



# East Side Adult Education



*Quality Education, A Commitment To Our Community*

## **SCHEDULE OF CLASSES**

**Classes Begin August 15th, 2017**



## TABLE OF CONTENTS

Director's Message.....	1
East Side Union High School District.....	2
Vision/Mission Statement.....	3
School Wide Learner Outcomes	
WASC Accreditation	
East Side Adult Education Programs.....	4
High School Diploma Program (HSD) .....	5
High School Equivalency Preparation.....	6
Next Step Academy.....	7
Adult Basic Education.....	8
English as a Second Language.....	9-10
ESL/Citizenship .....	11
Community Based English Tutoring.....	12
Adult Literacy Program .....	13
Career Technical Education & Certification .....	14-20
Medical Administration Program .....	21
Student Success Stories.....	22-23
Partner Agencies.....	24
South Bay Consortium For Adult Education .....	25
Educate California At Silicon Valley .....	26
Grail Family Services.....	27-28
Conxion To Community .....	29
Class Locations/Information Centers .....	30-31
CalWorks .....	32

## ADULT SCHOOL SUMMER HOURS

*Note: The school offices are only open on Mondays-Thursdays from 8:00am-5:00pm. The office will be closed on Fridays.*

*We will return to regular schedule during the fall term starting on August 7 - then the office will be open during the day on Mondays-Fridays from 8:00am-4:00pm and on Mondays-Thursdays nights from 6:00pm-8:00pm.*

## ADULT SCHOOL AND OFFICE HOURS

### INDEPENDENCE ADULT CENTER

Main Office.....	928-9300
CalWorks .....	928-9363
Fax .....	928-9309

**627 Educational Park Drive • San Jose, CA 95133**

Monday - Friday Daytime..... 8:00am - 4:00pm

Monday - Thursday Evening..... 6:00pm - 9:30pm

### OVERFELT ADULT CENTER

Main Office.....	254-8100
Fax .....	254-8115

**1901 Cunningham Avenue • San Jose, CA 95122**

Monday - Friday Daytime..... 8:00am - 4:00pm

Monday - Thursday Evening..... 6:00pm - 9:30pm

### ANDREW HILL ADULT CENTER

Main Office.....	347-4171
------------------	----------

**3200 Senter Road • San Jose, CA 95123**

Monday - Thursday Evening..... 6:00pm - 9:30pm



### ***Fall classes begin August 15th, 2017***

The fall semester promises to be an exciting one for the coming school year. Many events are taking place simultaneously that promises to make East Side Adult Education an exciting educational environment for all adults to learn new skills, earn a high school diploma or GED certificate, or work on their English language skills.

A major initiative that will be completed during this semester is the integration of technology in all classrooms. We are very close to our goal of having one portable computer lab for every two classrooms. This enables our teachers and students better and more frequent use of laptop technology in the classroom. Coupled with the laptop cart purchases is the purchase and use of web based software programs that enhance and enrich the learning process. All software programs at East Side have been upgraded to new web based versions. This is important for three reasons. First it enables our teachers and students to take full advantage of the wireless capabilities in our classrooms. Secondly, students can access the software to complete assignments or gain extra practice anywhere they can log into the internet. Each student is given an individual access code that can be used anytime and anywhere. Lastly, this initiative will open

opportunities for East Side to expand its **distant learning program**. We have already initiated a distant learning opportunity for our GED students. Students enrolled in the program study at their own pace and time. They are required to meet with their teacher at least once per week for follow-up and assistance. Face to face assistance is available Monday through Thursday. Students can also communicate with their instructor via google classroom.

The Independence Adult Center is going through some major upgrades for this fall. There will be a new administration building replacing the older outdated and worn out portable that has housed most of our registration, counseling, meetings, and administrative functions since 1988. The classrooms will be getting an upgrade as well. New carpets will be installed over the summer in all classrooms and it's planned to replace classroom furniture before the end of the fall semester.

Whatever your adult education goals are, East Side Adult Education is the place to be. Our teachers are among the best in their fields, our curriculum is current and updated regularly, and our facilities are great environments to learn in. Enroll today for a brighter tomorrow.

**Richard Uribe,**  
Director, East Side Adult Education



# EAST SIDE UNION HIGH SCHOOL DISTRICT



## EAST SIDE HIGH SCHOOL DISTRICT *Silicon Valley*

Preparing every student to thrive in a global society.



### EAST SIDE UNION HIGH SCHOOL DISTRICT

**Chris Funk, Superintendent**

#### **BOARD OF TRUSTEES**

Frank Biehl, Board President

J. Manuel Herrera, Board Vice-President

Patti Cortese, Board Clerk

Lan Nguyen, Board Member

Van T. Le, Board Member

#### **ADULT EDUCATION PROGRAM**

Richard Uribe - Director

Tatiana Roganova - Supervisor,  
Overfelt Adult Center

Jorge Silva - Supervisor, Independence  
Adult Center



**California Adult Schools**  
LEARNING FOR LIFE

**East Side Adult Education • Independence / Overfelt**

[www.CaliforniaAdultSchools.org](http://www.CaliforniaAdultSchools.org)



## VISION STATEMENT

East Side Adult Education will be a leader in providing educational programs for a diverse community of learners that ensure academic success and career readiness for every student.

## MISSION STATEMENT

The East Side Adult Education Program provides a learning environment which fosters student success, encourages life-long education, and meets changing community needs.



The East Side Adult Education Program is a part of the East Side Union High School District of San Jose. East Side Adult Education (ESAE) was established in 1988 serving several neighborhoods east of downtown San Jose.

### SCHOOLWIDE LEARNER OUTCOMES

- Students will communicate effectively.
- Students will develop, apply, expand and integrate critical thinking skills.
- Students will participate collaboratively and independently.
- Students will engage in the use of technology and other resources.
- Students will set personal and professional goals to enhance college and career readiness.

### WASC ACCREDITATION

East Side Adult Education is accredited by the Western Association of Schools and Colleges & by the California State Department of Education.



# EAST SIDE ADULT EDUCATION PROGRAMS

**Quality Education:** A Commitment to our Community



**HSD**

High School Diploma



**HSE**

High School Equivalency



**ABE**

Adult Basic Education



**ESL**

English as a Second Language



**CTE**

Career Technical Education



# HIGH SCHOOL DIPLOMA PROGRAM (HSD)

The East Side Adult Education Program is fully accredited by the Western Association of Schools and Colleges (WASC) to grant high school diplomas. The High School Diploma Program is open to adults 18 years or older. Over fifty high school classes are offered during the day at Independence Adult Center and during the evening at Independence Adult Center, Overfelt Adult Center and Andrew Hill High School. Students must meet all state and local requirements for graduation. Residency for high school graduation requires that a student must be enrolled and pass 10 units of credit at the East Side Adult Education program.

