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ONLINE CLASSES!



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Visit: [www.wccae.info](http://www.wccae.info) to register*

West Contra Costa Unified School District

**Adult Education**

# Course Catalog

## Winter - Spring 2022

**Registration is now open | [www.wccae.info](http://www.wccae.info)**

Alvarado Campus • 5625 Sutter Avenue • Richmond, CA 94804 • 510-231-1453

# *A MESSAGE FROM THE PRINCIPAL*

The holidays are upon us and soon we will be taking action on those New Year's Resolutions. We hope you will find a class that meets the goal of learning something new or improving your skills in a certain area.

We are happy to be able to bring back a number of in-person classes at our adult education sites. We have some new teachers and new class topics for you to choose.

The West Contra Costa Unified School District does have a vaccine mandate for all persons who attend in-person classes. If you need assistance to find a place to obtain vaccine doses, please don't hesitate to call us.

Welcome Back! We look forward to seeing you in January!

**Jeff Carr**  
*Principal*



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# ADMINISTRATION / REGISTRATION

**Principal:** Jeffrey Carr

**Assistant Principal:** Erica Ehmann

## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT SCHOOL BOARD

Jamela Smith-Folds, Trustee, Area 1  
Otheree Christian, Trustee, Area 2  
Mister Phillips, Trustee, Area 3  
Demetrio Gonzalez Hoy, Trustee, Area 4  
Leslie Reckler, Trustee, Area 5  
Thomas Leung, Student Trustee  
Navi Emiliano, Student Trustee

### REGISTER ONLINE:

Go to [www.wccae.info](http://www.wccae.info) and click on any Register On-line link. Credit or debit card required.

### REGISTER IN PERSON:

ADULT EDUCATION OFFICES  
ALVARADO CAMPUS  
MAIN OFFICE LOCATION

5625 Sutter Ave.  
Richmond, CA 94804  
[adulted@wccusd.net](mailto:adulted@wccusd.net)

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

### TO REGISTER BY MAIL:

Complete the registration form located at the back of the catalog, a registration form is also available at [www.wccae.info](http://www.wccae.info).

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.



## 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 cancelled, hours reduced, or fees increased if we do not have the minimum number of students enrolled for all daytime and evening classes.

### REFUND POLICY:

Refunds will ONLY be given if the class is cancelled by the adult education office. If a class is cancelled due to insufficient enrollment, a full refund will be given. If you are unable to attend a class, you must notify us 48 hours in advance to receive a refund. A minimum enrollment is required for each class. Refund checks will be mailed only to the registered party or individual who made the payment and may take 4-6 weeks for processing. Please select your classes carefully as there are no refunds after the first class meeting if you were in attendance or not. No refunds for books or supplies.

### 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:

- ◆ Your name at time of attendance ◆ Birthdate ◆ Telephone number ◆ Last school attended
- ◆ Indicate whether you received your High School Diploma.

There is a \$5.00 charge per transcript which must be paid at the time of request. Typically requests are processed within 5 days; current access limitations may make the process take longer. 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.

**Adult Education no longer maintains GED records. To request your High School Equivalency transcripts please contact [https://ged.com/life\\_after\\_ged/](https://ged.com/life_after_ged/) or call Customer Service at 1-866-895-8860.**

## 2021-2022 CALENDAR

REGISTRATION IS NOW OPEN!

## + WINTER

## TUESDAY, JAN. 4

- First day of Winter classes - ESL/HSD/GED

## MONDAY, JAN. 10

- First day of Winter Fee-Based classes

## MONDAY, JAN. 17

- Martin Luther King, Jr. Holiday - no classes

## MONDAY, FEB. 21 - SATURDAY, FEB. 26

- Presidents' Week Recess - no classes

## + SPRING

## MONDAY, APRIL 4 - SATURDAY, APRIL 9

- Spring Recess - no classes

## MONDAY, APRIL 11

- First day of Spring Fee-Based classes

## MONDAY, MAY 30

- Memorial Day Holiday - no classes

## SATURDAY, JUNE 4

- Last day of classes - ESL/HSD/GED

## SATURDAY, JUNE 25

- Last day of Spring Fee-Based classes

## ADULT EDUCATION OFFICES

ALVARADO CAMPUS  
MAIN OFFICE LOCATION

5625 Sutter Avenue  
Richmond, CA 94804  
adulted@wccusd.net

Live Phone or Voice Mail Service  
510-231-1453, Press '0' to access office number.



## COMMUNITY INTEREST



ARTS & CRAFTS | BUSINESS & FINANCE

### + ARTS AND CRAFTS

#### BASIC BEGINNING SEWING

Basic techniques of clothing construction, sewing for the home, and creating unique gifts. Fabric and pattern selection, pattern layout, construction methods, use of sewing machine, and factors in the selection of a sewing machine. Factory sewing tips included. **Enrollment limit: 8**

60101.01	THU	1/27-3/24*	8 Classes
Rm 10	6:15pm-8:45pm	Lang	\$126
60101.02	THU	4/14-6/9	9 Classes
Rm 10	6:15pm-8:45pm	Lang	\$142

\*No class: 2/24

#### CONTINUING SEWING

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, increased understanding of your machine and additional techniques. (This class is not for beginners!). **Enrollment limit: 2**

60105.00	THU	2/10-3/24*	6 Classes
Rm 10	6:15pm-8:45pm	Lang	\$104
60105.01	THU	4/28-6/9	7 Classes
Rm 10	6:15pm-8:45pm	Lang	\$122

\*No class: 2/24

### + BUSINESS AND FINANCE

#### ACCOUNTING / BOOKKEEPING

Set up books, process business transactions, and do end-of-period reporting for a simple business. Become familiar with depreciation, bad debts, and leave the class knowing the Accounting Equation. First 4 classes: preparation for Comprehensive Exercise; last 2 classes independently complete Comprehensive Exercise and review of completed Comprehensive Exercise with teacher's assistance. Course is logical prerequisite to QuickBooks. Textbook: Accounting Basics: An introduction for Non-Accounting Majors, Weinstein, Labyrinth Learning, <http://www.lablearning.com/accounting-basics.html> Allow 7-10 business days for shipping.

11701.01	MON	1/10-2/28*	6 Classes
Online	6:30-8:30pm	O'Neill	\$76
11701.02	MON & WED	4/11-5/16	6 Classes
Online	6:30-8:30pm	O'Neill	\$76

\*No class: 1/17, 2/21

REGISTER ONLINE  
 TODAY AT  
**WWW.WCCAE.INFO**

**QUICKBOOKS ONLINE [QBO] - JOIN US IN THE CLOUD**

**Prerequisites:** Computer Typing 25 wpm), computer skills and Accounting/Bookkeeping.

For employees, company owners, accountants and others for all of their small business accounting needs. Learn management tasks for mastering the essentials, customize the company settings, set up customers, record bank deposits, set up bank feeds and reconcile bank and credit card accounts. Advanced topics include purchase orders, sales tax, journal entries, transferring funds between accounts, user permissions, reports and adjusting inventory quantities. Class is both lecture and hands on with homework. Textbook: QuickBooks Online Comprehensive, <http://www.lablearning.com/QuickBooks-Online-Comprehensive-2021-2022-Edition.html> Allow 7-10 business days for shipping. Keep in mind that if you order the ebook you will need to access both the ebook and QBO program to do the exercises. You may want to consider the paper book or bring your laptop so you can look at both simultaneously in the classroom [only 1 computer screen at each workstation.]

04509.01	MON & WED	3/7-3/30	8 Classes
Online	6:30-8:30pm	O'Neill	\$101
04509.02	MON & WED	5/23-6/20*	8 Classes
Online	6:30-8:30pm	O'Neill	\$101

\*No class: 5/30

**+ COMMUNICATION****FROM HEART TO PAPER WRITING WORKSHOP**

This workshop is for both fiction and non-fiction writers. In addition to instruction by a seasoned writer and publisher, it gives the opportunity to give and receive feedback and revise. Each workshop is dedicated to a renowned author whose work and experience are presented as examples of literary achievement to learn from.

12615.01	SAT	1/15-3/26*	10 Classes
Rm 2	10:00am-12:00pm	Murray	\$126

\*No class: 2/26

**+ EXERCISE/FITNESS****GOLF**

A course for beginners and people whose skills are rusty. class site TBD.

02119.00	THU	4/14-5/19	6 Classes
TBD	6:00-7:00pm	Chicorel	\$38

\*No class 2/21

**DAYAN QIGONG**

Dayan Qigong means Wild Goose Form and consists of 64 movements that flow from one movement into the next. Students will learn a warm-up set of exercises to increase flexibility and balance. Students are encouraged to 'move at their own pace'. Adaptations can be easily made for people with motor impairments or mobility concerns. Part A includes moves 1-32 of Dayan Qigong and Part B includes moves 33-64 of Dayan Qigong.

