Welcome to Spring and Summer at Martinez Adult Education

“The best way to predict your future is to create it”
- Abraham Lincoln

Happy New Year and welcome to 2019, hard to believe we are celebrating a new year already. It has been my pleasure for the last 18 months to serve as the director of Martinez Adult Education. As you may have gathered from the cover, the adult school has reached a rather lofty milestone. This year, 2019 marks the 100th year that Martinez Adult Education has served the community. It was back in 1919 that at the request of Shell, the adult school was established. You can read more about the history on page 27.

As we gear up for spring and summer, we continue to strive to meet the needs of all in the community. Whether your goal is to improve your English, complete your High School Diploma, pass the HSET (High School Equivalency Test), or begin a new career we are here to help.

We are an access point for anyone looking for assistance in training for a new career or help with job search. Free services are offered to the community from personal resume review, mock job interviews, and creating an online presence with LinkedIn. If you are interested in any of these services visit our website for an updated calendar of events. https://mae-martinez-ca.schoolloop.com

Please make sure to attend one of our Career Technical Education open houses to learn about the existing career training opportunities at our school. We are holding two open houses both will be on Tuesday February 12th, 2019, 9:30am and 6:30pm in the school auditorium. Information on financial assistance will be provided at both sessions.

Happy New Year,

Eugene A. Murphy

Vision
Meet the evolving individual and community needs through accessible, effective education enabling our students to achieve their educational and career goals.

Mission
Transforming lives by raising academic and literacy levels, providing workforce training and access to post-secondary education, and encouraging students to become active community participants.

Schoolwide Learning Outcomes
1. Apply learned skills, study habits, and knowledge, to prepare and assist in future life transitions
2. Communicate effectively in written, verbal, and digital form
3. Recognize and engage in learning opportunities that are responsive to an ever-changing world and workplace
4. Exercise critical thinking skills by applying problem-solving strategies in a variety of situations
5. Work collaboratively and independently in a diverse environment

Accreditation
Western Association of Schools and Colleges
California Department of Education
California Department of Consumer Affairs / Veterans Education
California Commission on Peace Officers Standards and Training

Career Technical Education OPEN HOUSE

Wednesday, February 13, 2019
9:30–10:30 am & 6:30–7:30 pm

Join us to find out more about our Career Technical Education Programs.

- Accounting Specialist
- Administrative Assistant
- CAD Designer
- Medical Front Office
- Microsoft Office Suite
- Multimedia Arts
- Optical Technician
- Peace Officer

The Contra Costa County Adult Education Consortium was established with the goal of redesigning a coordinated Adult Education system that accelerates adult students’ academic and career success. Through a participatory and transparent regional planning process, the Consortium envisions universal academic, employment and career pathways and transition supports that expands accessibility and quality of existing programs and services.

The CCCAEC is comprised of nine members and many partners from throughout the Contra Costa County geographical boundary. Members include large and small school districts, a community college district, and the County Office of Education.
Career Technical Education

Daytime Business 5
Administrative Assistant
Computer Applications
Microsoft Office Suite
Office Skills
Medical Office
Word Processing
Accounting
Career Training
Optical Assistant Training

Evening Business 11
Medical Office
Office Skills
Computers
Accounting

Digital Arts 17
Marketing & Graphic Design
CAD Designer Drafter
Revit Architecture and MEP

Other CTE 19
Paraeducation
Apprenticeship Programs
Criminal Justice Training

College & Career Preparation 20
High School Diploma
Adult Basic Education
High School Equivalency Exam Prep (GED™, HiSET®, TASC®)

English as a Second Language 21
Habitat, Fitness, & Safety 23
Dance
Fitness
CPR
Medicare
Food Safety

Personal & Professional Enrichment 24
Estate Planning
Communication and Language
Cake Decorating
Writing

The Arts
Band & Chorus
Guitar
Drawing

CALENDAR 2019
Spring: March 4–May 30, 2019
Summer: June 10–August 1, 2019
No classes: April 1-5, May 27, June 3-7, July 4

General Information and Policies

Who may enroll
Classes are open to all adults. Residents of other districts are welcome. There are no additional tuition fees for out-of-district students. In accordance with Title 9, all classes are open to men and women on an equal basis. Classes are designed for students age 18 and over. Martinez Adult Education classes are open to anyone without regard to race, color, religion, gender, national origin, physical disability, political affiliation, or belief.

