. She is Spanish bilingual, has a daughter in college and loves to swim.



Metal Art

Learn the craft of creating art with different types of metals. You will learn how to use several welding skills such as Mig, Tig, Oxy/Acetylene, Plasma and stick. Students will use various metal forming techniques to make different shapes. Create metal sculptures, patio furniture, wall decor, lamps, picture frames, animal art, jewelry, abstracts, special gifts and much more. Safety and tools used will be discussed at our first meeting. Come join our world of metal artists.

Instructor: Bartoni, Steve

Location: El Cerrito High School

Date	Days	Time	Fee
9/12 - 12/12	FRI	6PM-9PM	\$615
1/9 - 3/27	FRI	6PM - 9PM	\$470

Intro to Plumbing

This course provides students with project-based experiences in plumbing techniques. Instruction includes orientation, workplace safety policies and procedures, hands-on practice, and the theories of plumbing.

Instructor: TBD

Location: Alvarado Adult School

Date	Days	Time	Fee
9/10 - 10/15	WED	5PM - 7PM	\$231
1/14 - 2/25	WED	5PM - 7PM	\$201



BUILDING TRADES (CONT)

wccadulthoodeducation.com/trades

Pre-Apprenticeship (Electrician Training)

This course covers electrical theory and hands-on practice to prepare you for the IBEW apprenticeship test. You'll learn about electrical systems, wire types, breaker panels, circuits, grounding, load calculations, motor protection, solar, and more. Training includes using electrical testing equipment and tools. Safety will be discussed in the first session.

Instructor: Bartoni, Steve

Location: El Cerrito High School

Date	Days	Time	Fee
9/11 - 12/11	THURS	6PM-9PM	\$439
1/8 - 3/26	THURS	6PM-9PM	\$367

Stair Layout and Roof Construction

This course is designed to teach students how to layout, cut and install wood stairs and how to cut and construct typical roof structures found on homes in CA. I will also incorporate this information with all applicable building codes and laws in the construction of both stairs and roofs.

Instructor: Baroody, Thomas

Location: Richmond High School

Date	Days	Time	Fee
1/17 - 3/24	SAT	9AM - 12PM	\$341

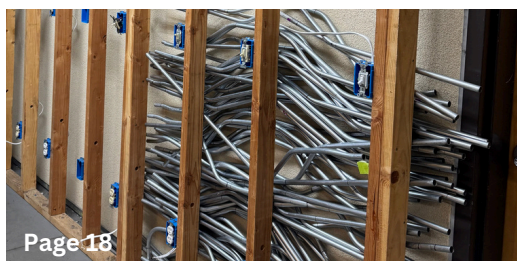
Stationary Engineering Training

Interested in a career as a Stationary Engineer (Local 39)? This hands-on course trains you to operate boilers, chillers, pumps, compressors, ventilation, electrical, fire safety, and water systems in large facilities. Includes welding, fabrication, and EPA certification prep (Type I-III, Universal).

Instructor: Bartoni, Steve

Location: El Cerrito High School

Date	Days	Time	Fee
9/9 - 12/9	TUE	6PM - 9PM	\$588
1/6 - 3/24	TUE	6PM - 9PM	\$539



Welding

This course covers electrical theory and hands-on practice to prepare you for the IBEW apprenticeship test. You'll learn about electrical systems, wire types, breaker panels, circuits, grounding, load calculations, motor protection, solar, and more. Training includes using electrical testing equipment and tools. Safety will be discussed in the first session.

Instructor: Carpenter, Benjamin

Location: Kennedy High School

Date	Days	Time	Fee
9/11 - 10/9	THURS	5 - 8PM	\$257
10/23 - 11/20	THURS	5 - 8PM	\$257
1/8 - 2/5	THURS	5 - 8PM	\$257
2/26 - 3/26	THURS	5 - 8PM	\$257

West Contra Costa

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Personal Enrichment

ARTS

Drawing Head and Hands Part I

"Drawing the Head and Hands" helps artists of all levels improve their skills by studying head structure, facial features, and hand anatomy. Learn to observe and draw these complex forms more accurately and convincingly.

