

Spring classes begin January 9, 2018

Director's Message,

2018 Spring Schedule of Class

Much has happened this fall semester in the East Side Adult program. A new administration building was opened. Updated and upgraded technology was put into place. A new administrator for the Overfelt Campus began in October. Every classroom on the Independence Campus is being renovated. Certainly the one thing we can all count on is that change is inevitable. One must learn to deal with and accept change even if you do not agree with the change.

In our community and our county the one thing that is always changing are workforce requirements. More often than not these changes involve advanced education. Those with it are in the right place at the right time. Those without are soon left on the outside looking in. Don't let yourself be one of those who are looking in. Enroll today in an adult education program that will give you a solid foundation for getting a better job, securing a promotion, or higher wages. Through our South Bay Consortium for Adult Education we are connected to many opportunities offered through the community college system. From adult education you can easily transition into one of the many programs offered at Evergreen Valley, San Jose, Mission, and West Valley Community Colleges. Tuition and registration are free. Your success starts today! Don't hesitate. Enroll today.

Visit our new South Bay Consortium for Adult Education website at <http://opendoorssouthbay.org> for a comprehensive review of the consortium and the opportunities it offers you.

Richard Uribe,
Director, East Side Adult Education

EAST SIDE UNION HIGH SCHOOL DISTRICT

“Education is the great equalizer. As Superintendent, I recognize that our greatest challenge is to ensure that every student will meet or exceed grade level standards based on local, state or federal assessments. This must be our mantra. However, our educational system has become one of privilege and not one of a right that every child deserves, especially low-income students of color. We need leadership that brings back the privilege for all students and holds the entire organization responsible for attaining the goal of providing every student a world-class education regardless of their economic, gender or cultural background.”



East Side Union High School District



EAST SIDE UNION HIGH SCHOOL DISTRICT

Chris Funk, Superintendent

BOARD OF TRUSTEES

Lan Nguyen - President

Frank Biehi - Vice President

J. Manuel Herrera - Clerk

Pattie Cortese - Member

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ADULT EDUCATION PROGRAM

Richard Uribe - Director

Kathleen Frye - Coordinator, Overfelt Adult Center

Jorge Silva - Supervisor, Independence Adult Center



California Adult Schools

LEARNING FOR LIFE

East Side Adult Education • Independence / Overfelt

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

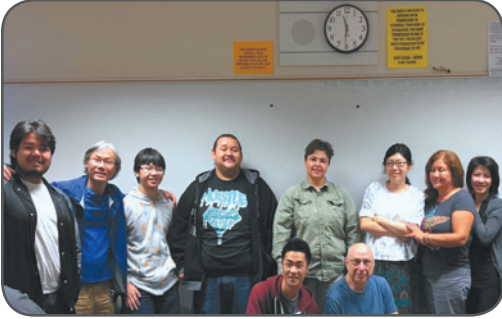
- Students will communicate effectively.
- Students will develop, apply, expand and integrate critical thinking skills.
- Students will participate collaboratively and independently.
- Students will engage in the use of technology and other resources.
- Students will set personal and professional goals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



Call or visit our office and our friendly and knowledgeable staff will assist you.

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.