**PART B - MORNING**

70131.00	MON	1/24-3/21*	8 Classes
Rm 8	10:00-11:30am	Miner	\$76

\*No class: 2/21

**PART B - EVENING**

70136.00	WED	1/12-3/9*	8 Classes
Rm 8	4:30-6:00pm	Dey	\$76

\*No class: 2/23

**PART A & B - EVENING**

70138.00	WED	4/13-6/22	11 Classes
Rm 8	10:00-11:30am	Dey	\$104

\*No class 2/21





### KUNDALINI YOGA I & II

Techniques of breathing, stretching, strengthening and relaxation combine to reduce accumulated tension, improve circulation, and increase overall stamina and flexibility. This class is designed for both beginners and more experienced yoga students. Progress at your own rate and work comfortably at your own level of fitness

70170.01	MON	1/10-3/28*	10 Classes
Online	5:45-7:00pm	Dante-Barragan	\$79
70170.02	MON	4/11-6/6*	8 Classes
Online	4:15-5:30pm	Dante-Barragan	\$63

\*No class: 1/17, 2/21, 5/30

### T'AI CHI

70160.00	WED	1/12-3/9*	8 Classes
Rm 8	10:00-11:00am	TBA	\$51
70160.01	WED	4/13-6/1	8 Classes
Rm 8	10:00-11:00am	TBA	\$51

\*No class: 2/23

### 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.

70113.01	TUE	3/8-3/29	4 Classes
Rm 8	10:00-11:30am	Miner	\$38

### WELLNESS (FORMERLY INTEGRATED WELLNESS)

You will be working at all levels in this transformative course: relaxation, stress management, how the mind works, meditation, time and task management, self-esteem, commitment, reshaping bad habits, etc.; with specific techniques. Most importantly, you will work with ease and at your own pace.

70128.02	MON	4/11-6/6*	8 Classes
Online	5:45pm-7:00pm	Dante-Barragan	\$63

\*No class: 1/17, 2/21, 5/30

### ZUMBA

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

02130.00	WED	1/12-3/30	11 Classes
MPR	9:00-10:00am	Cerritos	\$70
02130.01	WED	4/13-6/22	11 Classes
MPR	9:00-10:00am	Cerritos	\$70

REGISTER ONLINE  
TODAY AT  
**WWW.WCCAE.INFO**



## + INTERNATIONAL CUISINE

### CHICKEN MAKHANI

**Price adjusted lower to reflect that the student is responsible to purchase necessary items.** Let's learn how to make Chicken Makhani, jeera basmati rice, and a yogurt drink (Lassi). This class will teach you all the skills you need to make a cracking curry. Full flavored dish that complements the chicken well. Made as mild or spicy as you wish by adjusting the cayenne. Serve with basmati rice and naan bread. Lassi: A sweet yogurt drink, made by thinning out yogurt with milk or water and then sweetening it for more additional flavors.

30537.00	SAT	1/22	1 Class
Online	9:00am-12:00pm	Mann	\$29
30537.01	SAT	5/14	1 Class
Online	9:00am-12:00pm	Mann	\$29

### RAJMA CHAWAL

**Price adjusted lower to reflect that the student is responsible to purchase necessary items.** Rajma Chawal, Jeera Aloo, and Cucumber Raita (yogurt with cucumber). Come and join this cooking class and learn how to make authentic Indian meals. Staple Punjabi food on tables across India! This is a popular vegetarian dish, originating from the Indian subcontinent, consisting of red kidney beans in thick gravy with many Indian whole spices and served with rice. Cucumber raita (yogurt with cucumber and cumin). Jeera Aloo is a popular Indian side dish made with potatoes and cumin seeds!

30538.00	SAT	1/29	1 Class
Online	9:00am-12:00pm	Mann	\$29

### CHANA MASALA

**Price adjusted lower to reflect that the student is responsible to purchase necessary items.** 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.

30503.00	SAT	2/5	1 Class
Online	9:00am-12:00pm	Mann	\$29
30503.01	SAT	4/23	1 Class
Online	9:00am-12:00pm	Mann	\$29

### CHICKEN BIRYANI

**Price adjusted lower to reflect that the student is responsible to purchase necessary items.** Learn how to make a very special Indian dish called Chicken Biryani. This is a very popular Indian rice dish with its roots in the Mughal Empire in India. The step by step preparation will show you how to add layers of rice, spiced meat, special herbs, and spices to add richness of flavors to this dish.

30504.01	SAT	2/12	1 Class
Online	9:00am-12:00pm	Mann	\$29
30504.02	SAT	6/4	1 Class
Online	9:00am-12:00pm	Mann	\$29

## JOIN OUR TEAM!

*We are always interested in adding to our teaching team. Share your knowledge with your community.*

## INTERESTED?

*Apply online at [Ed.Join.org](https://www.edjoin.org) find the "Community Interest Instructor" for West Contra Costa Unified School District Adult Education.*



### FISH AND SEAFOOD COOKING

**Enrollment is limited to 12 students. Price includes the school's purchase of ingredients and materials for the in-person class.** 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.

30522.00	SAT	2/5	1 Class
Rm 12	10:00am-2:00pm	Coe	\$52

### LET'S HAVE A TEA PARTY

**Enrollment is limited to 12 students. Price includes the school's purchase of ingredients and materials for the in-person class.** Try something different!!! A tea party is a great way to entertain friends for a luncheon, baby or bridal shower, birthday or any other special occasion. During this four-hour class we will make a variety of finger sandwiches, cakes and or cookies and learn about the presentation of the food. We will briefly discuss the three

major types of tea (high tea, low tea and Chinese tea). We will explore a variety of teas and discuss the proper preparation of tea. A cup of tea with a friend or relative is a chance to share a ritual enjoyed by people worldwide. It is time to enjoy the warmth and comfort offered by a cup of tea. It is a wonderful way to take your mind off stressful matters.

30516.00	SAT	4/30	1 Class
Rm 12	10:00am-2:00pm	Coe	\$52

### THAI I

**Enrollment is limited to 12 students. Price includes the school's purchase of ingredients and materials for the in-person class.** 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: lemongrass chicken and mushroom soup (Tom Kar Gai), pork stuffed oranges (Ma Ho - Galloping Horses), beef curry (Kaeng Nua), Thai crunchy noodles (Mee Krob), and fried bananas.

30534.00	SAT	5/14	1 Class
Rm 12	10:00am-2:00pm	Coe	\$52

**FABULOUS ITALIAN DINNER**

Enrollment is limited to 12 students. Price includes the school's purchase of ingredients and materials for the in-person class. 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.

30503.00	SAT	2/5	1 Class
Online	9:00am-12:00pm	Mann	\$29
30503.01	SAT	4/23	1 Class
Online	9:00am-12:00pm	Mann	\$29

**VEGETABLE CUTLETS SERVED WITH MINT CHUTNEY**

Price adjusted lower to reflect that the student is responsible to purchase necessary items. Learn how to make vegetable cutlets. They are a popular Indian snack that are made by combining different vegetables, potatoes, paneer, everyday spice powders, and fresh herbs. These cutlets are crispy outside and perfectly soft on the inside. Mint Chutney is a cold and spicy Indian dip. This is made with fresh mint, cilantro, onions, and green chilies. This blissful chutney pairs well with these cutlets.

30541.01	SAT	5/7	1 Class
Online	9:00am-12:00pm	Mann	\$29

**PALAK PANEER WITH PLAIN BASMATI RICE**

Price adjusted lower to reflect that the student is responsible to purchase necessary items. This is a healthy vegetarian dish originating from the Indian subcontinent. This popular Indian dish is made with cubes of cheese (Indian cottage cheese) which are simmered in a creamy Spinach sauce infused with fragrant Indian spices. The thick paste that the paneer (cubes of cheese) resides in is made from puréed spinach, ginger,

garlic, tomatoes, garam masala, turmeric, and chili powder.

30542.01	SAT	4/16	1 Class
Online	9:00am-12:00pm	Mann	\$29

**ALOO GOBI**

Price adjusted lower to reflect that the student is responsible to purchase necessary items. 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. Aloo Gobi, a flavorful dish made with potatoes and cauliflower; Lentil: Mixed Indian lentils, garnished with garlic, and cumin; Rice: Eat with basmati rice.

30506.00	SAT	3/5	1 Class
Online	9:00am-12:00pm	Mann	\$29

**MATAR PANEER**

Price adjusted lower to reflect that the student is responsible to purchase necessary items. Enjoy learning how to make this mouthwatering, healthy vegetarian North Indian dish consisting of peas and paneer (Indian cheese) in a tomato based sauce, spiced with various spices. You will also learn to make your own paneer in this class. Finally you will learn how to make Vegetable Pulao: Vegetable Pulao is a rice dish prepared by cooking rice with various vegetables and spices.