Instructor: George, Bernard III

Location: Alvarado

Date	Days	Time	Fee
9/9 -10/28	TUE	6:30 - 8PM	\$152
1/15 -3/12	THUR	6:30 - 8PM	\$152

Drawing Head and Hands Part II

"Drawing the Head and Hands" helps artists of all levels improve their skills by studying head structure, facial features, and hand anatomy. Learn to observe and draw these complex forms more accurately and convincingly. Learn to use charcoal like the masters. All materials provided.

Instructor: George, Bernard III

Location: Alvarado

Date	Days	Time	Fee
1/13 - 3/10	TUE	6:30 - 8PM	\$152



Sculpting Figure Forms in Clay

Sculpting is a powerful form of expression! This course is an opportunity for adults to experience figurative clay sculpting technique featuring the human face focusing independently on creating Nose, Eyes, Ears and Mouth features.

Instructor: James, Bruce

Location: Alvarado Adult School

Date	Days	Time	Fee
9/13 - 11/22	SAT	10:30AM - 1PM	\$199
1/10 - 2/28	SAT	10:30AM - 1PM	\$199



BRUCE JAMES

Personal Enrichment Instructor

Bruce James (not pictured above) holds a Master's Degree in Art Education from the Academy of Art University, earned in 2017, with formal training in sculpture. Since 2014, Bruce has been a teaching artist at the Richmond Art Center, and is an active member of the Dogtown sculpting community in Berkeley. Bruce is passionate about sharing his love for art and inspiring students to explore their creativity.

COOKING

wccadulthoodeducation.com/culinary



Fabulous French Cooking

During this four-hour workshop you will learn some of the basics of French cooking and be able to prepare several wonderful entrees: French Onion Soup, Cheese Souffle, Chicken Cordon Bleu, Ratatouille, and Crepes Suzettes. Enrollment is limited to 12 students.

Instructor: Coe, Mary

Location: Alvarado Adult School

Date	Days	Time	Fee
3/14	SAT	10AM - 2PM	\$76



MARY COE

Personal Enrichment Cooking Instructor

Mary Coe began teaching cooking at the University of Colorado, inspired by her Chinese Language teacher and her upbringing in her parents' Chinese/American restaurant. Since 1966, she has taught at various institutions, including Albany Adult School, UC Extension, and West Contra Costa Adult School. With 58 years of experience, Mary now teaches twice a month, sharing her lifelong passion for cooking.



Fabulous Italian Dinner

Join us in the preparation of this wonderful five course Italian Dinner. During this four-hour class we will prepare: Italian Style Cauliflower, Eggplant Parmesan, Scampi Primavera, Cannelloni and Frozen Amaretto Souffle. Enrollment is limited to 12 students.

Instructor: Coe, Mary

Location: Alvarado Adult School

Date	Days	Time	Fee
1/10	SAT	10AM-2PM	\$76

Fish and Seafood Cooking

Fish and seafood are healthy and delicious. During this 4-hour class the students will explore some new ways and some time honored ways to prepare fish and seafood. During this class you will learn to prepare the following: Calamari Steaks with Tartar Sauce, Trout with Almonds, Crab Cakes, Steamed Fish with Ginger Sauce and Sole with Spinach Cheese Sauce. Enrollment is limited to 12 students.

Instructor: Mary Coe

Location: Alvarado Adult School

Date	Days	Time	Fee
9/13	SAT	10AM-2PM	\$76

Intro to Indian Cooking Aloo Gobi

Be an expert in cooking a complete north Indian dinner. A pure healthy vegetarian meal, which is prepared with fresh vegetables, spiced with fresh herbs, and sprinkled with mouthwatering Indian spices. Ingredients list will be provided via email after registration.

Instructor: Pawan, Mann

Location: Alvarado Adult School

Date	Days	Time	Fee
10/25	SAT	2PM - 5PM	\$91
2/28	SAT	2PM - 5PM	\$91

COOKING (CONT.)

wccadulthoodeducation.com/culinary



Intro to Indian Cooking Chana Masala

Learn in this class how to prepare delicious dishes from northern India. Enjoy a complete meal with: Chana Masala (chickpeas), Pulao (traditional basmati rice) and cucumber raita (yogurt with cucumber and cumin). Learn how to make an extremely flavorful, and satisfying healthy, plant based meal. Ingredients list will be provided via email after registration.