Fees
Community Education Classes are supported solely by student fees. Classes may have additional lab fees.

Refunds
Full refund if class is canceled by MAE. No refunds after class has begun. To drop or reschedule a class, MAE must be notified 2 working days (Monday through Friday) prior to start of class. Students may reschedule a class only one time with a $10 processing fee.

Children
Children are not permitted in any MAE classes.

Visitors
Visitors must obtain a pass in the MAE main office.

Permission to Use Photograph or Video record
Photos or videos of students taken on campus events become property of Martinez Adult Education for use in print publications, online, and other marketing media. To be exempted, please send a written request to the office administrator. Students will not be identified by name without the student’s permission.

Video recording of lectures are not allowed without the instructor’s permission.

Uniform Complaint Procedures
In accordance with state and WASC guidelines, the District has adopted Uniform Complaint Procedures. Contact the Martinez USD Office for a copy of the policy at (925) 335-5800.

The Martinez Unified School District does not discriminate on the basis of disability in educational programs, employment practices or activities which it operates as required by Section 504 of the Rehabilitation Act of 1973. For inquiries concerning the application of Section 504 programs or activities of the District, contact J. Eyet, MUSD Director of Special Education (925) 335 - 5910.

Board of Education
Kathi McLaughlin, John Fuller, Bobbi Horack, Deidre Siguenza, Jonathan Wright
Superintendent
CJ Cammack
Martinez Adult Education
Suzanne Murphy, Director
**Register Early!**

**By phone:**
Phone (925) 335-5890 if paying by credit card using MasterCard, Visa, or Discover.

**By fax:**
Complete the registration form below and FAX to (925) 228-6989. Include your credit card information and signature.

**By mail:**
Complete the registration form below and mail with your check, money order, or credit card information to:

**Martinez Adult Education**
**600 F Street**
**Martinez, CA 94553-3212**

**In person:**
Main Office is located at 600 F Street, Martinez. Cash, check, MasterCard, Visa or Discover.

**Office hours:**
Mon-Thu: 8:00am-4:00pm and 5:30pm-8:00pm
Fri: 8:00am-1:00pm

Registration receipt available on request. Class schedules and fees are subject to change. MAE reserves the right to cancel any class that does not meet minimum enrollment standards.

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**Martinez Adult Education Campus Map**
ACCOUNTING
Train for a new career in the high-demand accounting field. Choose one or more of the following:

Accounting I (Financial Accounting)—This introductory college-level accounting course covers the complete accounting cycle for a service business, including the critical rules of debit and credit and how to account for the asset cash. In addition, the course provides a study of the complete accounting cycle for a merchandising business as well as payroll accounting procedures and processes. Prerequisite: Accounting I.

M-Th Mar 4-May 30 Period 1, 2, or 3 RM 9 $150 De Paula Wai
M-Th Jun 10-Aug 1 Period 1, 2, or 3 RM 9 $150 De Paula Wai

Accounting II (Financial Accounting)—This intermediate-level course covers the first three of five major segments of accounting. The first is a study of different groups of balance sheet accounts, including notes, accounts receivable, merchandise inventory, and plant assets. The second is an in-depth coverage of accruals and deferrals of both revenue and expenses. The third segment of the course moves into different forms of ownership, specifically the partnership and the corporation. Prerequisite: Accounting I & II.

M-Th Mar 4-May 30 Period 1, 2, or 3 RM 9 $150 De Paula Wai
M-Th Jun 10-Aug 1 Period 1, 2, or 3 RM 9 $150 De Paula Wai

Accounting III (Managerial/Cost Accounting)—This advanced-level course covers budgeting, standard and analysis costs. Accounting for decision-making and manufacturing operations will be included in the course. Prerequisite: Accounting I & II.

M-Th Mar 4-May 30 Period 1, 2, or 3 RM 9 $150 De Paula Wai
M-Th Jun 10-Aug 1 Period 1, 2, or 3 RM 9 $150 De Paula Wai

QuickBooks 2018—Learn fundamentals and skills of a computerized accounting database system. Topics include: planning and creating a new company file; working with vendors and bills; working with customers and sales tax, banking, corrections, and customization. Prerequisite: Accounting I and computer file management.