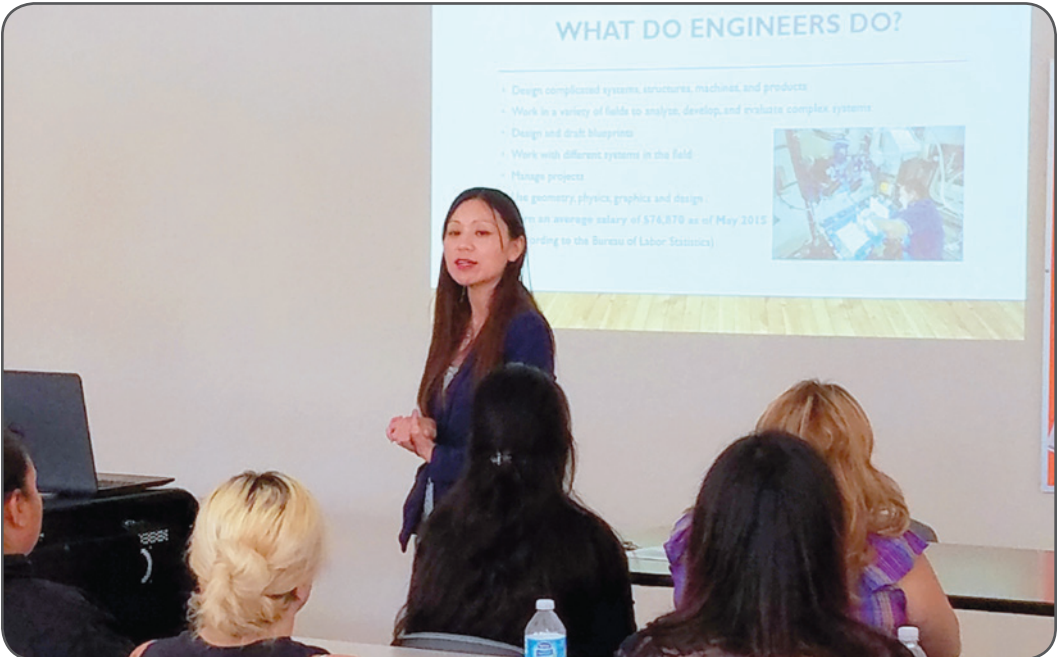
**Visit Us or Call • 749 Story Road Suite 10, San Jose, CA 95122
(408) 213-0961 - www.conxion.org**

WHAT'S YOUR NEXT STEP?



Field Trip to San Jose City College

San Jose City College & Evergreen Valley College



Julie Vo, Associate Dean Evergreen City College presenting to Independence Adult Education Students.

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 nơi 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:



EL CIVICS PROGRAM

EL Civics is a federally funded program directed to help newcomers lead successful lives in the United States. Regular classroom lessons help students with acquiring English and applying their

knowledge in practical ways. EL Civics curriculum will supplement the regular instruction so that students can fulfill their roles as family members, workers, and community participants.



Students are practicing how to make a doctor's appointment

To effectively participate in education, work, and civic opportunities in this country, immigrants and other limited English proficiency students must not only master English, but be able to understand and navigate such important institutions, as banking and health care. They should also understand governmental, educational and workplace systems. The EL Civics

program helps the immigrants to overcome the culture shock and to integrate into the new society.

The Intermediate High ESL students from Linda Tacazon's class at Independence Adult Center are practicing for EL Civics Objective 28: Health. They are engaged in the role play "Making a Medical Appointment".



Students are practicing job interviewing skills

ESL/CITIZENSHIP CLASS



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!

Quiéren aprender inglés 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 Inglés 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



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

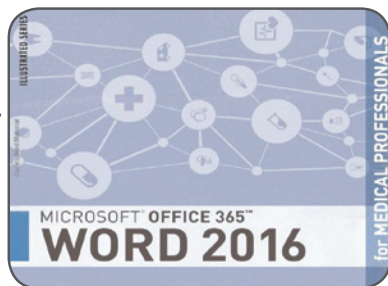
A full-charge bookkeeper is one who performs all of the bookkeeping tasks of any small business, including payroll taxes and monthly financial statements. Students, if you are interested in working towards a career in Bookkeeping, this course is for you! This course covers terminology, hands-on tasks (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.

CAREER EDUCATION

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.

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.certiport.com. Our program offers testing in version 2016 of Microsoft Office.