All new enrolling students must take a placement examination and meet with a counselor before attending classes. If you are interested in earning a diploma, you must:

- Call one of the locations listed below for an appointment to take a Placement Evaluation.
- After your Placement Evaluation, make an appointment to see a counselor, who will enroll you in appropriate classes. Bring transcripts from previous high schools and or schools you have attended to the counseling appointment.

## LOCATIONS:

**INDEPENDENCE ADULT EDUCATION ..... 928-9300**

625 Educational Park Drive, San Jose, CA 95133

*Counseling Hours:*

Monday through Thursday 9:00am – 1:00pm; 6:00pm – 9:30pm

**OVERFELT ADULT EDUCATION ..... 254-8100**

1901 Cunningham Avenue, San Jose, CA 95122

*Counseling Hours:*

Mondays & Wednesday 6:00pm – 9:30pm

**ANDREW HILL ADULT CENTER ..... 347-4390**

3200 Senter Road, San Jose, CA 95111 (At Andrew Hill High School)

*Counseling Hours:*

Thursday 6:00pm – 9:30pm

## BOOKS AND OTHER COSTS

For the students' convenience, books are sold in the Book Room at Independence Adult Center. Instructors will provide more specific information. Purchase of textbook is strongly recommended.



# HIGH SCHOOL EQUIVALENCY PREPARATION

The State Board of Education has approved options for those seeking to earn high school equivalency certificates. Many employers, vocational schools, colleges and the military recognize the

following tests as the equivalent of a high school diploma. This Adult Education class is designed to help students 18 years of age and over to pass one of the following state approved tests:

## **The GED – General Educational Development HiSET - High School Equivalency Test**

### **INDEPENDENCE ADULT CENTER 408-928-9300**

625 Educational Park Drive, San Jose, CA 95133

Daytime Office Hours:

Monday - Friday 8:00am - 4:00pm

Evening Office Hours:

Monday - Thursday 6:00pm - 9:30pm



### **INDEPENDENCE ADULT CENTER GED CLASS SCHEDULE**

Monday, Friday 8:50am - 12:00pm

Monday, Wednesday 6:20pm - 9:30pm

Tuesday, Thursday 6:20pm - 9:30pm

### **CONXION TO COMMUNITY OFFERING DISTANCE LEARNING GED CLASSES;**

This class is designed for those students who do not have the ability to attend a physical class environment, on a regular basis, due to work schedule, family obligations, or health issues. The student works at his/her own pace with the guidance of an online Instructor. The GED/High School Equivalency diploma opens up many new doors of opportunity and will prepare you for the skills needed for College and Career Readiness. Note: Free testing if you are between the ages of 17-24.



### **Getting Started:**

Students will be required to take a Placement Test on Mondays or Thursdays at 12:30 P.M. at Conxion to Community, 749 Story Road, San Jose, CA 95122. Please call (408) 213-0961 Ext. 32 to set up an appointment. You can also test at Independence Adult Center call (408) 928-9300. The test will take approximately two hours and the instructor will let you know that day if you are eligible for the online class. You will need a score of 9.0 in Reading and Writing and 7.5 in Math.

**Visit Us or Call • 749 Story Road Suite 10, San Jose, CA 95122  
(408) 213-0961 - [www.conxion.org](http://www.conxion.org)**



# WHAT'S YOUR NEXT STEP?



## San Jose City College & Evergreen Valley College



### IMPROVE YOUR:

Reading, Writing & Math Skills  
Computer Skills  
Study Habits  
Test Taking Skills

### LEARN ABOUT:

Financial Aid Forms  
College Applications  
Exploring Careers Interests  
When & Who to Ask for Support

### WHAT STUDENTS TAKING THIS CLASS ARE SAYING?

**"This is an excellent program for students who are serious about attending college."**

**"This class has provided me with the information I need to enter college."**

Request an application in the IAC or OAC Office. Students must have at least 165 credits, and complete the application to be considered for the **Next Step Academy.**

Students will receive 5.0 credits for attending the class.

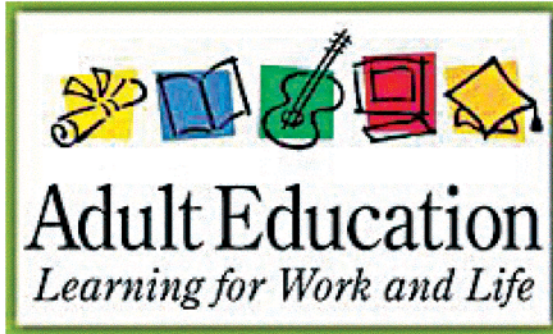
**For information on the Next Step Academy, call (408) 928-9331**



# ADULT BASIC EDUCATION PROGRAM

Adult Basic Education (ABE) programs serve students ages 18 and over who are not enrolled in school and who want to improve their basic skills in reading, writing, math, listening, and speaking.

ABE is designed to provide free educational opportunities leading to acquiring basic literacy, employment, postsecondary education, and training.







## ENGLISH CLASSES

We offer more than 50 English classes. The levels include: literacy, beginning low and high, intermediate low and high and advanced low. New students can register at any time during the school year. Interested students should go to the location of their choice for registration and placement testing. For more information, please call the phone numbers listed on page 10.

## CLASES DE INGLES

Ofrecemos más de 50 clases de Inglés. Los niveles incluyen: principiante bajo y alto, intermedio bajo y alto y avanzado bajo. Estudiantes nuevos pueden registrarse durante todo el año escolar. Estudiantes interesados pueden llamar o ir a la escuela a la que prefieran asistir para tomar un examen de colocación. Los teléfonos a llamar están al lado del mapa. Si tenemos espacio disponible los estudiantes pueden empezar sus clases inmediatamente.

## CÁC LỚP HỌC TIẾNG ANH – ENGLISH AS SECOND LANGUAGE

Chúng tôi cung cấp hơn 50 lớp học Anh ngữ nhiều trình độ: Trình độ Anh ngữ vô lõng. Anh ngữ số cấp thấp và Anh ngữ số cấp cao. Anh ngữ trung cấp thấp và Anh ngữ trung cấp cao. Sau chót là lớp Anh ngữ cao cấp.