30509.00	SAT	3/19	1 Class
Online	9:00am-12:00pm	Mann	\$29

REGISTER ONLINE  
TODAY AT  
**WWW.WCCAE.INFO**



## + MUSIC AND DANCE

### GUITAR

04266.00	TUE	6:15-7:15pm	10 Classes
Rm 8	7:15pm-8:15pm	Chicorel	\$51
04266.01	TUE	6:15-7:15pm	10 Classes
Rm 8	7:15pm-8:15pm	Chicorel	\$51

\*No class: 2/22

### 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 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.

04275.01	FRI	1/14-4/29*	10 Classes
Online	6:00-7:00pm	Hall	\$63
04275.02	FRI	4/15-6/24*	7 Classes
Online	6:00-7:00pm	Hall	\$45

\*No class: 1/28, 2/25, 3/11, 3/25, 4/1, 4/8, 4/22, 5/20, 5/27, 6/10

## + WORLD LANGUAGES

### ARABIC - LEVEL I

A basic Arabic course for those starting from scratch. Students will learn the Arabic 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.

20101.01	THU	1/13-3/24*	10 Classes
Online	6:15-7:15pm	Staff	\$95
20101.02	THU	4/14-6/16	10 Classes
Online	6:15-7:15pm	Staff	\$95

\*No class: 2/24

### ARABIC - LEVEL II

Learn conversation and more for those who want to add to their basic Arabic 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.

20105.01	THU	1/13-3/24*	10 Classes
Online	7:30-8:30pm	Staff	\$95
20105.02	THU	4/14-6/16	10 Classes
Online	7:30-8:30pm	Staff	\$95

\*No class: 2/24

### DEAF INTERPRETER - SIGN LANGUAGE I

This course is designed for beginners in sign language, a visual-gestural language created by deaf people. Learn how to communicate through non-verbal modalities by using your visual listening skills. This class is the first step for those thinking of working with the deaf. **Materials cost of \$20 payable to the instructor.**

20185.01	MON	1/10-3/14*	8 Classes
Online	7:00-8:30pm	Berry	\$76
20185.02	MON	4/11-6/6*	8 Classes
Online	7:00-8:30pm	Berry	\$76

\*No class: 1/17, 2/21, 5/30



**DEAF INTERPRETER - SIGN LANGUAGE II**

For students who have a working vocabulary of at least 150 signs and the ability to fingerspell. Students will communicate in sign language and learn to develop their receptive, expressive skills, and the use of classifiers. Students must be able to understand simple sentences in sign language. **Materials cost of \$15 payable to the instructor.**

20190.01	WED	1/12-3/9*	8 Classes
Online	7:00-8:30pm	Berry	\$76
20190.01	WED	4/13-6/1	8 Classes
Online	7:00-8:30pm	Berry	\$76

\*No class 2/23

**FRENCH CONVERSATION**

The Objective of this class is to help master basic communication skills in French. We will engage in speaking, reading and listening activities in order to gain proficiency in French. We will complete tasks and projects that help you build skills to communicate in a variety of real life contexts. We also will develop a basic understanding of spoken French through pronunciation, vocabulary and an introduction to the everyday culture of French-speaking culture.

20113.01	TUE	1/11-3/22*	10 Classes
Online	6:00-8:00pm	Merida	\$126
20113.02	TUE	1/11-3/22*	10 Classes
Online	6:00-8:00pm	4/12-6/14	\$126

\*No class: 2/22

**FRENCH - LEVEL I**

A basic French course for those starting from scratch. Students will learn the French 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.

20110.01	TUE	1/11-3/22*	10 Classes
Rm 3	6:00-7:00pm	Staff	\$95

\*No class 2/22

20110.02	TUE	4/12-6/14	10 Classes
Rm 3	6:00-7:00pm	Staff	\$95

\*No class 2/22

**FRENCH - LEVEL II**

Learn conversation and more for those who want to add to their basic French 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.

20115.01	TUE	1/11-3/22*	10 Classes
Rm 3	7:15-8:15pm	Staff	\$95
20115.02	TUE	4/12-6/14	10 Classes
Rm 3	7:15-8:15pm	Staff	\$95

\*No class 2/22

**FRENCH - 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.

20117.01	TUE	9/7-11/9	10 Classes
Rm 3	4:45-5:45pm	Staff	\$95
20117.02	TUE	1/11-3/22*	10 Classes
Rm 3	4:45-5:45pm	Staff	\$95

\*No class 2/22

REGISTER ONLINE  
TODAY AT  
**WWW.WCCAE.INFO**



### GERMAN - LEVEL I

A basic German course for those starting from scratch. Students will learn the German 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.

20120.01	WED	1/12-3/23*	10 Classes
Online	6:00-7:00pm	Staff	\$95
20120.02	WED	4/13-6/15	10 Classes
Online	6:00-7:00pm	Staff	\$95

\*No class: 2/23

### GERMAN - LEVEL II

Learn conversation and more for those who want to add to their basic German 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.

20125.01	WED	1/12-3/23*	10 Classes
Online	4:45-5:45pm	Staff	\$95
20125.02	WED	4/13-6/15	10 Classes
Online	4:45-5:45pm	Staff	\$95

\*No class: 2/23

### ITALIAN - LEVEL I

A basic Italian course for those starting from scratch. Students will learn the Italian 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.

20130.01	MON	1/10-3/28*	10 Classes
Rm 3	6:00-7:00pm	Staff	\$95
20130.02	MON	4/11-6/20*	10 Classes
Rm 3	6:00-7:00pm	Staff	\$95

\*No class: 1/17, 2/21, 5/30

### ITALIAN - LEVEL II

Learn conversation and more for those who want to add to their basic Italian 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.

20135.01	MON	1/10-3/28*	10 Classes
Rm 3	7:15-8:15pm	Staff	\$95
20135.02	MON	4/11-6/20*	10 Classes
Rm 3	7:15-8:15pm	Staff	\$95

\*No class: 1/17, 2/21, 5/30

### ITALIAN - 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.

20136.01	MON	1/10-3/28*	10 Classes
Rm 3	4:45-5:45pm	Staff	\$95
20136.02	MON	4/11-6/20*	10 Classes
Rm 3	4:45-5:45pm	Staff	\$95

\*No class: 1/17, 2/21, 5/30

**ITALIAN - LEVEL C**

This course is suited for travelers and tourists who want to improve their Italian conversational abilities. Students will focus primarily on speaking and listening skills to prepare them to use the foreign language in the foreign country with success. Topics will focus on travelling and tourism, such as shopping, dining, greetings, etc.

20140.01	MON	1/10-3/28*	10 Classes
Rm 3	3:30-4:30pm	Staff	\$95
20140.02	MON	4/11-6/20*	10 Classes
Rm 3	3:30-4:30pm	Staff	\$95

\*No class: 1/17, 2/21, 5/30

**MANDARIN - LEVEL 1A**

This is a continuation course from Mandarin level 2A. The course uses Integrated Chinese, level 1, 4th edition, published by Cheung & Tsui. The students will be introduced for more situational conversation skills.

20107.00	MON	4/11-6/20*	10 Classes
Online	6:30-8:30pm	Xu	\$126

\*No class: 5/30

**MANDARIN - LEVEL 2B**

This is a continuation course from Mandarin level 2A. The course uses Integrated Chinese, Level 1, 4th edition, published by Cheung & Tsui. The students will be introduced to more situational conversation skills and Chinese culture.

20119.01	MON	1/10-3/28*	10 Classes
Online	4:00-6:00pm	Xu	\$126
20119.02	MON	4/11-6/20*	10 Classes
Online	4:00-6:00pm	Xu	\$126

\*No class: 1/17, 2/21, 5/30

**PORTUGUESE - LEVEL I**

A basic Portuguese course for those starting from scratch. Students will learn the Portuguese 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.

20145.02	TUE	1/11-3/22*	10 Classes
Rm 3	6:00-7:00pm	Staff	\$63
20145.02	TUE	4/12-6/14	10 Classes
Rm 3	6:00-7:00pm	Staff	\$63

\*No class: 2/22

**PORTUGUESE - LEVEL II**

Learn conversation and more for those who want to add to their basic Portuguese 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.

20155.00	THU	9/9-11/18*	10 Classes
Rm 3	4:45pm-5:45pm	Staff	\$95
20155.01	THU	1/13-3/24	10 Classes
TBD	4:45pm-5:45pm	Staff	\$95

\*No class 11/11, 2/24

**RUSSIAN - LEVEL I**

A Basic Russian Course for those starting from scratch. Students will learn the Russian 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.

20160.01	WED	1/12-3/23*	10 Classes
Online	7:15-8:15pm	Staff	\$95
20160.01	WED	4/13-6/15	10 Classes
Online	7:15-8:15pm	Staff	\$95

\*No class: 1/17, 2/23



## RUSSIAN - LEVEL II

Learn conversation and more for those who want to add to their basic Russian 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.