Instructor: Pawan, Mann

Location: Alvarado Adult School

Date	Days	Time	Fee
9/27	SAT	2PM - 5PM	\$91
1/24	SAT	2PM - 5PM	\$91

Intro to Indian Cooking Matar Paneer

Learn how to make this vegetarian north Indian dish consisting of peas and paneer (Indian cheese) in a tomato based sauce, spiced with various spices. Vegetable Pulao: Vegetable Pulao is a rice dish prepared by cooking rice with various vegetables and spices.

Instructor: Pawan, Mann

Location: Alvarado Adult School

Date	Days	Time	Fee
11/15	SAT	2PM - 5PM	\$91
3/14	SAT	2PM - 5PM	\$91



Let's Have a Tea Party

A tea party is a lovely way to entertain friends for a luncheon, shower, birthday, or special occasion. In this four-hour class, we'll make finger sandwiches, cakes or cookies, and learn about tea presentation. We'll explore tea types, proper brewing, and enjoy the warmth and comfort tea offers.

Instructor: Coe, Mary

Location: Alvarado Adult School

Date	Days	Time	Fee
9/27	SAT	10AM-2PM	\$76

Let's Make Tamales

Tamales are a traditional Mexican party food and almost always prepared communally. It is a real social event. Making tamales is a lot easier than you might imagine, especially with a lot of helping hands. We will make chicken, pork and a sweet tamales. Suggestions will be given on how to make vegetarian tamales. Join us for this social event.

Enrollment is limited to 12 students.

Instructor: Mary Coe

Location: Alvarado Adult School

Date	Days	Time	Fee
12/13	SAT	10AM-2PM	\$76



More Beginning Chinese Cooking


This is the second of two classes in beginning Chinese cooking. During this four-hour workshop, you will learn some more basics of Chinese cooking. The menu for this class will include the following: Home Style Fried Rice, Broccoli with Beef, Spinach Egg Drop Soup, Egg Foo Young, and Egg Rolls.

Instructor: Coe, Mary

Location: Alvarado Adult School

Date	Days	Time	Fee
1/31	SAT	10AM - 2PM	\$76

COOKING (CONT)

 wccadulthoodeducation.com/culinary

New Orleans Cooking

The wonderful world of New Orleans cooking will be featured in this course. This style of cooking is hearty, spicy and vibrant. We will prepare the following dinner: Seafood Gumbo, Blackened Red Fish, Dirty Rice, and Sweet Potato Pecan Pie.

Enrollment is limited to 12 students.

Instructor: Coe, Mary

Location: Alvarado Adult School

Date	Days	Time	Fee
2/28	SAT	10AM - 2PM	\$76

Sushi Party

Be the first on your block to have one of the most unusual parties in vogue. Sushi is good for cocktail parties, luncheons, dinners and every other occasion where food is served. We will be making a wonderful variety of sushi at this four-hour workshop.

Instructor: Coe, Mary

Location: Alvarado Adult School

Date	Days	Time	Fee
10/25	SAT	10AM - 2PM	\$76



Thai I

Join us for the exciting and exotic cooking of Thailand. During this four-hour workshop, we will be preparing five traditional style dishes using some authentic and exciting spices. Our menu for this course will be: lemon grass chicken and mushroom soup. (Tom Kar Gai), pork stuffed oranges (Ma Ho â€œ Galloping Horses), beef curry (Kaeng Nua), Thai crunchy noodles (Mee Krob), and fried bananas.

Instructor: Coe, Mary

Location: Alvarado Adult School

Date	Days	Time	Fee
1/24	SAT	10AM - 2PM	\$76

COMMUNICATION & LANGUAGE

 wccadulthoodeducation.com/languages

Deaf Interpreter I

In this self-paced, introductory course students learn the basics of American Sign Language (ASL). Instruction includes hand positioning, signing space, the ABC's, and common vocabulary. ASL I presents the tools and knowledge necessary to respond to simple questions and have a basic conversation in sign language. An additional \$10 textbook fee is attached to this class, and the same text is used in ASL II.

Instructor: Berry, Marian

Location: Alvarado Adult School

Dates	Days	Time	Cost
9/8 - 11/3	MON	7PM-8:30PM	\$116
1/5 - 3/9	MON	7PM-8:30PM	\$116



Deaf Interpreter II

ASL II is a continuation for students who've mastered the basics offered in ASL I, and uses the same text. Students learn the skills needed to have deeper conversations of a broader range. The course is designed to raise student skills to the level necessary to work with the deaf.