Học viên mỗi có thể ghi danh học bất cứ thời điểm nào của học kỳ. Học viên muốn ghi danh học có thể gọi điện thoại tới trường hoặc đích thân đến trường nói họ thích học để lấy một bài khảo sát xếp lớp. Các số điện thoại được ghi trên bản đồ chỉ địa điểm của từng trường.



# ENGLISH AS SECOND LANGUAGE

## MORNING

Location	Days	Class Time
Alberto Cruz-Alum Rock Branch Library	MWTH	9:30am - 12:40pm
Grail Family Services (GFS)	MTWTH	8:30am - 11:40am
Independence Adult Center (IAC)	MTWTHF	8:50am - 12:00pm
Montgomery Elementary (MES)	MTWTHF	8:15am - 11:25am
Overfelt Adult Center (OAC)	MTWTHF	8:50am - 12:00pm
Tully Community Library (TCL)	MTTH	10:00am - 1:10pm

## AFTERNOON (Beginning Classes Only)

Location	Days	Class Time
Independence Adult Center (IAC)	MTWTH	1:00pm - 4:10pm
Overfelt Adult Center (OAC)	MTWTHF	12:30pm - 3:40pm
Grail Family Services (GFS)	MTWTH	1:00pm - 4:10pm

## EVENING

Location	Days	Class Time
Andrew Hill High School (AH) • (408) 347-4390	MTWTH	6:20pm - 9:30pm
Independence Adult Center (IAC) • (408) 928-9300	MTWTH	6:20pm - 9:30pm
Overfelt Adult Center (OAC) • (408) 254-8100	MTWTH	6:20pm - 9:30pm

**TO REGISTER: CALL ONE OF THE LOCATIONS ABOVE TO MAKE AN APPOINTMENT FOR A PLACEMENT TEST AND SPEAK WITH OUR FRIENDLY STAFF:**







## **FOR INTERMEDIATE SPEAKERS ONLY**

Students must score at an intermediate level to qualify for enrollment in the ESL Citizenship classes.

### **ESL/CITIZENSHIP CLASS WILL:**

- learn how to complete application forms
- study U.S. History and Government and practice interview questions
- use online resources to study Citizenship
- practice reading, writing and speaking English

### **CLASES DE INGLES CON CIUDADANIA LE AYUDARAN A:**

- llenar su aplicación
- estudiar la historia y el gobierno de los EEUU
- mejorar sus habilidades con el uso de la computadora
- practicar en hablar, escribir, escuchar y leer en Inglés

### **LỚP HỌC TIẾNG ANH VÀ QUỐC TỊCH – ESL/CITIZENSHIP CLASS**

Để hội đủ điều kiện ghi danh lớp học tiếng Anh và Quốc Tịch, học viên phải vượt qua một kỳ khảo sát Anh Ngữ ở trình độ trung cấp.

- Học viên sẽ được giúp đỡ điền đơn thi quốc tịch.
- Học viên sẽ học lịch sử Hoa Kỳ và các cơ quan chính quyền Hoa Kỳ.
- Học viên sẽ thực tập phỏng vấn và trả lời các câu phỏng vấn quốc tịch.
- Học viên sẽ dùng máy tính để thực tập trả lời các câu phỏng vấn quốc tịch.
- Học viên cũng thực tập đọc, viết, và đàm thoại tiếng Anh.



# COMMUNITY BASED ENGLISH TUTORING (CBET)

## AYUDANDO A LOS PADRES A QUE AYUDEN A SUS HIJOS A TENER EXITO!



### PARENTS! PADRES! Cha mẹ!

Quieren aprender ingles y ayudar a sus hijos en la escuela?  
Bạn muốn học tiếng Anh và giúp con em mình ở trường học?  
Do you want to learn English and help your children in school?

Estas clases especiales son para Usted!

Những lớp học đặc biệt dành cho bạn!

These special classes are for you!

Aprenda Ingles y aprenda sobre la escuela de sus hijos.

Học tiếng Anh và tìm hiểu về trường học của con em.

Learn English and learn about your child's school.

**Cuidado de niños de 2-11 años gratis. Los niños deben estar  
entrenados para ir al baño.**

**Miễn phí chăm sóc trẻ cho trẻ em 2-11 tuổi . Trẻ em phải đi vệ sinh  
để vào chương trình**

**Free childcare for children 2-11 years old. Children must be toilet-  
trained to enter the program**

**Yerba Buena High School**  
1855 Lucretia Ave, San Jose, CA 95122

**Mon-Thurs 6:00pm-9:00pm**

**Mt. Pleasant High School**  
1750 S White Rd, San Jose, CA 95127

**Mon-Thurs 6:00pm-9:00pm**

**Daniel Lairon School**  
3975 Mira Loma Way, San Jose, CA 95111

**MWF 8:30am-11:40am**

**Robert Kennedy School**  
1602 Lucretia Ave, San Jose, CA 95122

**MWF 8:30am-11:40am**

**Captain Jason M. Dahl School**  
3200 Water Street, San Jose, CA 95111

**MTF**

**For more information call 408.254.8100**



# ADULT LITERACY PROGRAM

## ARE LOW SKILLS HOLDING YOU BACK IN LIFE? WE CAN HELP!

Students in the Adult Literacy classes study basic reading, writing, language arts, and math. Classes are for students who speak English well and who have skills below the

eighth grade level. Our teachers will meet with you and provide an individualized course of study.

## LEARN AT YOUR OWN PACE! START ANYTIME!

For more information, call one of the numbers below:

### INDEPENDENCE ADULT CENTER .....928-9300

625 Educational Park Drive, San Jose, CA 95133  
(Corner of Educational Park and Las Plumas)

#### Office Hours:

Monday – Thursday	8:00am - 4:00pm
Monday – Thursday	6:00pm - 9:30pm
Friday	8:00am - 4:00pm

### IAC CLASS SCHEDULE

Monday, Tuesday, Wednesday, Thursday, Friday	8:50am - 12:00pm
Monday, Tuesday, Wednesday, Thursday	12:30pm - 3:40pm
Monday, Tuesday, Wednesday, Thursday	6:20pm - 9:30pm

### OVERFELT ADULT CENTER .....254-8100

1901 Cunningham Avenue, San Jose, CA 95122

#### Office Hours:

Monday – Thursday	8:00am - 4:00pm
Monday – Thursday	6:00pm - 9:30pm
Friday	8:00am - 4:00pm

### CONXION TO COMMUNITY (CENTER FOR TRAINING) .....928-9300

749 Story Road, San Jose, CA 95122





## CAREER EDUCATION

## ACCOUNTING ALL LEVELS: BEGINNING, INTERMEDIATE, ADVANCED

This instructional program prepares individuals to perform any combination of the following tasks: apply the accounting cycle for both a service and merchandising business through closing the books for a sole proprietorship, partnership, and corporation; select and use appropriate computer hardware and software to develop, process, and maintain accounting records and create reports; create and maintain subsidiary ledgers; prepare, analyze, and interpret financial statements; apply procedures for asset acquisition and disposition and analyze and calculate depreciation methods; create budgets, design flexible budgets, and make capital budgeting decisions.