M-Th Mar 4-May 30 Period 1, 2, or 3 RM 9 $150 De Paula Wai
M-Th Jun 10-Aug 1 Period 1, 2, or 3 RM 9 $150 De Paula Wai

See a complete listing of all of our Program Certificates at mae-martinez-ca.schoolloop.com/dbtc.
Mastering Payroll—This course will teach you all facets of payroll, from the basics to the complexity and knowledge of payroll rules and regulations.

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Business Law—This course includes coverage of contemporary topics that impact not only the business world, but your life such as identity theft. Fascinating features and intriguing cases highlight the material’s practicality. The course website includes resources to help you study, such as sample answers to selected end-of-chapter business scenarios and case problems.

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Microsoft Excel for Accounting—Provides the ideal blend of accounting principle coverage and detailed, step-by-step instruction for Microsoft Excel.

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BOOKKEEPING CERTIFICATION

Becoming a Certified Bookkeeper will increase your earning potential, enhance your professional status, and improve your prospects in the current job market. These courses will help you prepare for the American Institute of Professional Bookkeepers (AIPB) certification exam. The AIPB certification is the only national standard for bookkeepers.

Accounting Specialist Program Certificate

Open Entry—Start Anytime

This certificate program provides the graduating student the skills to obtain employment as a General Accounting Clerk, AP/AR Clerk, Payroll Clerk, or Bookkeeper. Extensive training in accounting terminology, starting an accounting system, analyzing journal entries into debits and credits, posting to the general ledger, preparing a worksheet, analyzing adjusting and closing entries, preparing financial statements and reports.

- Business Law
- Beginning Word
- Accounting I
- Beginning Excel
- Beginning Access
- Accounting II
- Intermediate Excel
- PowerPoint
- Cost Accounting
- Advanced Excel
- Customer Service
- QuickBooks
- Keyboarding 40 wpm
- Career Connections
- Mastering Payroll

COMPUTER APPLICATIONS

Computer Concepts and Windows 10—Provides students with a basic understanding of computer components and their functions and then familiarizes students with the Windows Desktop and file management.

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Microsoft Word 2016 (Beginning)—Beginning-level skills ideal for the newer computer user who wants to become well versed in Word. Topics include: the ribbon interface, working with text, using proofreading tools, creating bulleted and numbered lists, tables, and more. Textbook included. DVC

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Microsoft Word 2016 (Intermediate)—More complex skills than those presented in Level 1. Topics: newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. DVC

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Microsoft Word 2016 (Advanced)—More complex skills than those presented in Level 1. Topics: newsletter columns, WordArt and clip art, document themes, styles, picture editing, mail merge, footnotes and endnotes, headers and footers, templates, tables of contents and indexes, and more. DVC

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DVC—Accepted for transfer between Martinez Adult Education and Diablo Valley College.
Microsoft Excel 2016 (Beginning)—Beginning-level skills ideal for the newer computer user who wants to become well versed in Excel. Topics: the ribbon interface, entering and editing data, selecting cells and ranges, printing worksheets, creating formulas and functions, formatting cell contents, inserting and deleting columns, rows, and cells, charts, and more. Textbook included.

**DVC** Accepted for transfer between Martinez Adult Education and Diablo Valley College.

| M–Th Mar 4–May 30 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |
| M–Th June 10–Aug 1 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |

Microsoft Excel 2016 (Intermediate)—More complex skills than those presented in Level 1. Topics: large worksheets, workbooks, tables, outlines, templates, digital signatures, inserting clip art, pictures, SmartArt and more.

**DVC** Accepted for transfer between Martinez Adult Education and Diablo Valley College.

| M–Th Mar 4–May 30 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |
| M–Th June 10–Aug 1 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |

Microsoft Excel 2016 (Advanced)—An advanced course that will challenge students. Topics: pivot tables, financial functions, data analysis, auditing and additional functions, advanced formatting and analysis tools, collaboration, and integration of skills.

**DVC** Accepted for transfer between Martinez Adult Education and Diablo Valley College.

| M–Th Mar 4–May 30 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |
| M–Th June 10–Aug 1 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |

Microsoft Access 2016—Beginning-level skills ideal for the newer computer user who wants to become well versed in Access. Topics: the ribbon interface, creating tables in datasheet view, previewing and printing data, designing databases, creating database objects, formatting tables, lookup fields, field properties, queries, and more. Textbook included.

**DVC** Accepted for transfer between Martinez Adult Education and Diablo Valley College.

| M–Th Mar 4–May 30 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |
| M–Th June 10–Aug 1 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |

Microsoft Outlook 2016—A solid overview of the functions and uses of an information management application. Topics: using and managing e-mailing; managing a contacts database; scheduling and calendar use; managing and assigning tasks; and customizing and integrating the program. Textbook included.

