

WEST CONTRA COSTA

**ADULT
EDUCATION**



SUMMER CATALOG 2022

ADMINISTRATION

Principal: Mr. Jeffrey Carr

Assistant Principal: Ms. Erica Ehmann

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT BOARD OF EDUCATION

Jamela Smith-Folds, Trustee, Area 1

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Angelica Flores, Student Trustee

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REGISTER ON-LINE:

Go to wccadulthoodeducation.com and click on any register online link. Credit or debit card required.

REGISTER IN PERSON:

Alvarado Campus, 5625 Sutter Ave., Richmond. Check, Credit and Debit cards accepted.
Forms are available in the office.

ALL REGISTRATION IS DONE AT ALVARADO CAMPUS

TO REGISTER BY MAIL: Complete the registration form located at the end of this document or find the form at wccadulthoodeducation.com

Mail the completed form with check or money order payable to: WCCAE Alvarado Campus, 5625 Sutter Ave., Richmond, CA 94804. (To receive a confirmation of enrollment, please include a self-addressed stamped envelope or your email address.)

NOTE: If you are registering for our High School Diploma, GED, Adult Basic Education classes or our English as a Second Language classes, there are additional steps for registration. See course listing for details.

2022-2023 CALENDAR

REGISTRATION IS NOW OPEN!

SUMMER

July 5 - Tuesday

First Day of Summer High School Diploma and ESL Classes
First Day of Summer Fee-Based Classes

July 28 - Thursday

Last Day of Summer High School Diploma Classes

August 4 - Thursday

Last Day of ESL Classes

August 8 - Monday

Last Day of Summer Fee-Based Classes

FALL

September 6 - Tuesday

First Day of ESL/GED/HSD classes
First Day of Fall Fee-Based Classes

ADULT EDUCATION OFFICE

ALVARADO CAMPUS
MAIN OFFICE LOCATION
5625 Sutter Ave.
Richmond, CA 94804
adulted@wccusd.net

Live Phone or Voice Mail Service
510-231-1453, Press "0" to access office staff

GENERAL INFORMATION

ADMISSIONS/ELIGIBILITY: Classes are open to all adult students 18 years of age or older, regardless of residency or citizenship.

CHILDREN: Children under 18 years old are not permitted in any Adult Education class.

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.

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.

UNIFORM COMPLAINT PROCEDURES/SEXUAL HARASSMENT POLICIES: 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. The District prohibits any form of sexual harassment. Copies of these policies are available from our office.

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, procedure or practices.

PRIVACY STATEMENT: West Contra Costa Adult Education is committed to maintaining the privacy of your personal information needed for registration and for student program records. We strictly adhere to the California Department of Education Privacy Policy, (Government Code §1105.5) in our on-site and on-line registration procedures and management of student records.

ORDERING TRANSCRIPTS: All requests for transcripts must include the following information:

◆ Last Name ◆ First Name ◆ Date of Birth ◆ Street Address ◆ City-State-Zip Code ◆ Telephone number ◆ Any other names used while enrolled ◆ Last school attended ◆ Graduation status. The transcript request form is available on our website - <https://www.wccadulthoodeducation.com/transcripts>

There is a \$5.00 charge per transcript which must be paid at time of request. There is a 2-3 day processing time. Mail your request to: WCCAE - Alvarado Campus, 5625 Sutter Ave., Richmond 94804, along with a check or money order payable to : West Contra Costa Adult Education. You may also email your completed request form to adulthood@wccusd.net.

GED records are now maintained in a national database and not at the local level. To request your High School Equivalency transcripts (formerly known as the GED), please contact [https://ged.com/life after ged/](https://ged.com/life_after_ged/) or call Customer Service at 1-916-0800.

SUMMER 2022

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ARTS AND CULINARY

SEWING UFO VIRTUAL LAB

Enrollment limited to 6 students. LIVE Teacher-led support and guidance to complete your half-made creative sewing projects. (UFO's or Unfinished Objects). Have the backing of other sewists to motivate and inspire you.