**WE ARE A QUICKBOOKS CERTIFIED TESTING SITE**

In the QuickBooks class the students are using the Accountant version. Students enrolled in this course are learning relevant computing skills found in most offices today. Intuit® QuickBooks, the industry leader in managerial accounting software for small business, provides an easy-to-understand platform for students to grasp accounting concepts while honing skills in the most prevalent bookkeeping application in small business today. Students can validate their QuickBooks knowledge at the end of the semester by becoming an Intuit QuickBooks Certified User (QBCU).

## FULL-CHARGE BOOKKEEPING:

**Validate your experience to an employer with certification**

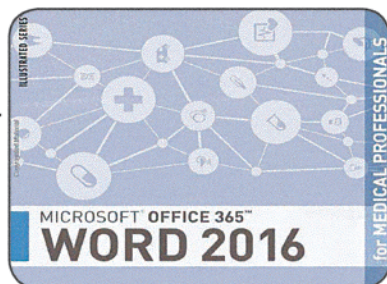
A full-charge bookkeeper is one who performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements. Students, if you are interested in working towards a career in Bookkeeping, this course is for you! This course covers terminology, hands-on tasks (such as Accounts Payable, Accounts Receivable, Payroll and Payroll Taxes), topics (like insurance and industry Specifics) and relevant forms - everything from the job interview to financial statements, and more. At the end of the semester students will have the opportunity to become certified. The certificate reads {Certified Full Charge Bookkeeper} and it will be an independent verification of your skills for potential employers.

*Job Outlook For Accounting And Financial Clerks - Employment of financial clerks is projected to grow 6 percent from 2014 to 2024, about as fast as the average for all occupations.*



## FUNDAMENTALS FOR THE MEDICAL ASSISTANT

All students are encouraged to enroll in the fundamentals class at the same time as one of the medical courses listed below. In the Fundamentals for the Medical Office course you will become familiar with the software program Microsoft Office 2016. You will learn how to perform basic tasks such as saving, naming, and using the web as a research tool. All lessons throughout the course will familiarize you with medical terms and forms commonly used in a medical office. Learning the fundamentals of the medical office is priceless when working in the medical field. Students taking this course will greatly enhance their employment value. Even if you know medical fundamentals, refreshing your knowledge may be beneficial.



## MEDICAL OFFICE ADMINISTRATIVE SERVICES

This course will provide an overview of the nature, organization, and function of healthcare administrative services. Instruction includes topics such as healthcare reform, healthcare costs and services. Students have the opportunity to learn the practical application of leadership, communication, team building, decision-making, problem solving, as well as conflict and negotiation. Students also have the opportunity to experience volunteer work in the field. Working with and receiving feedback from staff employed in the medical field (for example doctors, nurses, radiologists, caregivers, respiratory therapists etc.) Students, if you are interested in working towards a career in the medical field, this course is for you! This course has opened the doors for many students, who are now employed at Regional Hospital, Foothill Community Health Center, dental offices, and more. Take advantage of this great opportunity.



## ELECTRONIC HEALTH RECORD SPECIALIST

The Electronic Health Records Specialist is responsible for maintaining the integrity and protecting the privacy and security of patient information. EHR Specialists perform some or all of the following tasks: audit patient records and clinical information for inclusion into reports, perform basic coding to submit claims for insurance reimbursement, process release of information requests for medical records, collect and review patient records and insurance information. This course prepares students for jobs as Electronic Health Records Specialists and helps them develop skills required for their medical profession. The software for this course is very detailed and thorough.



*Job Outlook for Medical Office Administrative Services - Employment of health information technicians is projected to grow 15 percent from 2014 to 2024, much faster than the average for all occupations. The demand for health services is expected to increase as the population ages.*



# CAREER EDUCATION

## GOOGLE APPLICATIONS



This course is project-based and designed to provide students with hands-on use of Google Sheets, Google Docs, Maps, Sites, Hangouts and Presentations - everything Google! At the same time, you will learn about computer concepts such as Cloud Computing and the internet. You will learn how to effectively use technology and internet resources as you develop teamwork, communication and presentation skills in a variety of formats. At the end of the semester you will have your own website and be able to demonstrate your skills in what is commonly known as Google Suite. A set of intelligent Google apps including Gmail, Docs, Drive and Calendar to connect you to the people in your business or personal life.

## MICROSOFT OFFICE ESSENTIALS V2013

- Word and PowerPoint   Fall Semester
- Excel and Access   Spring Semester

Over the course of a year in the Microsoft Office Essentials course series you will learn to use Word, PowerPoint, Excel and Access; two applications per semester. In the fall semester, you will learn PowerPoint and Word. In the spring semester, Excel and Access are offered. You will be able to complete the entire suite in two semesters. This is a great class for career and academic minded students. The Word and PowerPoint class is perfect for beginners. These skills will make you more competitive in the job market. Upon completion of this course you can move on to the advanced certification course and become a Microsoft Certified Specialist also known as MOS

## WE ARE A MICROSOFT CERTIFIED TESTING SITE

### MICROSOFT APPLICATIONS: WORD, EXCEL V2016

A full semester, one day per week is offered in each application. If you have completed the MOE coursework and want to move on to a more in-depth understanding of Word or Excel, enroll in these courses. Word is offered on Tuesday and Excel is offered on Thursday in the morning. In each course you will start the semester with the basics (such as the ribbon, using help etc.) By the end of the term, you will be prepared for the Microsoft Office Specialist (MOS) certification course which is offered on Monday mornings.

### MICROSOFT OFFICE SPECIALIST ALSO KNOWN AS MOS

Students who enroll in this course are preparing for the Microsoft Office Specialist exam. The ideal student is one who has taken at least one semester of the Microsoft Office classes here at the adult center or is proficient in the application in which they want to test. Students will prepare on a daily basis for the test using the GMetrix software program until they reach a passing score on the practice test. It is an independent study class with the teacher assisting students individually as needed. You may choose on which application to focus. You will certify on one application at a time. If you would like to read more about the certificate check out this site [www.certipoint.com](http://www.certipoint.com). Certificate fee \$50.