Instructor: Berry, Marian

Location: Alvarado Adult School

Dates	Days	Time	Cost
9/8 - 11/3	MON	7PM-8PM	\$116
1/5 - 3/9	MON	7PM-8PM	\$116

French

Conversational French I is a fun, introductory course in French language, culture, and history. Taught by veteran teacher Christian Flecchia, students build language skills and cultural awareness using media, authentic materials, and personal exploration.

Instructor: Flecchia, Christian

Location: Alvarado Adult School

Dates	Days	Time	Cost
9/8 - 11/17	MON	6 -7:30PM	\$129
1/5 - 3/16	MON	6 -7:30PM	\$129

COMMUNICATION & LANGUAGE

Hablemos Espanol I, II

Spanish I is an introductory course focused on grammar, reading, writing, speaking, and listening. Emphasis is on conversation and cultural awareness, using readings and authentic materials in a relaxed classroom setting.

Instructor: Flecchia, Christian

Location: Alvarado Adult School

Dates	Days	Time	Cost
9/9 - 11/4	TUE	6 - 7:30PM	\$129
1/6 - 3/10	TUE	6 - 7:30PM	\$129

LEVEL TWO

9/11 - 11/6	THUR	6 - 7:30PM	\$129
1/8 - 3/12	THUR	6 - 7:30PM	\$129

Italian, I, II, & III

This online class prepares students to use the Italian language in real-life situations by using a conversational approach in a comfortable and enjoyable atmosphere. Students learn about Italian culture, history, and traditions, and may converse with the teacher's family directly from Italy. Travelers are welcome!

Instructor: Vincent, Shirley

Location:Online

Dates	Days	Time	Cost
9/10 - 10/15	THUR	4:30 - 6:30PM	\$188
1/8 - 2/12	THUR	4:30 - 6:30PM	\$188

LEVEL TWO

9/10 - 10/15	TH	6:45 - 7:45PM	\$145
1/8 - 2/12	TH	6:45 - 7:45PM	\$145

LEVEL THREE

9/10 - 10/15	TH	8PM - 9PM	\$145
1/8 - 2/12	TH	8PM - 9PM	\$145

Tell us what classes you would like to see offered at Adult Ed!
Scan the code and leave your input!



Music and Dance

Beginning Ukulele

In this class, students will learn simple chords and play songs. The ukulele is a fun instrument to learn, and it is easy. Please bring your own ukulele with a tuner.

Instructor: Wani, Susana

Location: Alvarado Adult School

Dates	Days	Time	Cost
9/11 - 10/16	THUR	6:30PM-7:30PM	\$55



Hawaiian Dance

Hawaiians call their dance "Hula". There are two categories of the Hawaiian dance, Kahiko Auwana. This class covers the Auwana that interprets songs through dance and starts with gentle warm-up followed by the Hula basics exercise. Choreography is slowly introduced to students and questions are always welcome. Lyrics and songs are provided.

Instructor: Hall, Celina

Location: Alvarado Adult School

Dates	Days	Time	Cost
9/8 - 12/8	MON	7:15PM - 8:15PM	\$87
1/15 - 3/23	MON	7:15PM - 8:15PM	\$87

Guitar Foundations for Beginners

Have you always wanted to play guitar but didn't know where to start? In this welcoming, hands-on course designed for adult beginners, you'll learn essential skills while playing real songs in a relaxed group setting. By the end of eight sessions, you'll be confidently strumming, fretting chords, and making music you enjoy.

Instructor: TBD

Location: Alvarado Adult School

Dates	Days	Time	Cost
9/16 - 11/4	TUE	6PM-7:30PM	\$132
1/13 - 3/10	TUE	6PM-7:30PM	\$132

SEWING & FABRIC ARTS

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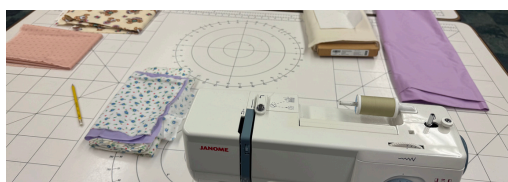
Basic Beginning Sewing

Ms. Karen Lang, a 22 year veteran of sewing instruction, likes to make the sewing class a fun, collaborative group experience. This course provides hands-on in person instruction. Enrollment is limited to 10 students, and machines are provided.