CAREER EDUCATION

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

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
4732.01 BWPV	Excel & Access 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

GET CERTIFIED

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



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	Excel/Access 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

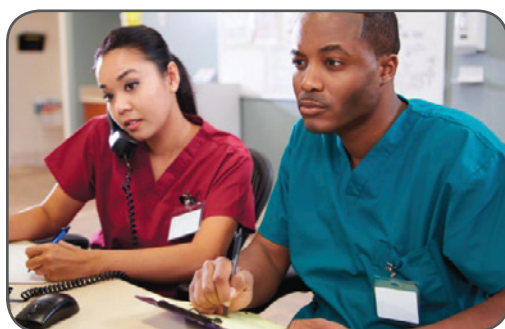


Field Trip to the Regional Medical Center in San Jose

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

We immigrated to the United States of America five months ago. We have two daughters, one is nine years old and the other one is only three. We chose Overfelt Adult Center because, the teachers are very dedicated, friendly and professional; and the school uses modern technology. We have greatly improved our English language skills after attending classes for only a short time.



Carole and Narcisse students from Cameroon, Africa



Sonia and Joyce Alvarado

I am Sonia Featherston and I'd like to thank the Independence Adult Education teachers for helping me complete my high school diploma last semester. I am now taking computer classes with Ms. Alvarado. She is very knowledgeable and motivates me to achieve my best.

My name is Elda Fierro. My husband, my three children, and I immigrated to the United States from Mexico in 2009. It was very difficult for us to start a new life in the new country because we did not speak English and did not have family in the U.S. Today, I am glad that we are here and perfectly adapted to our new country, and all members of my family achieved a lot in different areas of the American life. However, one of our main goals was to become American citizens. On August 24, 2017 our dream became true, my husband, my eldest daughter, and I became U.S. Citizens. It was one of the happiest days of my life. My dream was possible because I attended a citizenship class at Overfelt Adult Center. My teacher, Olga Kachina, taught me how to apply for the U.S. citizenship and how to prepare for the naturalization interview. After six months of preparing at school and at home, I finally reached my goal of becoming a U.S. citizen. I would like to thank



Elda Fierro Escarrega

you my teacher and my family for helping me thought out this process. I strongly recommend the citizenship class at Overfelt Adult Center with Ms. Olga Kachina.

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
- Open Doors: Adult Education



SANTA CLARA COUNTY
SOCIAL SERVICES AGENCY



SOUTH BAY CONSORTIUM FOR ADULT EDUCATION

OPEN DOORS TO THE COMMUNITY

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.

CAREER DEVELOPMENT & COLLEGE PREPARATION PROGRAMS FOR ADULT EDUCATION STUDENTS

- **Medical Careers**
- **IT Careers**
- **Advanced Manufacturing Careers**
- **Automotive Technology Careers**
- **Surveying & Geomatics Careers**

PREPPED FOR SUCCESS

Students enrolled at regional adult schools have a unique opportunity to explore high paying career fields through SJCC/Evergreen and Mission/West Valley Colleges through free, non-credit, college introductory college programs.

Each program has four modules: Introduction, Math Basics, Technical English, and Basic Principles. Each program and associated courses have variable hours, and course may be offered morning, afternoon or evenings. These occupations offer wages that range from \$35,000 - \$75,000 per year.