## IT ESSENTIALS: PC HARDWARE AND SOFTWARE

This curriculum provides an introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level information and communication technology (ICT) professionals. The curriculum covers the fundamentals of PC technology, networking, and security, and also provides an introduction to advanced concepts. Students who complete this course will be able to describe the internal components of a computer, assemble a computer system, install an operating system, and troubleshoot using system tools and diagnostic software. Upon successful completion of the academy, the student will be prepared for the Comp TIA+ certification exam. The Cisco Academy is offered at the Overfelt Adult Center only.



## NETWORK ENGINEERING: HOME AND SMALL BUSINESS

This course prepares students for jobs as network technicians and helps them develop skills required for computer technicians. It provides a basic overview of routing and remote access, addressing, and security. It also familiarizes students with servers that provide email services, web space, and authenticated access. Students learn about the soft skills required for help desk and customer service positions, which helps them prepare for industry certification exams. Students perform a great deal of hands-on work on routers, switches, and firewalls as they learn to design, build, and maintain data networks using some of the most powerful enterprise network technologies of the day. The course covers some of the most powerful technologies used on enterprise networks including wireless networks, Virtual LANs (VLANs), Spanning-Tree Protocol (STP), traffic management with Access Control Lists (ACLs), dynamic routing, and Wide Area Network (WAN) technologies.

## ESSENTIAL OFFICE SKILLS

The ACT National Career Readiness Certificate (ACT NCRC®) is an industry-recognized, portable, research-based credential that certifies essential skills needed for workplace success. During this one semester course students will prepare to take the NCRC assessment. Students use practice tests each week until they reach a passing score and feel prepared to take the online test which is administered in class. Students also work on career development projects such as researching job outlook information so that they can use that information to create a PowerPoint presentation. Google applications such as Gmail, Calendars, Sheets and Docs are just some of the skills covered during the semester.



## THE NCRC MAKES A DIFFERENCE

- Job seekers and current employees improve their career outcomes
- Students prepare to succeed in a variety of career pathways
- Possess a document that provides evidence of your skills

The ACT NCRC is awarded at four levels, based on the scores achieved. WorkKeys® assessments measure "real world" skills that employers believe are critical to job success. Test questions are based on situations in the everyday work world. For more information go to [www.act.org/workforce](http://www.act.org/workforce)



# CAREER EDUCATION

Classes are free! Books are required for some classes. Check with your teacher.  
*Book Prices are subject to change*

BA1V	ACCOUNTING	TEXTBOOK	\$130
	ACCOUNTING	WORKBOOK	\$55
BBHV	BOOKKEEPING	TEXTBOOK	\$25
BWPV	WORD/POWER POINT MICROSOFT OFFICE ESSENTIALS	LOG IN KEY	\$22.50
		TEXTBOOK	\$100
BSSV	MICROSOFT OFFICE SPECIALIST	CERTIFICATE	\$50
BMZV	MEDICAL OFFICE ADMINISTRATION	LOG IN KEY	\$65
BFZV	FUNDAMENTALS FOR THE MEDICAL OFFICE	TEXTBOOK	\$62
BEMV	ELECTRONIC HEALTH RECORDS	LOG IN KEY	\$105
TAUV	QUICKBOOKS	TEXTBOOK QB CERTIFIED USER	\$80 \$100 TEST
BCXV	CISCO IT ESSENTIALS	TEXTBOOK	\$60 \$80

**FOR MORE INFORMATION CONTACT  
 JOYCE ALVARADO, CTE DEPARTMENT CHAIR**

**625 Educational Park Drive • San Jose, CA 95133**

**Phone: 408-928-9399**

**E-mail: [alvaradoj@esuhsd.org](mailto:alvaradoj@esuhsd.org)**

## **MICROSOFT OFFICE SPECIALIST 2016**

- Become a Microsoft Office Specialist
- Prepare yourself for achievement in the classroom and workforce
- Develop skills that are valued by many companies and organizations
- Obtain a prestigious certification to add to job applications or resumes

## **QUICKBOOKS**

- Become a QuickBooks Certified User
- Obtain skills in the most prevalent bookkeeping application in small business today
- Gain skills that will help you tackle the most difficult QuickBooks challenges

## **ACT - NATIONAL CAREER READINESS CERTIFICATE (NCRC)**

- Receive the National Career Readiness Certificate, a certification accepted by over 10,000 employers nationwide as a reliable way to verify individuals' work skills
- Use WorkKeys to master the skills to receive the NCRC
- Improve your career outcomes

## **CERTIFIED FULL-CHARGE BOOKKEEPER**

- Give your career a boost with the title "Certified Full-Charge Bookkeeper" (CFCB)
- Learn how to perform all of the bookkeeping tasks of any small business, such as payroll taxes and monthly financial statements

## **MEDICAL CPR**

- Receive a certificate for Pediatric First Aid and CPR valid for 2 years
- Get access to first aid and CPR training-ideal for schools, child care providers, youth sports coaches, and others that require knowledge in how to respond to medical emergencies

**Microsoft**  
Office Specialist





# CAREER EDUCATION

Career Path	Course Title	Room	Beginning/End Time	Day
The field of Accounting offers a host of career possibilities: Accounts Payable Clerk, Staff Accountant, Tax Preparation and more!	Accounting	303	6:20pm-9:30pm	Monday and Wednesday
	Bookkeeping	303	6:20pm-9:30pm	Tuesday
	Quickbooks Certified User 3 days per week	303	4:45pm-6:15pm and 6:20pm-9:30pm	Monday, Wednesday and Thursday
Medical Office Administrative Assistant: Medical assistants complete administrative tasks in the offices of physicians, hospitals, and other healthcare facilities.	Fundamentals for the Medical Assistant	301	2:00pm-4:00pm	Monday and Wednesday
	Electronic Medical Records	301	6:20pm-9:30pm	Tuesday
	Medical Office Administration	301	4:00pm-6:00pm	Monday and Wednesday
Information Technology: Administrative Assistant, Computer Systems Analysts, and Database Managers are just a few of the career possibilities. You can become Microsoft certified at our IAC site. The MOE course is a great class for beginners.	Google Applications is offered on three different days. You can attend mornings or evenings. Choose one day per week. This is a great class for beginners.	301 and 303	8:50am-12:00pm 6:20pm-9:30pm	Wednesday or Thursday Morning or Wednesday Evening
	Word and PowerPoint Microsoft Office Essentials	305	4:20pm-6:20pm	Tuesday and Thursday
	Microsoft Word	303	8:50am-12:00pm	Tuesday
	Excel	303	8:50am-12:00pm	Thursday
	Microsoft Office Specialist	303	8:50am-12:00pm	Monday
	ACT & Essential Office Skills	303	8:50am-12:00pm	Friday
	Cisco	D-100 @ OAC	6:20pm-9:30pm	Tuesday and Thursday