**DVC** Accepted for transfer between Martinez Adult Education and Diablo Valley College.

| M–Th Mar 4–May 30 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |
| M–Th June 10–Aug 1 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |

Microsoft PowerPoint 2016—Beginning-level skills ideal for the newer computer user who wants to become well versed in PowerPoint. Topics: the ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide show delivery, and more. Textbook included.

**DVC** Accepted for transfer between Martinez Adult Education and Diablo Valley College.

| M–Th Mar 4–May 30 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |
| M–Th June 10–Aug 1 | Periods 1, 2, or 3 | RM 7 | $150 | Yocum |

Microsoft Office Program Certificate

In this (300 hour) teacher-directed program, you will learn how to use the exciting new features of Microsoft Office 2016, including Word, Excel, PowerPoint, Access, Outlook, and OneNote. Also, learn tips for maximum team productivity using the G Suite apps.

Start dates: 3/4/19, 6/10/19, 8/26/19

- Computer Concepts
- Windows 10
- Beginning Word
- Intermediate Word
- Advanced Word
- Beginning Excel
- Intermediate Excel
- Advanced Excel
- PowerPoint
- Access*
- Outlook
- OneNote
- Cloud Computing
- G Suite
- Digital Fluency

**DVC** Accepted for transfer between Martinez Adult Education and Diablo Valley College.

| M–Th Mar 4–May 30 | 8:15am–2:45pm | RM 7 | $1,620 | Yocum |
| M–Th June 10–Aug 1 | 8:15am–2:45pm | RM 7 | $1,620 | Yocum |

*Optional

MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION

After completing the Microsoft Office Suite program students are eligible to take the Microsoft Office Specialist (MOS) certification. Microsoft Office Specialist (MOS) certification is the premier certificate chosen by individuals to validate their skills and advance their careers. The three MOS certification levels are specialist, expert, and master.
MEDICAL

Train for a new career in the high-demand medical field. Choose one or more of the following:

**Medical Front Office Receptionist Program Certificate**

This 24-week certificate program trains students to work in health fields as receptionists and office support. You will learn to manage customer service, input data entry records for claims, bill insurance claims electronically, schedule appointments, write business letters, operate an electronic telephone system, and maintain medical records effectively.

- Administrative Medical Assistant
- Medical Terminology
- Health Insurance Billing
- Electronic Health & Medical Records
- Keyboarding 40 wpm
- Law, Ethics, & HIPAA
- Word 2016
- Excel 2016
- Customer Service
- Career Connections

**Administrative Medical Assistant**—The focus of this course is to prepare students to excel as an Administrative Medical Assistant and learn the procedures for working in a medical practice.

- M-Th Mar 4-May 30 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC
- M-Th Jun 10-Aug 1 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC

**Medical Terminology**—(Instructor-directed) Learn the word roots, prefixes, and suffixes that constitute medical terminology. This course is perfect for students who want to learn medical terminology to pursue a career in the healthcare field.

- M–Th Mar 4-May 30 Period 1 RM 11 $150 St. Onge
- M-Th Jun 10-Aug 1 Period 1 RM 11 $150 St. Onge

**Introduction to Anatomy and Physiology**—(Instructor-directed) This course assists you in learning about the anatomy and physiology of the human body. The class will focus on the human body as a living, functioning organism with emphasis on how tissues, organs, and body systems work together to carry out complex activities in health and disease.

- M–Th Apr 22-May 30 Period 2 RM 11 $150 St. Onge

**Beginning/Intermediate Medical Coding**—(Instructor-directed) Learn to cross reference the ICD-10, CPT, and HCPCS code books. Understand health status codes and modifiers to prepare you for work in this exciting and growing field. Call the office for information. Textbook and coding books are required by second class. Prerequisite: Medical Terminology.

- M-Th Mar 4-May 30 Period 2 RM 10 $150 Galindo-Bryson, CPC
- M-Th Jun 10-Aug 1 Period 2 RM 10 $150 Galindo-Bryson, CPC

**Law, Ethics, and HIPAA**—This course provides an introduction to the legal and ethical requirements that safeguard health care information today. Curriculum correlates to HIM standards.