PLEASE NOTE: This class is not designed for beginners.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
60102.00	Lang	Online	\$33	7/11-8/1	4	MON	7:00pm-8:15pm

DANCE, EXERCISE AND FITNESS

BA DUAN JIN

Ba Duan Jin, or the Eight Brocades, is an easy form of Qigong to learn. The combination of movement and breath has been practiced for over 2,000 years and is the beginning form taught at the Shaolin Temple in China. Anyone can do this form, even doing it from a chair if needed. Sitting meditation will also be part of the class, as well as a brief set of warm up movements.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
70115.00	Miner	8	\$30	7/11-7/25	3	MON	10:00am-11:30am

HAWAIIAN DANCE

Hawaiians call their dance Hula. There are two categories of Hawaiian dance, Kahiko & Auwana. This class covers only the Auwana that interprets songs through dance. This class starts with a 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.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
04275.00	Hall	Online	\$27	7/8-7/29	4	FRI	6:00pm-7:00pm

WAYS TO HANDLE STRESS

This course will present an overview of stress, and provide varying ways to reduce stress by using the mind to reduce stress on the body and using the body to quiet the mind. Students will acquire a variety of techniques, including visualization, autogenic breathing, reframing, and the five finger exercise; moreover, students will gain knowledge in theories of relaxation and measurable scales of stress.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
70113.00	Miner	8	\$30	7/12-7/26	3	TUE	10:00am-11:30am

ZUMBA

Zumba combines Latin and International music with a fun and effective workout system. Come and join the party and get a great workout!

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
02130.00	Cerritos	MPR	\$27	7/6-7/27	4	WED	9:00am-10:00am

WORLD LANGUAGES

LEVEL I — Learn conversation and more for those starting from scratch. You will also learn the alphabet of the target language. There's a special emphasis for the alphabets of Arabic and Russian, since they are different from the English alphabet. The alphabets of Arabic & Russian are emphasized for reading skills.

LEVEL II — Learn conversation and more for those who want to add to basic knowledge. You will learn all parts of speech including verb conjugations, for a complete understanding of the target language. The language is taught with all its parts of speech for a complete understanding including verb conjugations like the imperfect, the preterite and the imperative, direct and indirect object pronouns, possessive adjectives and pronouns, reflexive verbs and more!

LEVEL III — For students ready to write and speak at the conversational level. The class is conducted for the most part in the target language. You will learn all verb tenses including the subjunctive, the imperative and compound tenses. This level will allow you to fully enjoy reading, writing, understanding and speaking your new language with ease and confidence

LEVEL C - Complete beginner's conversational course. A prerequisite is LEVEL 1 OR some previous knowledge of the language. For first time students, it is recommended to take Level I before taking this Level 1C.

DEAF INTERPRETER - SUMMER SIGN LANGUAGE 3 - REVIEW & MAINTENANCE

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
06143.00	Berry	Online	\$50	7/6-8/3	5	WED	7:00pm-8:30pm

FRENCH - LEVEL III

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20117.00	Bandar	3	\$95	7/5-8/2	5	TUE	4:30pm-5:30pm

GERMAN - LEVEL I

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20120.00	Bandar	Online	\$95	7/6-8/3	5	WED	6:00pm-7:00pm

GERMAN - LEVEL II

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20125.00	Bandar	Online	\$95	7/6-8/3	5	WED	4:45pm-5:45pm

ITALIAN - LEVEL I

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20130.00	Bandar	3	\$95	7/11-8/8	5	MON	1:00pm-2:00pm

ITALIAN - LEVEL II

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20135.00	Bandar	3	\$95	7/11-8/8	5	MON	2:15pm-3:15pm

ITALIAN - LEVEL III

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20136.00	Bandar	3	\$95	7/11-8/8	5	MON	4:30pm-5:30pm

ITALIAN - LEVEL C

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20140.00	Bandar	3	\$95	7/11-8/8	5	MON	3:30pm-4:30pm

RUSSIAN - LEVEL I

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20160.00	Bandar	Online	\$95	7/6-8/3	5	WED	7:15pm-8:15pm

RUSSIAN - LEVEL II

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20161.00	Bandar	Online	\$95	7/6-8/3	5	WED	3:30pm-4:30pm

SPANISH - LEVEL I

A basic Spanish course for those starting from scratch. Students will learn the Spanish alphabet and numbers, and learn vocabulary pertaining to telling time, colors, transportation, basic greetings and salutations, shopping, and other words and phrases useful for basic conversation, including travel. Additionally, students will learn basic grammar including present tense verb conjugations, pronouns, gender, and agreement for everyday use.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20165.00	Henriquez	Online	\$60	7/5-8/2	9	TUE & THU	9:00am-10:00am
20165.01	Bandar	3	\$95	7/7-8/4	5	THU	4:30pm-5:30pm

SPANISH - LEVEL II

Learn conversation and more for those who want to add to their basic Spanish knowledge. Students will learn all parts of speech including verb conjugations (i.e, present, past, future, conditional, etc.), adjectives and pronouns, adverbs, possessive forms, reflexive verbs, and more! Students will also develop an understanding of sentence structure. Students will expand their vocabulary in over 25 topic areas including travel, work, and phone conversations.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20170.00	Henriquez	Online	\$60	7/5-8/2	9	TUE & THU	10:00am-11:00am
20170.01	Bandar	3	\$95	7/7-8/4	5	THU	3:15pm-4:15pm