# MEDICAL ADMINISTRATION PROGRAM



## ***FIELD TRIP TO REGIONAL MEDICAL IN SAN JOSE***

Medical administrative assistants are the front-office staff who ensure medical offices operate efficiently while also fostering a friendly and positive patient experience. While having an interest in the health care system, medical administrative assistants do not interface directly with patient care, rather they

greet patients, triage appointments and provide other assistance.

As a student in our Medical Administrative Assistant program, you will gain a strong background in office skills as well as business communication and customer service.





## STUDENT SUCCESS STORIES

My name is Linh Pham. I had a stroke five years ago and became hemiplegic when I was in Vietnam. In 2013 I moved to America and settled in San Jose, California. I attended my first ESL class at Overfelt Adult Center in January, 2016.

Since I had to take the bus and use my manual wheelchair to go to school, I left home at 5:00 AM. I was very happy to go to school but was very tired by the end of the day. I became depressed and wanted to quit school. Luckily the OAC Student Government and their Advisor Ms. Minh Nguyen discussed my situation at their monthly meetings. After 3 months of meeting and working hard to look for a solution, Class Representative Reyna Aguilar found a donor and secured a power wheelchair for me.

As you can see in the photo, I am very happy that I can keep on going to school. It is much easier to get around. Now I don't feel tired after school. I even have energy to learn to walk a bit more and more on my own at home and in my classroom. It is something I never thought I could do. Thank you for helping me!



Hi. My name is Dulce Farfan Ruiz. Originally I am from Mexico. On September 27th, 2016, I became a U.S. citizen. I was amongst 400 new U.S. citizens from 50 different countries who took the Oath of Allegiance at the Heritage Theatre in Campbell. I was lucky enough to attend Overfelt Adult Center, to gain knowledge how to apply for U.S. Citizenship and prepare for my Naturalization interview which included civics and U.S. history. I am thankful for my teacher, Olga Kachina, and all my classmates for all their help and motivation. My mother, is still attending Overfelt Adult Center and is preparing for her upcoming Naturalization interview. I have no

doubts that she will pass the exam too. Today I am proud to be a U.S. citizen. In November 2016, I voted to federal election for the first time. I strongly recommend a citizenship class at Overfelt.



## STUDENT SUCCESS STORIES



I came to the United States when I was 48 years old. At that time, my English was not good, and I did not have any American certificate or degree. Thus, I focused on studying English first. Then, I studied GED at ConXion To Community, a branch of East Side Adult Education in San Jose, California. My GED teacher was Fran Brautigam. She was very nice, enthusiastic, and wonderful. She taught and instructed me four GED subjects, and helped me prepare for the GED tests. During this program, I also had a chance

to practice my English with other students because many of them were born in the U.S., or came here when they were little. After three semesters studying GED, I passed all four tests, and obtained a GED certificate. Thank you Ms. Fran and the school very much.



My name is Efrain Rios. I've been taking ESL & Computer Applications classes at Independence Adult Center for a long time. Now, I'm back to continue my education with the objective to get a better job in information technology. Occupations related to IT are expected to add about a half million new jobs during the next ten years according to the Occupational Outlook Handbook and this is due to great emphasis on cloud and mobile computing technologies. This class will help me

understand how computers work and how to do large and complicated tasks that would take a very long time to do without them; as well as how to diagnose problems, install and configure hardware and troubleshooting computer and network problems. My instructor, Ron Bates, is highly experienced and always available to listen and help his students. I encourage anyone interested to enroll in his classes to come and join us!



### **Kiwanis Turnaround Scholarship Helping Students for 50 Years.**

Recipients of this scholarship are students who overcome barriers to their education which may include teenage pregnancy, learning disabilities, dysfunctional families, poverty, addiction, and many other well-documented socioeconomic and psychological problems that may disrupt students' education. Despite of the obstacles, scholarship recipients have persevered/ persisted and completed their high school/

GED program with East Side Adult Education and continue on to college and/or to a vocational school. **Amber Khasrua** represents one of many of our students who overcome challenges, and will successfully receive her high school diploma. She is also the winner of the Kiwanis Turnaround Scholarship 2017 representing adult education. **Congratulations!**

## PARTNER AGENCIES

### MEMBERS OF THE ADULT EDUCATION ADVISORY COMMITTEE

- San Jose Public Library (Tully & Alum Rock Branch)
- Unitek College
- Evergreen Valley Community College - Post Adult Education
- San Jose City College
- Asian Law Alliance- Consumer Rights In Housing and Public Services
- Catholic Charities- Community Awareness and Services Provided
- Grail Family Services- Neighborhood ESL and Community Needs
- Assemblymember District 25, Kansen Chu
- Work 2 Future- Job Readiness and Skills
- Santa Clara County Social Services Agency
- Foothill Community Health Center
- State Farm Insurance Group





# SOUTH BAY CONSORTIUM FOR ADULT EDUCATION

Serving over 30,000 adult education students in Santa Clara County



## College and Adult School Faculty Working Together For our Students

The South Bay Consortium for Adult Education is a collaboration of four colleges and five adult schools in Santa Clara County, California. We are working together to build pathways for adult learners so they can achieve economic self-sufficiency in an area with one of the highest costs of living in the nation. Our consortium is committed to having a positive collective impact on the local workforce, building a just economy and healthy community.



### MEMBERS OF THE SOUTH BAY CONSORTIUM:

- Santa Clara Adult Education
- Silicon Valley Adult Education
- Milpitas Adult School
- East Side Adult Education
- Campbell Adult and Community Education
- Workforce Institute
- San Jose City College
- Evergreen Valley College
- West Valley College
- Mission College



### SOUTH BAY CONSORTIUM FOR ADULT EDUCATION - COMMUNITY PARTNERS

Through the summer of 2016, the consortium has worked with community partners to develop a framework to work with immigrant students to support their full integration into their communities. This kind of collaboration with community partners is what the State seeks through the new AEBG adult education model, and it is exactly for the SBCAE seeks to improve outcomes for our students.