Instructor: Lang, Karen

Location: Alvarado Adult School

Dates	Days	Time	Cost
10/9 - 12/11	THURS	6:15PM-8:45PM	\$212
1/22 - 3/19	THURS	6:15PM-8:45PM	\$212



Basic Mending and Alterations

This basic class is for those with prior sewing experience. Learn to diagnose textile issues and explore creative repair solutions like hemming, mending, adding darts or pockets, and more. Bring 1-2 small projects and your sewing kit. Machines and supplies provided. Three sessions, limited to 8 students.

Instructor: Lang, Karen

Location: Alvarado

Dates	Days	Time	Cost
9/18 - 10/2	THUR	6PM-8:45PM	\$72

Continuing Sewing I

Enrollment is limited to 3 students. This class will be joining the already existing basic sewing class. Continuing Sewing is designed for students who have taken the Basic course and are ready to further their sewing skills with a basic or intermediate project. Review of basics, increase understanding of your machine and practice additional techniques

Instructor: Lang, Karen

Location: Alvarado

Date	Days	Time	Fee
10/23 - 12/11	THUR	6PM-8:45PM	\$153
2/5 - 3/19	THUR	6PM-8:45PM	\$153

Quilt Blocks 101 and 102

In this course students learn to construct 3 basic quilt blocks (log cabin, 9-patch, and half-square triangles). Select colors, fabrics and one of the block types to design and create quilt tops. Students learn how to add sashing around blocks or borders to their tops. Sewing machines, rotary cutters and mats are provided (you may bring your own). Basic/beginning machine sewing skills helpful but not required.

Instructor: Bono, Carol

Location: Alvarado Adult School

Date	Days	Time	Fee
9/10 - 10/29	WED	6PM-8:30PM	\$109

Scrappy Quilt

If you have basic machine sewing skills, you can quilt. In this class, we'll use fabric scraps to explore three simple quilting methods, with a focus on small projects. You'll learn straight stitching, quarter-inch seams, rotary cutting, and how to use a walking foot. Beginners are welcome and can work at their own pace.

Instructor: Bono, Carol

Location: Alvarado

Date	Days	Time	Fee
1/21 - 3/18	WED	6PM-8:30PM	\$109



Sewing Machine Confidence Builder

This class will help you understand and confidently use your mechanical sewing machine. Learn about dials, settings, presser feet, threading, needles, tension, and decorative stitches. Practice with different fabrics and feet. Includes basic maintenance and troubleshooting. No sergers or computerized machines.

Instructor: Bono, Carol

Location: Alvarado

Date	Days	Time	Fee
9/23 - 10/28	TUE	6PM-8:30PM	\$82

SPECIAL INTEREST

Capitalism, Socialism+ Communism: Political Economic Theory

Are you frustrated by current events? Do you want to do something and need community around it? Are you curious what "Political Economy" is and why the US does not teach it?. This introductory course demonstrates how Politics and Economics are related. We'll discuss the conflicts that are happening today. Join us to learn more about the history and status of Work and Labor, Class and Conflict, Media and more!

Instructor: Delahunt, Pierce

Location: Online

Dates	Days	Time	Cost
9/10 - 11/12	WED	6:30PM-8PM	\$115
1/7 - 2/3	TUE/WED	6:30PM-8PM	\$115

PIERCE DE LA HUNT

Personal Enrichment Instructor
Pierce Delahunt holds a Master of Education (M.Ed.) from the Institute for Humane Education. Their research was a study of activist-education programs throughout the country. They grew up in the occupied Lenape territories of New York and New Jersey, and currently live in the occupied Muwemka Ohlone territory of Oakland, California, and pay the respective Land Tax.

Creating a Business Plan

In this hands-on, beginner-friendly course, students will create a business plan using the one-page Business Model Canvas. Over four sessions, they'll define customers, marketing, operations, and finances. By the end, students will have a completed canvas, a short plan, and clear next steps.