20161.01	WED	1/12-3/23*	10 Classes
Online	3:30-4:30pm	Staff	\$95
20161.02	WED	4/13-6/15	10 Classes
Online	3:30-4:30pm	Staff	\$95

\*No class: 2/23

## 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.

20165.03	MON-THU	1/10-2/17*	23 Classes
Online	9:00-10:00am	Henriquez	\$145
20165.04	THU	1/13-3/24*	10 Classes
Rm 3	4:30-5:30pm	Staff	\$95
20165.05	MON-THU	2/28-3/31	20 Classes
Online	9:00-10:00am	Henriquez	\$126
20165.06	TUE & THU	4/12-6/23	22 Classes
Online	9:00-10:00am	Henriquez	\$139
20165.07	THU	4/14-6/16	10 Classes
Rm 3	4:30-5:30pm	Staff	\$95

\*No class: 1/17, 2/21-24

## 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.

20170.02	TUE & THU	1/11-3/31*	27 Classes
Online	10:00-11:00am	Henriquez	\$139
20170.03	THU	1/13-3/24*	10 Classes
Rm 3	3:15-4:15pm	Staff	\$95
20170.04	TUE & THU	4/12-6/23*	22 Classes
Online	10:00-11:00am	Henriquez	\$139
20170.05	THU	4/14-6/16	10 Classes
Rm 3	3:15-4:15pm	Staff	\$95

\*No class: 2/22, 2/23, 2/24

## 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.

20175.02	MON & WED	1/10-3/30*	27 Classes
Online	10:15-11:15am	Henriquez	\$133
20175.03	TUE	1/11-3/22*	10 Classes
Rm 3	3:30-4:30pm	Staff	\$95
20175.04	MON & WED	4/11-6/22*	21 Classes
Online	10:00-11:00am	Henriquez	\$133
20175.05	TUE	4/12-6/14	10 Classes
Rm 3	3:30-4:30pm	Staff	\$95

\*No class: 1/17, 2/22, 2/23, 5/30

**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.

20181.01	MON & WED	1/10-3/30*	21 Classes
Online	1:00-2:00pm	Henriquez	\$133
20181.02	MON & WED	4/11-6/22*	21 Classes
Online	11:00-12:00pm	Henriquez	\$133

\*No class: 1/17, 2/21, 2/24, 5/30

**SPANISH CONVERSATION FOR EDUCATORS**

This course is for school employees who need to acquire basic Spanish communication skills in order to communicate with Spanish-speaking members of the school community. In this course, students will engage in speaking, reading and listening activities related to everyday school activities - school registration, school policies, student discipline, parent-teacher conferences, etc. Students will complete tasks and projects that help build skills to communicate in a variety of real life contexts. Students will also develop a basic understanding of spoken Spanish through pronunciation, school vocabulary, and an introduction to relevant cultural considerations.

20182.01	MON	1/10-3/28*	10 Classes
Online	6:00-8:00pm	Merida	\$126
20182.02	MON	4/18-6/20*	9 Classes
Online	6:00-8:00pm	Merida	\$114

\*No class: 1/17, 2/21, 5/30

**+ SENIOR LIFE AND HEALTH****LIFE PLANNING - SAKURA KAI**

This course enhances health with exercise and health speakers; improves skills in technology with

iPhone, iPad and Smart phones and workshop instruction on the use of Zoom in virtual class work; cultural and self-improvement with Taiko, Ukulele music classes, Japanese essay writing, English journal writing and speakers on safety, consumer awareness, elder law; and professional music performers. During Zoom breakout sessions students have the opportunity for discussions in small groups.

05532.01	1st & 3rd SAT	1/15-4/2	9 Classes
Online	8:30am-2:30pm	Fujioka	No Fee
05532.02	1st & 3rd SAT	4/16-6/18	9 Classes
Online	8:30am-2:30pm	Fujioka	No Fee

**SENIOR ACTIVITIES**

Christ Lutheran Church, 780 Ashbury Ave., El Cerrito. Offering: Spanish, German, current events discussion, ukulele, beginning folk dancing, lunch, speakers.

05530.04	MON	9/13-6/13	9 Classes
Christ Lutheran Church	9:00am-3:00pm	Kehoe	No Fee

**SENIOR ACTIVITIES**

St. Johns Senior Center, 6500 Gladys Ave., El Cerrito

Offering: Free on-going classes and activities, special events, topical speakers, and a low-cost lunch. For more information contact Tracy McCrossin at 707-400-8526. Program will continue online until access is granted.

05530.01	TUE	1/11-6/14	23 Classes
St. John's Senior Center	9:00am-3:00pm	McCrossin	No Fee

REGISTER ONLINE  
TODAY AT  
**WWW.WCCAE.INFO**

## 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.

44110.04	TUE	1/11	1 Class
Online	3:00-4:30pm	McIntosh	No Fee
44110.05	TUE	2/8	1 Class
Online	3:00-4:30pm	McIntosh	No Fee
44110.06	TUE	3/8	1 Class
Online	3:00-4:30pm	McIntosh	No Fee
44110.07	TUE	4/12	1 Class
Online	3:00-4:30pm	McIntosh	No Fee
44110.08	TUE	5/10	1 Class
Online	3:00-4:30pm	McIntosh	No Fee
44110.09	TUE	6/14	1 Class
Online	3:00-4:30pm	McIntosh	No Fee

## + PARENTING AND SOCIAL MEDIA

### INSTA-TASTIC: INSTAGRAM EXPLAINED, AND MORE **NEW**

What's the deal with Instagram? Learn what it is, how it's being used, and how you can use it yourself. Our first session will be focused on answering these questions and getting you started using Instagram. The second session is for questions and troubleshooting after you've been Insta-tastic for a week.

50113.00	MON	3/14 & 3/21	2 Classes
Rm 7	6:30-8:00pm	Roberts	\$23
50113.01	MON	6/6 & 6/13	2 Classes
Rm 7	6:30-8:00pm	Roberts	\$23

## RAISING DIGITAL CITIZENS IN THE NEW NORMAL **NEW**

Raising Digital Citizens in the New Normal focuses on teaching our community members about digital citizenship for themselves and their children. Through facilitated conversations, we aim to empower our communities to guide the young people in their lives toward a healthy use of technology. We will cover digital citizenship concepts: Media Balance & Well-Being; Privacy & Security; Digital Footprint & Identity; Relationships & Communication; Cyberbullying, Digital Drama & Hate Speech; News & Media Literacy.

50111.00	MON	1/24-3/7	6 Classes
Rm 7	6:30-8:00pm	Roberts	\$52
50111.01	MON	4/18-5/23	6 Classes
Rm 7	6:30-8:00pm	Roberts	\$52

## SPECIAL INTEREST

### STORIES IN MOTION - IMPROV FOR ALL

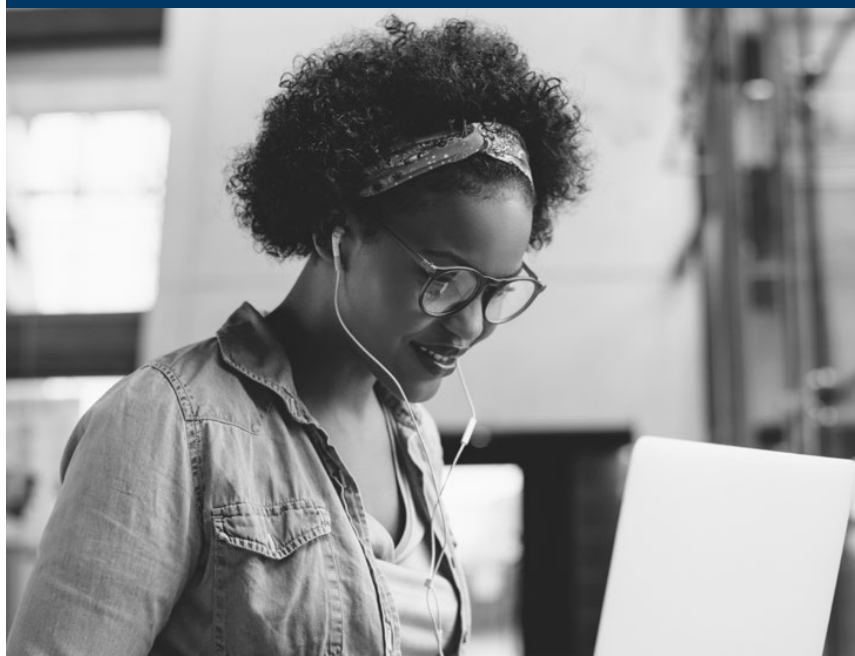
You have many stories to tell. Gain the tools, using improvisation, for transforming ordinary as well as extraordinary life events into memorable storytelling. Expressing yourself authentically in this way is fun and rewarding; and builds community in a safe and supportive environment. By giving voice and movement to personal narratives, you gain new insights and reclaim the enchantment of the mundane. The class is based on Motion Theater® autobiographical improv, as developed by bay area performer Nina Wise.