# EDUCARE CALIFORNIA AT SILICON VALLEY

## WHAT IS EDUCARE? SILICON VALLEY'S EDUCARE IS A:

**Partnership** between the private and public sectors to achieve higher levels of quality education.

**Place** that nurtures early learning, literacy and mathematics; is a beacon of hope for the community; and sends a firm message that we must invest in early childhood.

**Program** that trains teachers in research-based practices and prepares young, at-risk children for school.



Educare of California at Silicon Valley, opened to the community in 2015. Its mission is to transform, practice, policy, student achievement, and demonstrate the best in teacher training and quality care. Located at 1399 Santee Drive, Educare Silicon Valley serves as the region and state's leading professional development and research institute, training early childhood professionals in scientifically proven best practices in an effort to improve the quality of care and instruction in sites beyond the walls of the center.



Classrooms are dedicated to Early Learning Development offering full day classrooms for 0 to 3 years old, and children 3 & 4 years old in partnership with State Preschool and the East Side Union High School District.

**ENROLL NOW! (408) 453-6900**  
**OR CALL: DEBBIE BARNES: (408) 928-5204**





**PRESCHOOL NOW OPEN**



GFS<sup>SM</sup>

Grail Family Services



**Play/Jugar**



**Learn/Aprender**



**Grow/Creceer**

**TO ENROLL CALL:**

**408-347-7892 or visit [www.gfsfamilyservices.org](http://www.gfsfamilyservices.org)**

**Lic #434414756**



**YES WE CAN... READ!**



**Yes We Can...Read!™**

**A program from Grail Family Services**

**READING SKILLS ARE A KEY PREDICTOR  
OF FUTURE SUCCESS!**



Gabriel Lopez - Recipient of the Grail Family Services Volunteer Award 2017.  
**Congratulations and accept our deepest gratitude for your time and help!**

**CREATE A READER, CHANGE A LIFE!**

**Become a Volunteer Reading Mentor**

**Help a Kindergarten on the path to reading.**

1 hour per week for 12 weeks

Multiple time slots available

Training provided

**Interested? Contact Caroline**  
**[ctrenado@gfsfamilyservices.org](mailto:ctrenado@gfsfamilyservices.org)**





CONNECTING  
HUMAN SERVICES  
TO COMMUNITY

East Side Union High School District Adult Education program has partnered with ConXión to provide you with the most supportive way to complete your education by obtaining your GED.

## ARE YOU READY TO COMPLETE YOUR EDUCATION? **WE CAN HELP!**

Our program is designed for ages 17-24 and older, who are interested in completing their education at **THEIR OWN PACE**. In addition to GED preparation classes, you will receive the following:

- Career Assessment & Planning
- Job Placement Assistance
- Daily Breakfast and Snacks/Food Bank
- Case Management
- **GED TESTING PAYMENT ASSISTANCE**



FOR MORE INFORMATION CALL:

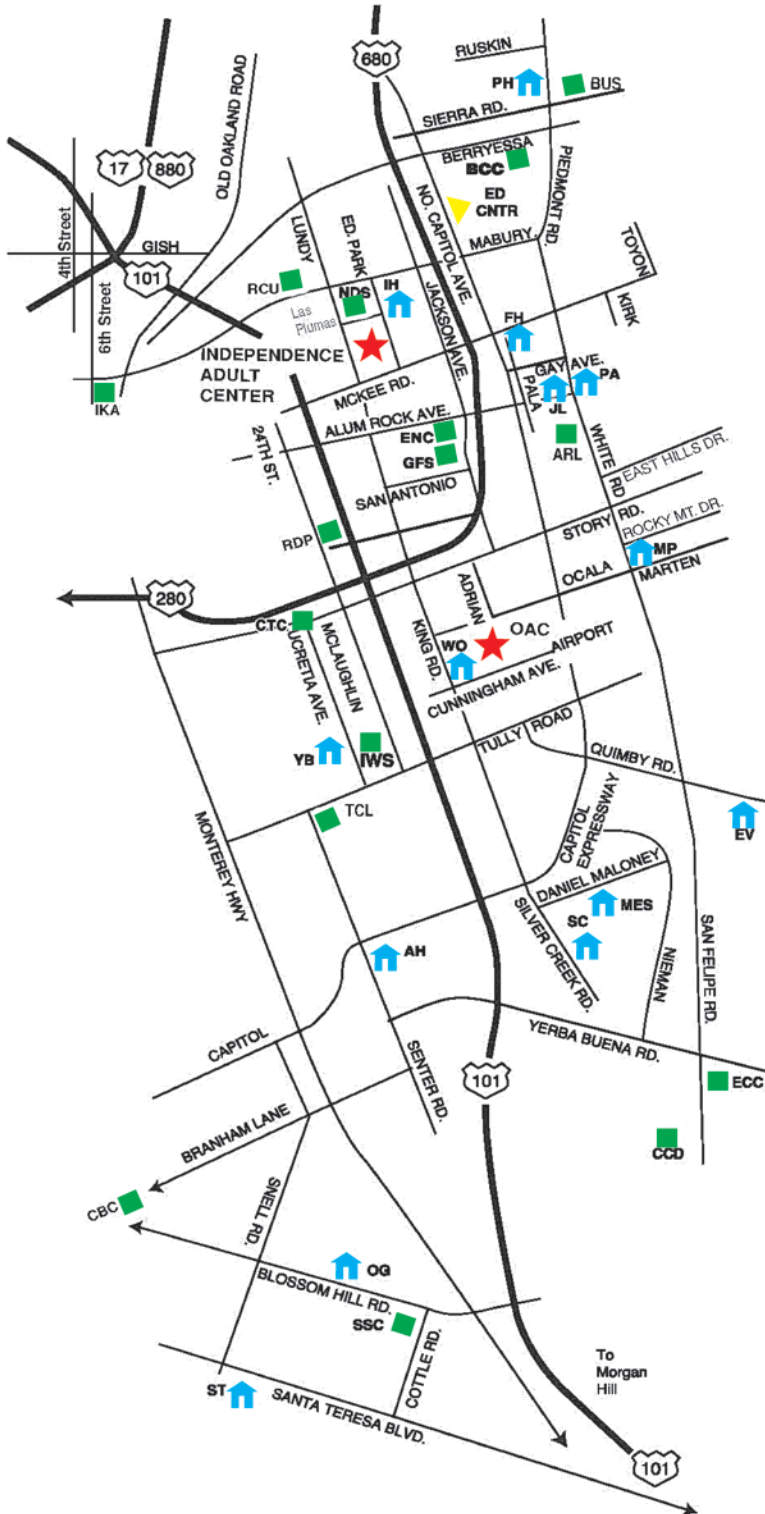
**408-213-0961**

749 Story Road, Suite 10  
San Jose, CA 95122





**NCLR**  
NATIONAL COUNCIL OF LA RAZA  
— Affiliate —

**WWW.CONXION.ORG**

## CLASS LOCATIONS/INFORMATION CENTERS



## LEGEND

-  High School, Elementary, Middle School
-  Community Center or Site
-  District Office, Education Center
-  Adult Education Main Center