Instructor: Valdavinosa, Apolonio

Location: Online

Date	Days	Time	Fee
10/25 - 11/15	SAT	8AM - 9:30AM	\$67



Creating a Cookbook Using AI!

In this course, students will build digital skills by creating a personal or family cookbook. Using tools like Google Docs, Google Search, and ChatGPT, they'll learn to write, research, organize content, and collaborate online. By the end, students will complete a cookbook and gain tech confidence.

Instructor: Valdavinosa, Apolonio

Location: Online

Date	Days	Time	Fee
10/25 - 11/15	SAT	10AM - 11:30AM	\$67

From Heart to Paper "Time to Write" Workshop

This workshop is for both fiction and non-fiction writers at any level. In addition to instruction by a seasoned writer and publisher, it gives the student time to write and the opportunity to give and receive feedback for their own work and revise, if desired.

Instructor: Murray Margaret

Location: Alvarado Adult School

Date	Days	Time	Fee
9/25 - 11/20	THUR	6:30 - 8PM	\$143
1/24 - 3/28	SAT	10AM - 12PM	\$143

Exploring AI for Everyday Use, using ChatGPT

Curious about AI but not sure where to begin? In this friendly, hands-on class, you'll learn to use ChatGPT, a powerful and accessible AI tool, to support research, learning, and everyday tasks. Must be able to type on a computer keyboard but no other experience required.

Instructor: TBD

Location: Online

Date	Days	Time	Fee
9/9 - 10/28	TUE	10:30AM - 12PM	\$112
1/13 - 3/17	TUE	10:30AM - 12PM	\$112

Fitness & Health

Ba Duan Jin

Ba Duan Jin (Eight Brocades) is a simple Qigong form combining movement and breath, practiced for over 2,000 years. It's beginner-friendly and can be done standing or seated. Class includes warm-ups and sitting meditation.

Instructor: Miner, Jerolyn

Location: Alvarado Adult School

Date	Days	Time	Fee
1/6 - 2/3	TUE	1:30PM - 2:30PM	\$47



Balance & Range of Motion

This class builds strength and flexibility with a focus on fall recovery and techniques for getting up. It combines elements of dance, Pilates, yoga, and physical therapy to enhance activities like yoga, dance, and sports. Props will be provided.

Instructor: Corl-Seidel, Jacqueline

Location: Alvarado Adult School

Date	Days	Time	Fee
9/11 - 11/20	THURS	4:45PM - 5:45PM	\$93
1/8 - 3/19	THURS	4:45PM - 5:45PM	\$93

Dayan Qigong-Part A Evening

Students will learn Dayan Qigong, a popular Chinese practice with 64 flowing movements. The course includes warm-up exercises to improve flexibility and balance, with adaptations for those with mobility concerns. Part A covers moves 1-32.

Instructor: Dey, Marguerite

Location: Alvarado Adult School

Date	Days	Time	Fee
9/10 - 10/29	WED	4:30PM - 6PM	\$119
1/21 - 3/18	WED	4:30PM - 6PM	\$86

**MORNING SESSION INSTRUCTED BY
JEROLYN MINER**

1/5 - 3/23	MON	10AM - 11:30AM	\$125
9/8 - 11/17	MON	10AM - 11:30AM	\$107

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Floor Exercise

This class is designed to work on back health including strengthening of core, hips and shoulders, glutes and hamstrings. This class is great for general strength as well as rehab from various injuries. Non-weight bearing, this class is on the floor the whole time using props provided.

Instructor: Corl-Seidel, Jacqueline

Location: Alvarado Adult School

Date	Days	Time	Fee
9/11 - 11/20	THURS	3:15PM-4:30PM	\$93
1/8 - 3/19	THURS	3:15PM-4:30PM	\$93

Hawaiian Dance

Hawaiians call their dance "Hula". There are two categories of the Hawaiian dance, Kahiko Auwana. This class covers only the Auwana that interprets songs through dance. This class starts with stretch warm-up followed by the Hula basics exercise. Choreography will be slowly introduced to students. Questions by students are always welcome. Lyrics and songs will be emailed to students.

Instructor: Hall, Celina

Location: Alvarado Adult School

Date	Days	Time	Fee
9/8 - 12/8	MON	7:15PM-8:15PM	\$87
1/5 - 3/23	MON	7:15PM-8:15PM	\$87



Zumba

Zumba Toning uses lightweight maraca-like toning sticks which enhances sense of rhythm and coordination, while toning target zones including arms, core and lower body.