12612.01	SAT	1/24-3/28*	9 Classes
MPR	9:00am-12:00pm	Meyer	\$114
12612.02	SAT	4/18-6/13*	8 Classes
MPR	9:00am-12:00pm	Meyer	\$101

\*No class: 2/21, 5/30



## CTE CLASSES



TRADES / SAFETY / JOB PREPARATION

## + COMPUTER-BASED CLASSES

## GOOGLE SUITE - LEVEL 1

This class will give students an overview and teach students how to use Google Suite's popular cloud-based apps to create, collaborate, and share different files. Students will learn to store and manage files in Drive, create and format documents in Docs, work with spreadsheets in Sheets, create presentations in Slides, and create surveys in Forms. Students will also learn a few tips on managing email, sending Google Drive attachments with Gmail, and managing events with Calendar. Students are encouraged to Bring Their Own Devices (BYOD).

04600.02	MON & WED	1/10-1/31*	6 Classes
Rm 5	1:00-3:00pm	Miller, A	\$69

\*No class 11/22, 11/24, 1/17, 2/21, 2/23

REGISTER ONLINE  
TODAY AT  
**WWW.WCCAE.INFO**

## GOOGLE SUITE - LEVEL 2

This class is geared for students with basic experience with Google Suite and it will teach students more advanced skills with Google Suite's popular cloud-based apps Drive, Sheets, Slides, Forms, Gmail, and Calendar. Students will learn to use add-ons in many of the apps, add shortcuts and utilize priority workspaces in Drive, create documents with tables and headers/footers in Docs, add functions and charts to spreadsheets in Sheets, create presentations with animation and hyperlinks in Slides, and create surveys with data validation and sections in Forms. Students will also learn to manage email messages with labels and filters in Gmail as well as share calendars with Google Calendar. Students are encouraged to Bring Their Own Devices (BYOD).

04601.02	MON & WED	2/2-2/28*	6 Classes
Rm 5	1:00-3:00pm	Miller, A	\$69

\*No class: 1/17, 2/21, 2/23





## 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/PIVOT TABLES

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.

## V-LOOKUP

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.

04510.01	SAT	3/5-3/26	4 Classes
Online	10:00am-12:30pm	Miller, J	\$58
04510.02	MON-THU	4/11-4/14	4 Classes
Online	10:00am-12:30pm	Miller, J	\$58
04510.03	MON-THU	5/16-5/19	4 Classes
Online	10:00am-12:30pm	Miller, J	\$58

## MICROSOFT EXCEL - MOS CERTIFICATION PREPARATION

**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.* Boost your resume with a Microsoft Office Specialist Certification in Excel! This course will prepare you to pass the Microsoft Office Specialist (MOS) Excel 2019 certification exam. A MOS Certificate validates (to employers) your proficiency in Excel and gives you the confidence that you can perform Excel functions and techniques.

04524.02	MON-THU	2/7-2/17	8 Classes
Online	6:30-8:30pm	Miller, J	\$92
04524.03	MON-THU	4/25-5/5	8 Classes
Rm 5	6:00-8:00pm	Miller, J	\$92
04524.04	MON-THU	6/6-6/16	8 Classes
Rm 5	6:00-8:00pm	Miller, J	\$92

## MICROSOFT POWERPOINT - CERTIFICATION PREPARATION

**Prerequisite:** *Microsoft PowerPoint - 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.* Boost your resume with a Microsoft Office Specialist Certification in MS PowerPoint 2019! This course will prepare you to pass the MOS certification for PowerPoint 2019. A MOS Certificate validates (to employers) your ability to efficiently use tools and techniques to create dynamic presentations in MS PowerPoint. Gain the confidence and demonstrate your proficiency with a Microsoft Office Specialist certification in PowerPoint.

04537.01	TUE & THU	1/11-1/27	6 Classes
Online	10:00am-12:00pm	Miller, J	\$69

## MICROSOFT POWERPOINT - INTRODUCTORY SKILLS

Would you like to learn how to create a stunning digital presentation? Microsoft PowerPoint can give you all of the tools you will need to make that happen. In this course, you will learn how to use PowerPoint to add slides, apply themes, and add pictures and videos to your presentations.

04512.00	THU	1/13-1/27	3 Classes
Online	6:00-8:30pm	Sykes	\$43
04512.01	THU	3/10-3/24	3 Classes
Online	6:00-8:30pm	Sykes	\$43
04512.02	THU	5/12-5/26	3 Classes
Online	6:00-8:30pm	Sykes	\$43

## MICROSOFT WORD - MOS CERTIFICATION PREPARATION

**Prerequisite:** Microsoft Word - 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. Boost your resume with a Microsoft Office Specialist Certification in MS Word 2019! This course will prepare you to pass the MOS certification exam for Word 2019. A MOS Certificate validates (to employers) your ability to efficiently use tools and techniques to create documents in MS Word. Gain the confidence and demonstrate your proficiency with a Microsoft Office Specialist certification in Word.

04528.01	MON-THU	3/14-3/22	6 Classes
Online	6:30-8:30pm	Miller, J	\$69

## MICROSOFT WORD - TIPS & TRICKS

Already using Word? Learn how to create lists to organize line items; perform a mail merge to produce individually addressed envelopes, organize information in a table, create resumes, flyers, and cover letters.

04511.01	TUE	4/12-4/26	3 Classes
Online	6:30-8:30pm	Sykes	\$69



## + 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 15 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.

80110.04	SAT	1/15	1 Class
Online	1:30-4:30pm	Berry	\$26
80110.05	SAT	2/12	1 Class
Online	1:30-4:30pm	Berry	\$26
80110.06	SAT	3/19	1 Class
Online	1:30-4:30pm	Berry	\$26
80110.07	SAT	4/2	1 Class
Online	1:30-4:30pm	Berry	\$26
80110.08	SAT	5/21	1 Class
Online	1:30-4:30pm	Berry	\$26
80110.09	SAT	6/18	1 Class
Online	1:30-4:30pm	Berry	\$26

## CPR

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.

80105.04	SAT	1/15	1 Class
Rm 1	8:00am-1:00pm	Berry	\$45
80105.05	SAT	2/12	1 Class
Online	8:00am-1:00pm	Berry	\$45
80105.06	SAT	3/19	1 Class
Rm 1	8:00am-1:00pm	Berry	\$45
80105.07	SAT	4/2	1 Class
Online	8:00am-1:00pm	Berry	\$45
80105.08	SAT	5/21	1 Class
Rm 1	8:00am-1:00pm	Berry	\$45
80105.09	SAT	6/18	1 Class
Online	8:00am-1:00pm	Berry	\$45

## MEDICAL MATHEMATICS FOR ASPIRING HEALTHCARE WORKERS

This course will introduce students to the practical usage of mathematical formulations that are used every day in the medical field with focus on drug-dosage calculations. Students will learn common abbreviations and medicinal terms as applied in the metric system, apothecary system, and household system. Students will learn how to interpret formulations, execute conversions, and calculate orders common to the nursing and pharmacy practice. If you are interested in pursuing a career in nursing, pharmacy, clinical medical

assisting, emergency services, or other entry-level medical professions, and want to get a stress-free introduction of their mathematical concepts, then this is the course for you. Students must provide their own calculator, paper, pencils, and have internet access.

07334.01	SAT	9/7-6/1	5 Classes
Online	9:00-10:00am	Moore	\$29

\*No Class: 4/23, 5/7, 5/21, 6/4

07334.02	SAT	4/23-6/18*	5 Classes
Online	9:00-10:00am	Moore	\$29

\*No Class: 4/30, 5/14, 5/28, 6/11

## MEDICAL TERMINOLOGY WITH ANATOMY FOR ICD-10 CODING - PART 2

This is part 2 of medical terminology and anatomy for coding. This course continues with uniting anatomy and physiology with the latest medical terminology, for coders and coding students. The course will help you prepare to code accurately and effectively using the ICD-10-CM/PCS code set with a complete understanding of relevant medical terminology and anatomy.

07324.00	SAT	1/22-4/2*	10 Classes
Online	10:00am-12:00pm	Robinson	\$115

\*No class 2/26

## PHARMACOLOGY FOR THE MEDICAL CODER

The course is designed to provide participants with an introduction to pharmacology as it relates to a career in medical coding. Topics covered in the course include generic and product names of a variety of medications, drug classifications, and applicable prescription and over-the-counter drugs. Medical Terminology with Anatomy for ICD 10 CM I & II are a requirement for this course. **This class is a prerequisite to Medical Coding.**

07316.00	SAT	4/16-6/11*	8 Classes
Online	10:00am-12:00pm	Robinson	\$115

\*No class: 5/28



## TRADES

## ELECTRICAL CONTROLS

Learn how to read electrical schematics and ladder drawings. Understand motor control logic, relay logic, circuit protection, transformers,

generators, photocells, power distribution, building automation (BACNET), programmable logic controllers (PLC), HMI, SCADA, VFD. We will also be working with robotic and Wi-Fi technology. Students will learn electrical troubleshooting methods using different types of testing equipment. Buildings are becoming smarter, so we must keep pace with them.