**Take the bus or  
Capitol Corridor  
Light Rail  
Call VTA at  
(408) 321-2300**





# CLASS LOCATIONS/INFORMATION CENTERS



## **AH Andrew Hill High School**

Information: Days: 928-9300 (IAC)  
Evenings: 347-4390 (AH)  
3200 Senter Road  
San Jose, CA 95111  
Office Hours: M-TH 6-9:30pm

## **ARL Alum Rock Library**

Information: 928-9300  
3090 Alum Rock Avenue  
San Jose, CA 95127

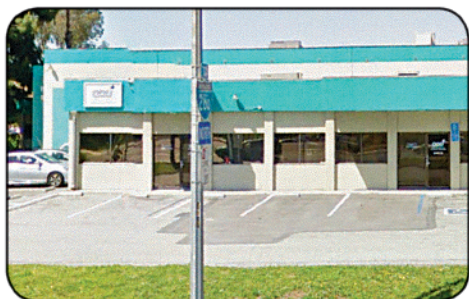


## **MES Montgomery Elementary**

Information: 270-6718  
2010 Daniel Maloney Drive  
San Jose, CA 95121  
Office Hours: M-F 7:30-4pm

## **MP Mount Pleasant High School**

Information: 928-9300 (IAC)  
1750 White Road  
San Jose, CA 95122



## **Conxion to Community Center**

Information: 213-0961  
749 Story Road  
San Jose, CA 95122

## **GFS Grail Family Services**

Information: 254-8191  
2003 E. San Antonio  
San Jose, CA 95116



## **OAC Overfelt Adult Center**

Information: 254-8101 (OAC)  
1901 Cunningham Avenue  
San Jose, CA 9122  
Office Hours: M-TH 8-4pm/6-9:30pm  
Friday 8-4pm

## **TCL Tully Community Library**

Information: 254-8101  
880 Tully Road  
San Jose, CA 95111



## **IAC Independence Adult Center**

Information: 928-9300  
625 Educational Park Drive  
San Jose, CA 95133  
Office Hours: M-TH 8-4pm/6-9:30pm  
Friday 8-4pm



## **YB Yerba Buena High School**

Information: 347-4700  
1855 Lucretia Avenue  
San Jose, CA 9122

# CALIFORNIA CalWORKS

## CALIFORNIA CalWORKs

1867 Senter Road, San Jose, CA • (408) 758-3800

Need help to attend school? See the CalWORKs Site Representatives in the school office. You can also check your eligibility at:

<https://www.MyBenefitsCalWIN.org>

The MyBenefitsCalWIN.org website is a fast and easy way for California residents to learn about and apply for medical, food, and cash assistance programs.

MyBenefitsCalWIN.org also provides ongoing access to secure and private benefit information.

### On-Line Services include:

- See if I am eligible
- Apply for benefits or continue application
- Report my changes or renew benefits
- Affordable health insurance
- Community-based organization



Elizabeth Corona (CalWORKs) was promoted from ABE to GED during Spring 2017.



Affordable Health Insurance



Cash Aid Options



Medical Services



Food Assistance



### CalWORKS SITE REPRESENTATIVES:

Jean Archie - IAC (408) 928-9363

Lee See Loh - IAC (408) 928-9361

Minh Nguyen - OAC (408) 254-8125



## HOW TO REGISTER

Students interested in attending classes at East Side Adult Education Program must register to take a placement test.

### HIGH SCHOOL DIPLOMA, CAREER TECHNICAL EDUCATION, AND GED CLASSES

Students interested in enrolling in one of the above programs must call and/or come to our office in person to make a placement test appointment. After students have taken the placement test, they need to make a counseling appointment. Based on their placement test assessments, students will be assigned to class (es).

**ENGLISH AS A SECOND LANGUAGE/CITIZENSHIP CLASSES** – Please visit the Adult School you wish to attend. You will take a placement test at the time of your registration. This initial placement will determine if you are a Beginning Literacy or a Beginning Low student. Students who pass the initial placement test, will register to take an additional English language assessment. Our ESL program operates in an open enrollment basis and we accept students throughout the semester if there are vacancies in our classes.

## ADMISSION

Classes are open to all adults 18 year old and over. Students who are currently enrolled in one of our district high schools may register for certain classes with special permission from their parents/guardians and high school counselors.

## COUNSELING SERVICES

Trained and experienced counselors are available to assist students. Those wishing to earn an adult education diploma must have a counseling appointment at the beginning of each semester. Evaluation of student's previous education will ensure a proper placement in our program.

## PROGRAM SCHEDULES

Adult Literacy Program (ABE) .....	August 15 - December 21
Career Technical Education (CTE) .....	August 15 - December 21
English as a Second Language (ESL) .....	August 15 - December 21
Community Based English Tutors (CBET).....	August 15 - December 21
ESL/Citizenship.....	August 15 - December 21
General Education Development (GED).....	August 15 - December 21
High School Diploma (HSD) .....	August 15 - December 21
Last day of semester .....	December 21

### CLASSES NOT HELD ON THE FOLLOWING DATES:

Labor Day .....	September 4
Halloween, no night classes.....	October 31
Veteran's Day .....	November 10
Thanksgiving.....	November 22-24



Eastside Union High School District  
Adult Education Program  
625 Educational Park Drive  
San Jose, CA 95133

**RESIDENTIAL CUSTOMER**

NON PROFIT ORG.  
US POSTAGE  
**PAID**  
SAN JOSE, CA  
PERMIT NO. 5554

**ECRWSS**



We are part of the South Bay Consortium  
for Adult Education, for more information  
please follow the link below:

<http://www.sbcae.org>



# COME JOIN US!

*For more information:*

<http://adulthoodeducation.esuhdsd.org>

**ENROLL TODAY**  
**Semester Begins:**

**August 15th, 2017**