Instructor: Cerritos, Yecenia

Location: : Alvarado Adult School

Date	Days	Time	Fee
9/9 - 11/18	MON	6PM-7PM	\$87
1/5 - 3/23	MON	6PM-7PM	\$87

Skills for Success



SAFETY TRAINING

Food Safety Certification for Managers

This class prepares students to pass the NRFSP's Certified Professional Food Manager Examination, 5-year certificate. Fee includes both the course and exam, and exams take place during the second class meeting. The corresponding textbook can be purchased at the Alvarado Campus office. Check our website for additional dates!

Instructor: Ruiz, Priscilla

Location: Alvarado Adult School

Date	Days	Time	Fee
9/11 - 9/18	THURS	4:30PM-8:30PM	\$76
10/2 - 10/9	THURS	4:30PM-8:30PM	\$76
11/13 - 11/20	THURS	4:30PM-8:30PM	\$76
12/4 - 12/11	THURS	4:30PM-8:30PM	\$76

Entrenamiento para Obtener el Certificado en Preparación de Alimentos: Seguridad e Higiene

Esta clase le preparará para hacer el examen y quedar inscrito en el Registro Nacional para Preparación de Alimentos: Seguridad e Higiene. El certificado es válido por 5 años. El costo incluye 8 horas de clase y el examen. El examen se toma al final del segundo día de entrenamiento. Se requiere un libro de texto que se puede comprar en la oficina de la escuela de Adultos Alvarado. Check our website for additional dates!

Instructor: Duque-Turcios, Obdulía

Ubicación: Alvarado Adult School

Fecha	Días	Hora	Costo
9/11 - 9/18	JUEVES	4PM-8PM	\$76
10/2 - 10/9	JUEVES	4PM-8PM	\$76
11/13 - 11/20	JUEVES	4PM-8PM	\$76
12/4 - 12/11	JUEVES	4PM-8PM	\$76
1/8 - 1/15	JUEVES	4PM-8PM	\$76

3 WAYS TO REGISTER

- Call our front office at (510) 231-1453, press 0.
- Come to one of our 3 locations to register in person

🌐 wccadulthoodeducation.com/locations

- Register on our website!

wccadulthoodeducation.com/register

Basic First Aid

This course provides certification in Basic First Aid. Members of this class learn to evaluate trauma, manage bleeding, shock, describe and treat burns, spinal injuries, severe allergic reactions, poisoning, and seizures. Certification is awarded upon successfully passing skills and written exam.

Recertification is offered between 1:30 pm-2:30 pm for \$20.

Instructor: Berry, Marian

Location: Alvarado Adult School

Date	Days	Time	Fee
9/20	SAT	1:30PM-4:30PM	\$42
10/18	SAT	1:30PM-4:30PM	\$42
11/15	SAT	1:30PM-4:30PM	\$42
12/6	SAT	1:30PM-4:30PM	\$42
1/10	SAT	1:30PM-4:30PM	\$42
2/7	SAT	1:30PM-4:30PM	\$42
3/14	SAT	1:30PM-4:30PM	\$42

CPR

This course provides certification in CPR for use of adults, children, and infants, rescue breathing and how to do a primary survey. The class covers all the requirements for Pediatric Stickers required by the EMSA. Certification is awarded upon successfully passing skills and written exam. Students needing recertification may come to class anytime between 8:00am-9:30am.

Instructor: Berry, Marian

Location: Alvarado Adult School

Date	Days	Time	Fee
9/20	SAT	8AM - 1PM	\$67
10/18	SAT	8AM - 1PM	\$67
11/15	SAT	8AM - 1PM	\$67
12/6	SAT	8AM - 1PM	\$67

COMPUTER APPLICATIONS

Accounting/Bookkeeping

Learn how to set up books, process business transactions, and for business. Become familiar with assets, liability and equity, and leave the class knowing the Accounting Equation. Recommended before taking QuickBooks.

Textbook required; ordering information will be sent upon registration.