South Bay Consortium for Adult Education

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



Evergreen Valley College

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



Grail Family Services



Play/Jugar



Learn/Aprender



Grow/Crecer

**TO ENROLL CALL:
408-347-7892 or visit www.gfsfamilyservices.org**

Lic #434414756

TRANSITION SERVICES



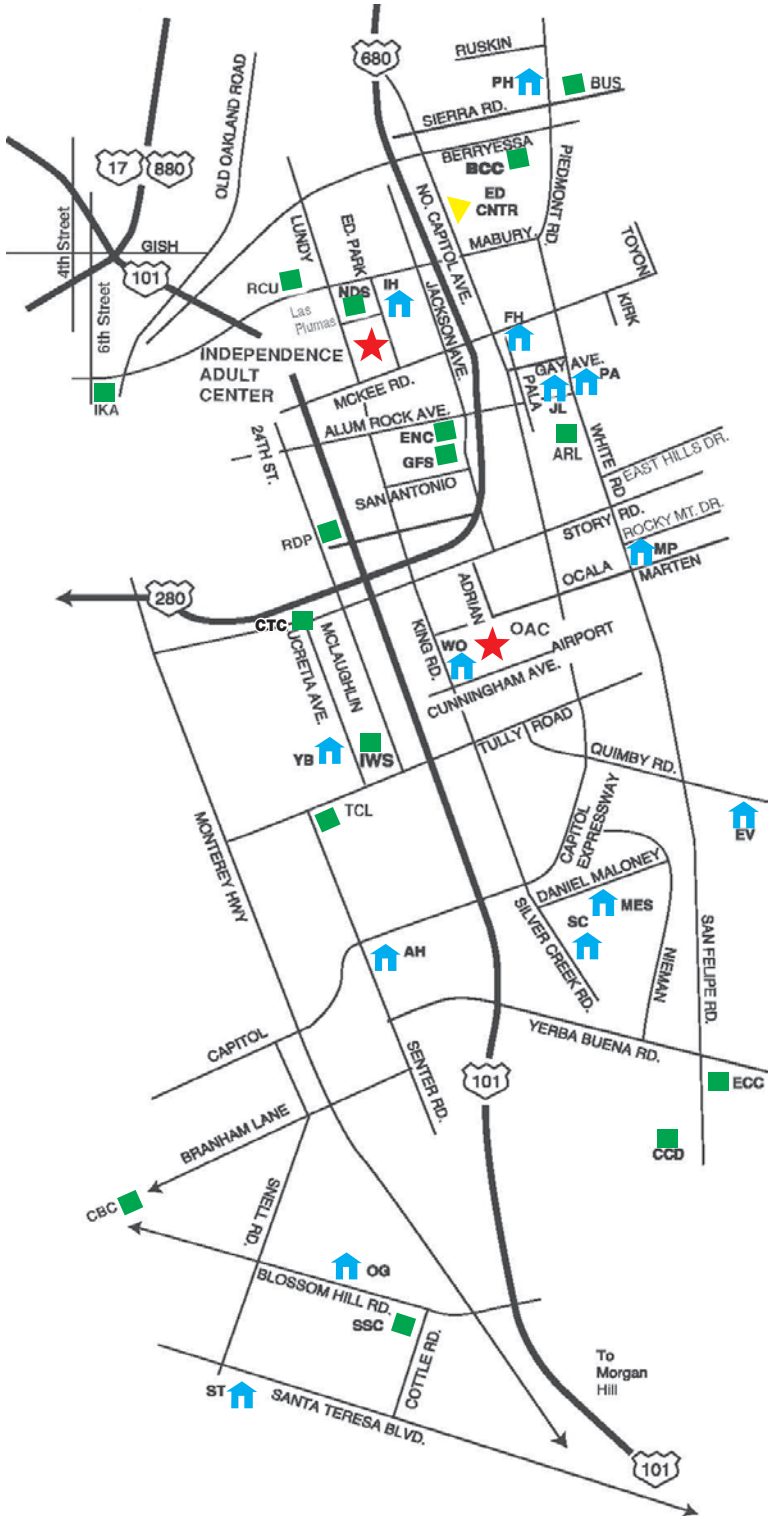
TRANSITION SERVICES

Assistance with transferring to
Community College,
Vocational Training, or to the
Workforce





If you need help navigating through the community college system or just want to talk about what your options are after Adult Ed, contact your Transition Specialist:

Sonya Espinola
Transition Counselor
408.928.9322
espinolas@esuhsd.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

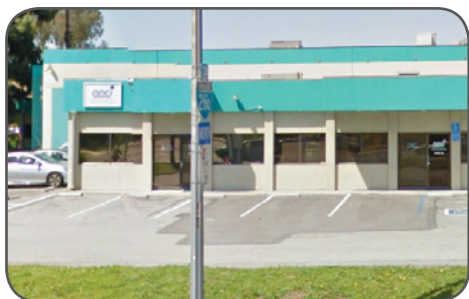


MES Montgomery Elementary

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



Jesus Arroyo, ESL Student: "I am thankful to the Independence Adult Education Center for helping me to improve my English language skills."



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