06215.01	WED	1/12-3/30*	11 Classes
El Cerrito High School	4:00-6:00pm	Bartoni	\$221
06215.02	WED	4/13-6/22	11 Classes
El Cerrito High School	4:00-6:00pm	Bartoni	\$221

\*No class: 2/23



## Accelerated Healthcare Career Training Programs



**West Contra Costa  
ADULT EDUCATION**  
(510) 231-1453

**Upcoming Courses  
Call For Latest Schedules**

### PHLEBOTOMY TECHNICIAN \$2,995

**HYBRID NIGHT CLASS:**  
Monday through Thursday  
5:30 pm - 9:30 pm

**HYBRID WEEKEND CLASS:**  
Saturdays  
8:00 am - 5:00 pm

### CLINICAL MEDICAL ASSISTANT \$2,995

**HYBRID NIGHT CLASS:**  
Monday through Thursday  
5:30 pm - 9:30 pm

**HYBRID DAY CLASS:**  
Monday through Friday  
9:00 am - 1:00 pm

### MONTHLY INFO SESSION!

Join us for a free presentation about our healthcare training programs. Register online:  
[www.CalRegional.com/infosession](http://www.CalRegional.com/infosession)  
or call 800-927-5159

Like us on Facebook.com/HarperRandCR

Fast-paced hybrid training for busy adults. Students attend lectures online through live, instructor-led training, incorporated with in-person skills labs. With day, evening and weekend classes, now is the time to get trained in one of the fastest growing career fields. No experience necessary, must be 18 years or older and have a high school diploma/GED to register.

### PROGRAMS INCLUDE:

- Externship Placement
- National Exam through NHA
- CPR (BLS) for Health Care Provider

Payment Plans Available,  
Everyone Qualifies!

**Call Today! (800) 927-5159**

**WWW.WCCAE.INFO**

Public Health

UNIFIED HEALTHCARE TRAINING PROGRAM

Healthcare  
Association



BLS

**CalRegional**



## PRE-APPRENTICESHIP ELECTRICIAN TRAINING

This course curriculum provides you with electrical theory and work practices necessary to prepare you for the Apprenticeship Test.

06285.01	THU	1/13-3/31*	11 Classes
El Cerrito High School	6:00-9:30pm	Bartoni	\$221
06285.02	THU	4/14-6/23	11 Classes
El Cerrito High School	6:00-9:30pm	Bartoni	\$221

\*No class: 2/24

## STATIONARY ENGINEERING TRAINING

Previously known as Facility Maintenance Operator Training. For those interested in starting a career as a Stationary Engineer (Local 39), facility maintenance or the H.V.A.C. industry. We train you to operate boilers, chillers, pumps, ventilation systems, electrical distribution, fire and life safety systems and much more. Students will learn different welding and fabrication skills related to this industry. We are an official EPA Testing Center for Type I, Type II, Type III and Universal Certifications.

06221.01	TUE	1/11-3/29*	11 Classes
El Cerrito High School	6:00-9:30pm	Bartoni	\$221
06221.02	TUE	4/12-6/21	11 Classes
El Cerrito High School	6:00-9:30pm	Bartoni	\$221

\*No class: 2/22

## PRE-APPRENTICESHIP MATH TEST PREPARATION

This course will prepare you to earn qualifying scores on Apprenticeship Application math tests for Welders, Pipefitters, Electricians, Plumbers and other Union Apprenticeship Programs. Applicants for apprenticeships need to be 18 years or older and possess a High School Diploma or GED.

06201.00	MON & WED	9/7-6/1	
Ken. High School Trades Classroom	4:00pm-6:00pm	Stewart	No Fee

## WELDING

### LIMITED TO 15 STUDENTS

This course is an introduction to the world of welding and metal fabrication. After a robust safety review, we will spend the majority of the class focusing primarily on the SMAW (Stick) and GMAW (MIG) welding processes via a small collection of technical projects. Other topics discussed include: fabrication strategy, design, and metallurgy.

### SESSION 1 - SAFETY & WELDING BASICS

06251.01	THU	1/13-2/17	6 Classes
Ken. High School Welding Lab	5:00-8:00pm	Carpenter	\$104
06251.02	THU	4/14-5/19	6 Classes
Ken. High School Welding Lab	5:00-8:00pm	Carpenter	\$104

### SESSION 2 - WELDING PRACTICE & PROJECTS

**Prerequisite:** Session 1 - Safety & Welding Basics

06252.01	THU	3/3-3/31	5 Classes
Ken. High School Welding Lab	5:00-8:00pm	Carpenter	\$86
06252.02	THU	5/26-6/23	5 Classes
Ken. High School Welding Lab	5:00-8:00pm	Carpenter	\$86

## JOIN OUR TEAM!

WE ARE ALWAYS INTERESTED  
IN ADDING TO OUR  
TEACHING TEAM. SHARE  
YOUR KNOWLEDGE WITH  
YOUR COMMUNITY.

## INTERESTED?

APPLY ONLINE AT ED.JOIN.  
ORG FIND THE "COMMUNITY  
INTEREST INSTRUCTOR"  
FOR WEST CONTRA COSTA  
UNIFIED SCHOOL DISTRICT  
ADULT EDUCATION.



# ENGLISH CLASSES FOR ADULTS

ENGLISH AS A SECOND LANGUAGE / CITIZENSHIP  
INGLÉS COMO SEGUNDO IDIOMA / CIUDADANÍA  
(Vea la página 30)

## + ENGLISH AS A SECOND LANGUAGE (ESL)

### LEARN ONLINE OR IN PERSON.

#### WE HAVE BOTH OPTIONS.

Students who want to learn English or improve their English skills may attend courses at any of our three campus locations or through an online daytime or evening class. In every course, students practice reading, writing, listening, and speaking in English. We offer beginning, intermediate, advanced and multi-level classes. Registration is always open. Call us anytime during the year. Regular testing is mandatory to maintain enrollment in our English classes. **To make an appointment to take a test call 510-231-1453, press '0'.**

### OFFLINE ENGLISH OPTION FOR STUDIES AT HOME

Our offline learning program (formerly 'distance learning') is a 20-unit independent English study program for students who want extra practice or who cannot attend school regularly or enroll in an online class. Students must watch video, complete the workbook exercises, and pass a unit test to receive credit and advance to the next unit. To make an appointment to take a test, call 510-231-1453 ext 28025.

### ONLINE ENGLISH OPTION FOR STUDIES AT HOME

Our online distance learning program is a 20-24 unit independent English study program for students who want extra practice or who cannot attend

school regularly. The program uses the Putting English to Work series, which contains 68 half-hour video episodes along with corresponding exercises, quizzes, and unit assessments. Students must watch the video, complete and pass the exercises and quizzes, and a unit test to receive credit and advance to the next unit. All the videos, activities, and assessments are online and easily accessible on computers, tablets, and cell phones. The PETW course is contained within a Moodle LMS. Students must register for the online PETW course at <https://adulthoodcourses.org/> and enroll in the ESL Distance Learning course at WCCAE. To make an appointment to take a test, call 510-231-1453, press 0. For more information, call 510-231-1453, ext. 28025.

### CITIZENSHIP

Adults who want to obtain their citizenship can sign up for classes through our citizenship preparation class. Students will learn about U.S. history, government and civics while improving their English. The class will help students complete the USCIS Form N-400 and practice taking the citizenship interview. For days and times, see the schedule below. For more information, call 510-231-1453 ext. 28024

9:45am-11:45am	TUE & THU	Online	U.S. Citizenship class
6:30pm-9:00pm	MON & WED	Online	U.S. Citizenship class
9:00am-12:00pm	SAT	Online	U.S. Citizenship class



WEST CONTRA COSTA ADULT EDUCATION

# ADULT SECONDARY EDUCATION

## EARN YOUR HIGH SCHOOL DIPLOMA

SPRING 2022

Sign up with us to earn your high school diploma. We can help you get your diploma and get on your pathway to a job or more schooling. Our high school diploma program offers all these benefits:

### FREE TUITION

There is no cost to you

### CONVENIENT

Morning, afternoon and evening classes are available. Learn at your own pace or at times that work for you.

### INDIVIDUALIZED

We build a program that is personalized to the classes you need.

### SUPPORTIVE

Our teachers will care about you and help you achieve your goals and dreams.

### TRANSITION SUPPORT

Our academic advisers and career specialists will meet with you and keep you informed about job training, employment opportunities, college and trades training enrollments. The orientation schedule is listed below and students must sign up in advance at the WCCAE office. Students can register up until the office closes on the previous day. Students must sign up in advance at one of the WCCAE offices listed below:

#### WCCAE – Alvarado Campus

5625 Sutter Ave  
Richmond, CA 94804

\*Monday-Thursday  
(8:00am-5:00pm)

\*Friday (8:00am-3:00pm)

\*Office closed on school  
holidays

#### WCCAE – DeJean Center, Bldg E

101 35th Street  
Richmond, CA 94804  
(enter on 35th St. @  
Chanslor Ave.)