SPANISH - LEVEL III

This course is for students ready to write and speak at a higher level. The class is conducted mainly in the target language. Students will learn all verb tenses: the subjunctive, the imperative, the conditional, and all compound tenses. Additionally, students will be exposed to all grammatical structures of the language. Vocabulary will include higher level expressions including idiomatic phrases and their use in context. Students completing this course will have a great command of the language, and will be able to read, understand and speak the language with ease and confidence.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20175.00	Henriquez	Online	\$53	7/11-8/3	8	MON & WED	10:00am-11:00am
20175.01	Bandar	3	\$95	7/5-8/2	5	TUE	3:30pm-4:30pm

SPANISH - CONVERSATION

This course focuses on conversation emphasizing pronunciation, fluency, and vocabulary. It also provides the knowledge, vocabulary and linguistic structures necessary for students to use Spanish immediately for communication, as well as an introduction to the Spanish language and culture. The course will include the necessary oral practice of dialogue, to help students gain the confidence to speak Spanish to others.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
20181.00	Henriquez	Online	\$53	7/11-8/3	8	MON & WED	9:00am-10:00am

55+ CLASSES

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 Supplement Plans (Medigap) and Medicare Advantage Plans; Information on Medicare's prescription drug benefit 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.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
44110.00	McIntosh	Online	No Fee	7/12	1	TUE	3:00pm-4:30pm

JOB SKILLS TRAINING

COMPUTER CLASSES

MICROSOFT EXCEL - TIPS & TRICKS

This is an on-line course. It will not be held on campus.

Prerequisite: Microsoft Excel - Level 1 skills. To participate in this online course students must have access to a computer that has MS Office 2016 or MS Office 2019/365 installed on it.

Students who register for this class will receive an email from the instructor a few days before the class begins with information on how to access the course materials exercise files, and how to submit assignment exercises.

Tables/PivotTables

Learn the power of Tables to analyze data from large spreadsheets. Students will also learn the fundamentals of using PivotTables to summarize data from large spreadsheets so data can be analyzed. Students will learn how to create a pivot table using data from a variety of different data lists. By the end of the course students will be able to generate pivot tables to present data in a variety of ways for analysis.

VLookup

Are you tired of copying and pasting data from one workbook to another? Learn how to use the VLOOKUP function to efficiently match up data between databases into one comprehensive list. A variety of lists will be used in the learning process of this course. Be prepared to use your creative and critical thinking skills to reach a final outcome.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
04510.00	Miller, J	Online	\$60	7/9-7/30	4	SAT	10:00am-12:30pm
04510.01	Miller, J	Online	\$60	7/19-7/28	4	TUE & THU	6:00pm-8:30pm

MEDICAL

WCCAE offers a variety of courses for individuals interested in a career in Health Care.

In addition to the courses listed below WCCAE now offers courses in partnership with CalRegional - Clinical Medical Assistant and Phlebotomy. To learn more information about these classes, structure, costs, potential support services, or to see if a course is right for you, contact Lillie Clausen at lclausen2@wccusd.net or by phone at 510.231.1453 ext. 28001 (office) or 510.619.8095 (Google Voice)

BASIC FIRST AID

Enrollment is limited to 12 students. Members of this class will manage bleeding control, shock, learn to describe and react to burns, spinal injuries, severe allergic reactions, poisoning, diabetes and seizures, etc. Certification is awarded upon successfully passing skills and written exam. Must be able to read and understand English. \$3 extra for an EMSA (pediatric) sticker if needed or required for a card. Students who need recertification may come to class anytime between 1:30pm-2:30pm. Recertification fee is \$20. Must bring current certification card at time of registration and to class.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
80110.00	Berry	Online	\$26	7/23	1	SAT	1:30pm-4:30pm

CPR

Enrollment is limited to 12 students. This CPR and AED training program is intended for individuals who desire or are required to be certified in CPR and in the use of an AED for adults, children, and infants. (Childcare workers). This course meets the requirements established by state childcare licensing (EMSA), bus drivers (EMSA), clear credentials, healthcare and a wide variety of professional, state and federal agencies. Must be able to read and understand English. Certification through ASHI/MEDIC is awarded upon successfully passing skills and written exam. Recertification fee is \$20. Current certification cannot be expired more than two months. Must bring current certification card at time of registration and to class. \$3 per card for Pediatric payable to the instructor during class.