Instructor: O'Neill, Kathleen

Location: Alvarado

Date	Days	Time	Fee
9/8 - 10/20	MON	6:30PM-8:30PM	\$96
1/5 - 2/23	MON	6:30PM-8:30PM	\$96

Quickbooks In The Cloud (In Person)

Learn to use QuickBooks Online (QBO) for small business accounting. Covers setup, deposits, bank feeds, reconciliations, sales tax, journal entries, reports, inventory, and more. Includes hands-on practice and homework. Textbook required; info given at registration.

Instructor: O'Neill, Kathleen

Location: Alvarado Adult School

Date	Days	Time	Fee
11/3 - 12/8	MON,WED	6:30PM - 8:30PM	\$155
3/4 - 3/25	MON,WED	6:30PM - 8:30PM	\$155

Tell us what classes you would like to see offered at Adult Ed!

Scan the code and leave your input!



Microsoft Excel - Tips and Tricks

If you already work with Excel but would like to streamline your workload, this class is for you! The techniques taught in this course help you work with data in a variety of time-saving ways using Tables, Pivot Tables, VLOOKUP, and more. Be prepared to use your creative and critical thinking skills to reach final data outcomes.

Instructor: Miller, Joann

Location: Alvarado Adult School

Date	Days	Time	Fee
1/5 - 1/8	MO,TU,WED,TH	6PM - 8PM	\$75
1/26 - 1/29	MO,TU,WED,TH	1PM - 3PM	\$75

JOANN MILLER

Microsoft Office Instructor

Joann Miller has been teaching MS Office applications starting with MS Office 2000. As a validation of her skills, Joann holds Microsoft Office Specialist certifications in Excel, Word, and PowerPoint earning her multiple MOS certifications. Joann Miller believes in training and teaching for success. At WCCAE she contributes to managing information for reporting to different entities as well as for State and Federal funding. When she's not working on a computer she's working on lots of craft projects, and enjoys fly-fishing with her husband, Chris.



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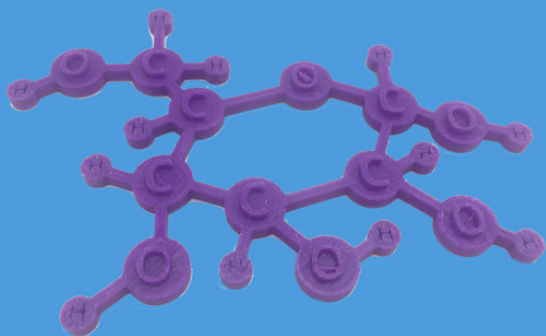
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 A graphic showing five diverse professionals (a man in a suit, a woman in a lab coat, a woman in a business suit, a man in a chef's hat, and a woman in a construction vest) standing on a green field. They are surrounded by a circular path with four colored segments: green (labeled 'ENGAGE'), orange (labeled 'EXPLORE'), blue (labeled 'ACT'), and a fourth unlabeled segment. The background shows a blue sky with clouds and mountains.

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|---|--|

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Policies & Procedures



Admissions & Eligibility

Classes are open to all adult students 18 years of age or older, regardless of residency or citizenship

Children/Under 18

Children or any individual under 18 years old are not permitted in any Adult Education class.

Uniform Complaint Procedures

WCCUSD recognizes its responsibility to ensure compliance with state and federal laws and regulations governing educational programs and activities. In accordance with state guidelines, WCCUSD has adopted Uniform Complaint Procedures (UCP). The District prohibits any form of sexual harassment. UCP complaints can be filed by completing the Complaint Form (English)(Spanish). Copies of these policies are also available in our office.

Refund Policy

All requests for refunds must be in writing (email accepted). Class fees will NOT be refunded for any reason if the written request is less than two (2) business days BEFORE the start of class. Refund requests incur a \$25 service charge per class. If a class is cancelled by WCCAE for any reason, a full refund will be made automatically. No refunds are provided for books

Class Cancellation Policy

Students must attend the first class session in order to establish the class. Fees are based on a minimum number of students. Classes may be canceled, hours reduced, or fees increased if we do not have the minimum number of students enrolled for all daytime and evening classes

Non-Discrimination Policy

West Contra Costa Adult Education does not discriminate on the basis of race, color, national origin, religion, gender or handicap in any of its policies, procedures or practices. <https://www.wccusd.net/Page/9608>



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