\*Monday-Thursday  
(8:00am-12:00pm)

\*Friday – (8:00am-  
12:00pm)



### HIGH SCHOOL ORIENTATION SCHEDULE

02701.09	FRI	1/7	2 Classes
DeJean	10:00am-1:00pm	Kaser	No Fee
02701.10	THU	1/27	2 Classes
DeJean	6:00pm-9:00pm	Kaser	No Fee
02701.11	FRI	2/4	2 Classes
DeJean	10:00am-1:00pm	Kaser	No Fee
02701.12	THU	2/15	2 Classes
DeJean	6:00pm-9:00pm	Kaser	No Fee
02701.13	FRI	3/4	2 Classes
DeJean	10:00am-1:00pm	Kaser	No Fee
02701.14	THU	3/24	2 Classes
DeJean	6:00pm-9:00pm	Kaser	No Fee
02701.15	FRI	4/1	2 Classes
DeJean	10:00am-1:00pm	Kaser	No Fee
02701.16	THU	4/28	2 Classes
DeJean	6:00pm-9:00pm	Kaser	No Fee
02701.17	FRI	5/6	2 Classes
DeJean	10:00am-1:00pm	Kaser	No Fee
02701.18	THU	5/26	2 Classes
DeJean	6:00pm-9:00pm	Kaser	No Fee
02701.19	FRI	6/3	2 Classes
DeJean	10:00am-1:00pm	Kaser	No Fee

### HIGH SCHOOL DIPLOMA PROGRAM

02703.01	MON-THU	Open	2 Classes
DeJean Adult Center	10:00am-2:00pm	Baumgart	No Fee
02703.02	MON-THU	Open	2 Classes
DeJean Adult Center	6:00pm-9:00pm	Montenegro	No Fee

## GED®/HiSET INFORMATION AND TEST PREPARATION

If you need more than 80 credits to graduate, you may want to enroll in our High School Equivalency (GED®/HiSET) Prep Courses. With these courses,

- You can work at your own pace
- You get free class prep in English and Spanish
- You can take the actual test in English or Spanish
- Your cost for exam includes two free retakes within a 12 month period

### ENROLL AND PARTICIPATE IN BOTH PHASES OF THE PREP PROGRAM:

#### PHASE I

1<sup>st</sup> part – You will get a test overview, complete your reading and math assessments, open your student account, and start your practice exams.

You must pre-register to attend an orientation.

2<sup>nd</sup> part – You will take some practice exams, consult with your teacher and receive your individualized plan for Phase II.

#### PHASE II

This part is ongoing. You attend regular onsite or online class sessions or do distance learning classes to prepare for the exam at your own pace.

#### LAST PART

We are approved testing centers for each of the exams. Pass the tests and get your GED® or your HiSET!

FOR THE LATEST INFORMATION ON DATES AND TIMES OF GED® COURSES, PLEASE CHECK OUR WEBSITE AT [WWW.WCCAE.INFO](http://WWW.WCCAE.INFO) OR CALL 510-231-1453 ext. 0

## GED® SCHEDULE

### GED® TEST PREPARATION - ORIENTATION - PHASE I

All new GED® candidates must participate in Phase I. Students must complete the entire 12-hour course consisting of assessing skills to determine how well prepared they are to take the GED® exam in English or Spanish. After completing all of the assessments, the instructor will help students decide if they are ready to

take the GED® or go to Phase II, GED® Test Prep or Distance Learning Test Prep. Students must have an active email address.

02101.03	SAT	1/8 & 1/15	2 Classes
Online	9:00am-2:00pm	Abril	No Fee
02101.06	WED	3/5 & 3/12	2 Classes
Online	9:00am-2:00pm	Abril	No Fee
02101.07	SAT	5/7 & 5/14	2 Classes
Online	9:00am-2:00pm	Abril	No Fee



## GED® TEST PREPARATION - ORIENTATION - PHASE II

This program is for students who have completed GED® Test Orientation Phase I

021101.04	TUE	9/7-6/15	Math
Alvarado	10:00am-12:00pm	Pekedis	No Fee
021101.03	TUE	9/7-6/8	Math
DeJean	6:00-8:00pm	Barrios	No Fee
021102.00	THU	9/7-6/8	Science
DeJean	6:00-8:00pm	Barrios	No Fee
021102.01	THU	9/7-6/16	Science
Alvarado	10:00am-12:00pm	Pekedis	No Fee
21104.01	MON	9/7-6/8	Social Studies
Alvarado	10:00am-12:00pm	Tellew	No Fee
21103.01	WED	9/7-6/8	Language Arts
Alvarado	10:00am-12:00pm	Tellew	No Fee

## CLASE DE PREPARACIÓN PARA GED® - FASE I - EVALUACIÓN

Todos los nuevos candidatos del GED® deben participar en las Fase I. Los estudiantes deben completar las 10 horas del curso. Dicho curso consiste en la evaluación de destrezas para determinar si están preparados para tomar el examen del GED® en inglés o en español. Después de completar todas las pruebas, el instructor les ayudará a decidir si están preparados para tomar el examen oficial del GED®, ir a la Fase II o a Educación a Distancia. Los estudiantes deben tener un correo electrónico activo.

02105.04	MIÉRCOLES	1/5 & 1/12	2 Classes
Online	9:00am-2:00pm	Lopez-Tello	No Costo
02105.05	SÁBADO	2/5 & 2/12	2 Classes
Online	9:00am-2:00pm	Abril	No Costo
02105.07	MIÉRCOLES	3/16 & 3/23	2 Classes
Online	9:00am-2:00pm	Lopez-Tello	No Costo
02105.06	SÁBADO	4/16 & 4/23	2 Classes
Online	9:00am-2:00pm	Abril	No Costo
02105.08	MIÉRCOLES	5/4 & 5/11	2 Classes
Online	9:00am-2:00pm	Lopez-Tello	No Costo



## CLASE DE PREPARACIÓN PARA GED® - FASE II

Todos los nuevos candidatos del GED® deben participar en la Fase I. Los estudiantes deben completar las 10 horas del curso. Dicho curso consiste en la evaluación de destrezas para determinar si están preparados para tomar el examen del GED® en inglés o en español. Después de completar todas las pruebas, el instructor les ayudará a decidir si están preparados para tomar el examen oficial del GED® ir a la Fase II o a Educación a Distancia. Estudiantes deben tener un correo electrónico activo.

02126.00	MARTES	9/7-6/8	Matemáticas
Online	6:00-8:00pm	Winter-Widel	No Costo
02127.00	JUEVES	9/9-6/3	Ciencias
Online	6:00-8:00pm	Winter-Widel	No Costo
02128.01	MIÉRCOLES	9/7-6/8	Lenguaje
Online	6:00-8:00pm	Lopez-Tello	No Costo
02129.01	LUNES	9/7-6/8	Estudios Sociales
Online	6:00-8:00pm	Lopez-Tello	No Costo
02129.02	LUNES	9/8-6/15	Estudios Sociales
Online	6:00-8:00pm	Gonzalez	No Costo
02128.02	MIÉRCOLES	9/7-6/8	Lenguaje
Online	6:00-8:00pm	Gonzalez	No Costo



## CLASES EN ESPAÑOL

Por favor vea nuestra página electrónica: [www.wccae.info](http://www.wccae.info)  
para ver la información actualizada.

NOTA: Horarios de clases y costo están sujetos a cambios.

### INFORMACIÓN GENERAL

#### ¿QUIÉN SE PUEDE INSCRIBIR?

Clases están disponibles para adultos de 18 años o mayores. Usted no tiene que residir en el Distrito Unificado de Contra Costa para asistir.

#### ¿CUÁNTO CUESTAN?

Los precios varían dependiendo de la clase y basado en los materiales, horas y número de estudiantes. Las clases están financiadas únicamente por lo que paga el estudiante. En la mayoría de los casos, 10 estudiantes inscritos son requeridos para que se imparta la clase. Si menos de 10 estudiantes se inscriben en la clase, se requiere un reajuste de horas o número de clases. Los estudiantes son notificados acerca de estas modificaciones u otra información a través del correo electrónico o en persona el día de la primera clase.

Por favor vea nuestra página de internet: [www.wccae.info](http://www.wccae.info) para la información más actualizada. Horarios y precios están sujetos a cambios

#### ¿QUÉ PASA SI LA CLASE ES CANCELADA POR WCCAE O POR EL ESTUDIANTE?

Si la clase es cancelada por WCCAE por cualquier motivo, automáticamente se le hace un reembolso completo de su dinero. Si usted quiere cancelar la clase tiene que solicitarlo por escrito (correo electrónico es aceptado). El costo de la Clase NO será reembolsado por ningún motivo si la solicitud se hace con menos de (2) días hábiles ANTES de que la clase comience. Se le cobrará \$25.00 por cancelación de clase.