Course Code	Instructor	Room	Fee	Start/End	Meetings	Day(s)	Time
80105.00	Berry	Online	\$45	7/23	1	SAT	8:00am-1:00pm

TRADES

H.V.A.C. I & H.V.A.C. II (HEATING, VENTILATION & AIR CONDITIONING) PLUS EXTERNSHIP

This class will be offered at Richmond High School in the newly renovated HVAC Classroom.

This class is structured to give maximum training in the principal and theory of air conditioning and refrigeration systems. You will learn the techniques of soldering, brazing and other welding skills. The second part of this class will provide hands-on training in evacuations and charging of air conditioners. Students will also learn how to test, adjust, balance and troubleshoot a variety of heating and cooling systems such as split systems, heat pumps, boilers, chillers and ventilation equipment. We are an official Environmental Protection Agency (EPA) testing center for type I, type II, type III and universal certifications. This will be discussed in our first meeting.

Students who successfully complete this class may have an opportunity to interview for a 160 hour, paid trial work experience opportunity with local contractors seeking HVAC workers eligible to work in the US. Class size is limited.

Course Code	Instructor	Site/Room	Fee	Start/End	Meetings	Day(s)	Time
06271.01	Bartoni	RHS/509	\$221	5/7-7/23*	10	SAT	9:00am-12:30pm

***No Class: 5/28, 7/2**

ADULT SECONDARY EDUCATION: HIGH SCHOOL DIPLOMA AND GED CLASSES

Summer High School Diploma classes are only available to continuing students.

Students who are NEW to our High School Diploma Program or our GED Program should register with the office for an Orientation in the Fall. Orientations will start in August. We look forward to meeting you and getting you started in classes soon. Please call 510-231-1453 extension 0 to register for your Orientation.

High School Diploma

Course #	Start Date	End Date	Location	Instructor	Class	Days of Week	Start Time	End Time
02703.01Su	July 5	July 29	Online	Staff	HS Diploma	M, W	9:00 AM	12:00 PM
02703.02Su	July 5	July 29	Online	Staff	HS Diploma	T, Th	6:00 PM	9:00 PM

ENGLISH LANGUAGE CLASSES (ESL)

Summer ESL classes are only available to continuing students.

Course #	Start Date	End Date	Location	Instructor	ESL Class	Days of Week	Start Time	End Time
03320.00Su	July 5	August 4	Online	Ryan	Citizenship	T, Th	9:00am	11:00am
03320.01Su	July 5	August 4	Online	Pursley	Citizenship	M, W	6:30pm	8:00pm
03324.00Su	July 5	August 4	Online	Dacumos	Advanced	T	9:00am	11:00am
03313.00Su	July 5	August 4	Online	Staff	Beginning	T, Th	9:00am	11:00am
03318.00Su	July 5	August 4	Online	Staff	Intermediate	T, Th	9:00am	11:00am
03313.01Su	July 5	August 4	Online	Staff	Beginning	T, Th	6:30pm	8:30pm
03318.01Su	July 5	August 4	Online	Staff	Intermediate	T, Th	6:30pm	8:30pm

MAIL-IN REGISTRATION ONLY!

WEST CONTRA COSTA ADULT EDUCATION

REGISTRATION FORM - FEE CLASSES

ALVARADO CAMPUS 5625 Sutter Ave., Richmond 94804 Phone: 510-231-1453 wccadulthoodeducation.com or adulted@wccusd.net

NAME _____ DATE _____

LAST FIRST MIDDLE

MALE FEMALE BIRTHDATE _____

ADDRESS _____

CITY ZIP

HOME PHONE _____ WORK PHONE _____ EMAIL _____

(Required for communication purposes only)

COURSE TITLE _____ INSTRUCTOR _____

COURSE NUMBER _____ FEES\$ _____

COURSE TITLE _____ INSTRUCTOR _____

COURSE NUMBER _____ FEES\$ _____

COURSE TITLE _____ INSTRUCTOR _____

COURSE NUMBER _____ FEES\$ _____

TOTAL FEES \$ _____

CASH CHECK (payable to: WCCAE) Check Number: _____

*Charged for insufficient funds, fee of \$35; cash only.

For statistical reporting only: (PLEASE CHECK the box that applies to you) Check Quarter: Fall Winter Spring Summer Ethnicity: Alaskan
 American Indian Asian African American Filipino Hispanic White Other _____ Are you receiving financial assistance? Yes No Are you
participating in any of the following: AFDC WIA CalWorks SSI/Disability Ins. Unemployment Benefits

Thank you for selecting WCCAE as your educational provider!

For a confirmation of your registration, please mail registration form, payment and a self-addressed stamped envelope or just indicate to us to use your email address.