#### ¿QUÉ HAGO SI NECESITO MI EXPEDIENTE DE ESTUDIOS?

Todas las solicitudes de expediente de estudios tienen que tener su nombre, fecha de nacimiento, número de teléfono, nombre de la última escuela a la que asistió ya sea que haya asistido al programa de Diploma de High School o el programa de Certificado de GED indicando si se graduó o si recibió su certificado. Hay un costo de \$5.00 por cada expediente de estudios que tiene que pagarse a la hora de solicitarlo. El proceso tarda de 2-3 días hábiles. Mande su solicitud a WCCAE-Alvarado Campus, 5625 Sutter Ave., Richmond CA 94804 junto con un cheque u orden de pago a nombre de: West Contra Costa Educación de Adultos.

#### ¿QUÉ HAGO SI TENGO QUE REPORTAR UNA QUEJA?

Comuníquese con la oficina para hablar con el director acerca de su queja. Si usted no está satisfecho a ese nivel o si usted siente que el problema no se ha resuelto, solicite la forma "Procedimiento uniforme de quejas" a cualquier maestro de Educación de Adultos o en la oficina de Educación de Adultos. Las formas también están disponibles en el internet [www.wccusd.net](http://www.wccusd.net).

#### NO DISCRIMINACIÓN

El distrito Escolar Unificado del este de Contra Costa No discrimina en base a raza, color, país de origen, género, discapacidad, edad, orientación sexual, estado civil o religión en cualquiera de sus pólizas, prácticas o procedimientos.

NO SE PERMITEN NIÑOS EN LAS CLASES. NO SE PERMITE EL USO DE TELÉFONOS CELULARES EN CLASE. NO SE PERMITE FUMAR EN NINGÚN AREA DE NUESTRAS ESCUELAS



### INGLÉS COMO SEGUNDO IDIOMA (ESL).

Los adultos que quieran aprender inglés o mejorar sus habilidades en el inglés pueden asistir a cursos en línea. En cada curso, los estudiantes practican la lectura, la escritura, la comprensión auditiva, y el habla en inglés. Tenemos clases para principiantes, intermedios, avanzados y multinivel. La inscripción siempre está abierta. Visite nuestra página web de ESL para ver un horario completo de las clases de ESL.

### DAS AL ESPAÑOL

#### CLASES DE CIUDADANÍA

Esta clase tiene como objetivo ayudarle a prepararse para tomar el examen de ciudadanía. Aprenda sobre la historia, gobierno y civismo de los Estados Unidos, practique la entrevista en inglés, llene la forma USCIS N-400. La clase es ofrecida en Inglés. Para más información llame al 510-231-1453 ext. 28024.

#### CLASES GRATIS DE CIUDADANÍA

##### SI USTED ...

- ¿Tiene 18 años o más?
- ¿Es un inmigrante legal que ha vivido en los Estados Unidos por 5 años o más?

##### ENTONCES USTED ES ELEGIBLE PARA SER CIUDADANO DE LOS ESTADOS UNIDOS USTED APRENDERÁ:

- Como llenar la solicitud de Ciudadanía
- Acerca de la historia de Estados Unidos
- Prepararse para la entrevista de Naturalización
- Y MUCHO MÁS

#### HORARIO DE CLASES

##### Clases de Día:

Martes y Jueves 9:00-11:00 AM

Maestro: Ken Ryan

##### Clases de Noche:

Lunes y Miércoles

6:30-7:30 PM.

Maestra: Kristen Pursley

##### Clase del Sábado:

10:00 AM-11:00 AM

Maestra: Maris Arnold

### + ASISTA A CLASE PARA INSCRIBIRSE

#### GED® PREPARACIÓN PARA EL EXAMEN DE GED EN ESPAÑOL

Adultos (18 años o mayores) pueden obtener el equivalente de la escuela

Superior (High School) al pasar el examen de GED®, el cual puede n tomar en inglés o español. WCCAE ofrece la preparación para el examen de GED® en dos fases:

**Fase I (2 días):** Usted tendrá la oportunidad de revisar en lo que consiste el examen de GED® y tomar un examen de práctica para saber cuáles son sus puntos fuertes y débiles en cuanto a su conocimiento académico. Al terminar la FASE I y con la ayuda del instructor, usted tendrá un plan de acción de cómo

prepararse para el examen.

Usted tiene que completar la FASE I para poder inscribirse en la FASE II.

**Fase II (todo el año matricula abierta):** Usted asistirá a clases para prepararse en las áreas académicas que usted necesita. Usted tomará el examen GED® cuando se sienta listo.

Cuando usted esté listo, tiene que inscribirse al Examen de GED® de Pearson Vue a través de la Internet a **myged.com**

**Para obtener la información más reciente de los horarios del programa de GED®, por favor vea Nuestra página de internet [www.wccae.info](http://www.wccae.info)**

**O llámenos al número de teléfono 510-231-1453.**







### CLASE DE PREPARACIÓN PARA GED® - FASE I - EVALUACIÓN

Todos los nuevos candidatos del GED® deben participar en las Fase I. Los estudiantes deben completar las 10 horas del curso. Dicho curso consiste en la evaluación de destrezas para determinar si están preparados para tomar el examen del GED® en inglés o en español. Después de completar todas las pruebas, el instructor les ayudará a decidir si están preparados para tomar el examen oficial del GED®, ir a la Fase II o a Educación a Distancia. Los estudiantes deben tener un correo electrónico activo.

02105.04	MIÉRCOLES	1/5 & 1/12	2 Classes
Online	9:00am-2:00pm	Lopez-Tello	No Costo
02105.05	SÁBADO	2/5 & 2/12	2 Classes
Online	9:00am-2:00pm	Abril	No Costo
02105.07	MIÉRCOLES	3/16 & 3/23	2 Classes
Online	9:00am-2:00pm	Lopez-Tello	No Costo
02105.06	SÁBADO	4/16 & 4/23	2 Classes
Online	9:00am-2:00pm	Abril	No Costo
02105.08	MIÉRCOLES	5/4 & 5/11	2 Classes
Online	9:00am-2:00pm	Lopez-Tello	No Costo

### CLASE DE PREPARACIÓN PARA GED® - FASE II

Todos los nuevos candidatos del GED® deben participar en la Fase I. Los estudiantes deben completar las 10 horas del curso. Dicho curso consiste en la evaluación de destrezas para determinar si están preparados para tomar el examen del GED® en inglés o en español. Después de completar todas las pruebas, el instructor les ayudará a decidir si están preparados para tomar el examen oficial del GED® ir a la Fase II o a Educación a Distancia. Estudiantes deben tener un correo electrónico activo.

02126.00	MARTES	9/7-6/8	Matemáticas
Online	6:00-8:00pm	Winter-Widel	No Costo
02127.00	JUEVES	9/9-6/3	Ciencias
Online	6:00-8:00pm	Winter-Widel	No Costo
02128.01	MIÉRCOLES	9/7-6/8	Lenguaje
Online	6:00-8:00pm	Lopez-Tello	No Costo
02129.01	LUNES	9/7-6/8	Estudios Sociales
Online	6:00-8:00pm	Lopez-Tello	No Costo
02129.02	LUNES	9/8-6/15	Estudios Sociales
Online	6:00-8:00pm	Gonzalez	No Costo
02128.02	MIÉRCOLES	9/7-6/8	Lenguaje
Online	6:00-8:00pm	Gonzalez	No Costo

# WINTER-SPRING 2022 REGISTRATION

## THIS REGISTRATION FORM FOR CLASSES ON PAGES 7-21 ONLY!

Use the registration form located on this page for pre-registration for all classes in the Community Interest section of the catalog.

Alternatively, you can register online at: [www.wccae.info](http://www.wccae.info)



## MAIL-IN REGISTRATION

### WEST CONTRA COSTA ADULT EDUCATION

#### REGISTRATION FORM - FEE CLASSES

ALVARADO CAMPUS ♦ 5625 Sutter Ave., Richmond 94804 ♦ Phone: 510-231-1453 ♦ [www.wccae.info](http://www.wccae.info) ♦ [adulted@wccusd.net](mailto:adulted@wccusd.net)

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LAST FIRST MIDDLE

☐ MALE ☐ FEMALE ☐ NON-BINARY BIRTHDATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

CELL PHONE \_\_\_\_\_ OTHER PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
(Required for communication purposes only)

COURSE TITLE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ FEE \$ \_\_\_\_\_

COURSE TITLE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ FEE \$ \_\_\_\_\_

COURSE TITLE \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_

COURSE NUMBER \_\_\_\_\_ FEE \$ \_\_\_\_\_

TOTAL FEES \$ \_\_\_\_\_

☐ CHECK (payable to: WCCAE) Check Number: \_\_\_\_\_

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

For statistical reporting only: (Please check the box(es) that applies to you):

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: ☐ WIOA ☐ 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.



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WCCAE is a member of the county adult education consortium. CCCAEC provides oversight and funding to adult education programs. The consortium helps plan, implement and grow programs for English language instruction, academic education services, career and technical education courses and programs for persons with intellectual disabilities. Find out more about us at: [www.cccaec.org](http://www.cccaec.org)  
Questions? Contact: [jeffrey.carr@wccusd.net](mailto:jeffrey.carr@wccusd.net) subject line: WCCAE Teaching Team



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