- M-Th Mar 4-May 30 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC
- M-Th Jun 10-Aug 1 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC

**Electronic Health & Medical Records (EHMR)**—The healthcare industry is migrating from paper to an all-digital medical record keeping system. This class will train you in the implementation and meaningful use of electronic health and medical records in hospitals, ambulatory care centers, private physician practices and other health care settings. This course is offered any of the three periods.

- M-Th Mar 4-May 30 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC
- M-Th Jun 10-Aug 1 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC

**Health Insurance Billing (HIB)**—The role of the medical insurance specialist includes areas such as diagnostic coding, procedural coding, Medicare, HIPAA, and bill collection strategies and covering all the plans that are most commonly encountered in clinics and physicians’ offices. The focus of this course is to prepare the students to excel as insurance billers and to increase efficiency and streamline administrative procedures for insurance coding and billing.

- M-Th Mar 4-May 30 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC
- M-Th Jun 10-Aug 1 Periods 1, 2, or 3 RM 10 $150 Galindo-Bryson, CPC
Optical Assistant Training Program

Discover a career that combines technology and fashion—and is in demand! Employment of opticians is expected to grow by as much as 18.2 percent from 2014 to 2024, much faster than average.

The Optical Assistant Training program is designed to help you prepare for an entry-level position as an optical technician, optical lab technician or contact lens fitter. Jobs like these require an interesting mix of clinical skills, salesmanship, and style including knowing how to: conduct basic eye exams, fit eyeglasses and contact lenses for people with eye problems, and fill prescriptions from both ophthalmologists and optometrists.

The dynamic class curriculum can prepare you for the National Opticianry Competency Exam and Contact Lens Registry Exam administered by the American Board of Opticianry and National Contact Lens Examiners (ABO/NCLE). Doing well on this exam can be an important step toward achieving Optometric Assistant certification.

Classes begin at the beginning of every month. Please call (925) 335-5890, Ext. 3983 for upcoming start dates.

Career Connections—This course will help you discover your strengths, write an effective résumé and cover letter, ace an interview, negotiate your salary, learn effective job search strategies, create an online digital portfolio, create a professional LinkedIn account, master your job search, expand your professional network, and locate employment.

DVC - Accepted for transfer between Martinez Adult Education and Diablo Valley College.

Career, Academic, and Support Services

The career and academic team at Martinez Adult Education served more than 500 members of the community in 2018. Also, more than 125 students reported in 2018 that they obtained employment because of the training they received at Martinez Adult Education.

OUR TEAM

Alison Armand, Adult Secondary Education Coordinator, can help you finish your high school diploma, earn your high school equivalency, and improve your academic skills.

Darryl Coachman, Transition Coordinator, can help you attain your personal and professional goals. He can help you explore a new career, guide you to a career or college, and connect you with resources to support you while you are in school.

Rob Lawrence, Career Technical Education Coordinator, has taught the Career Connections class for more than 18 years. He can help you create the perfect résumé, learn to answer difficult interview questions, and create a dynamic web portfolio to showcase your skills and qualifications.

Meg Keely, Career Coach, Martinez Adult Education, can help you discover your strengths, provide personalized feedback on résumés, help you answer difficult interview questions, and assist you in completing online job applications.

LeRoy Gainey, WIOA Career Coach, Contra Costa Workforce Collaborative, can help you discover employment interests, aptitudes, skills, work history and deliver career guidance and/or training opportunities.

Please give us a call at 925.335.5890, so we can get you on the pathway to a new career or fulfill your dream of starting college. We are here to help you discover all the opportunities waiting for you!
Office Skills

Improve your general office skills in a self-paced environment offering a variety of subjects.

Keyboarding—Learn to touch-type, or improve your existing typing skills.
- M–Th Mar 4-May 30, Periods 1, 2 or 3, RM 8, $55
- M–Th June 10-Aug 1, Periods 1, 2 or 3, RM 8, $55

Computer Basics—In this course, you will learn basic parts of a computer, operating systems, applications, connecting to the Internet, understanding the cloud, basic troubleshooting techniques, and file management.
- M–Th Mar 4-May 30, Periods 1, 2 or 3, RM 8, $150
- M–Th June 10-Aug 1, Periods 1, 2 or 3, RM 8, $150

Building a Foundation with Microsoft Office 2016—This in-depth courseware equips learners with knowledge and skills in the four most common applications in the Microsoft Office productivity suite: Word, Excel, PowerPoint and Access.
- M–Th Mar 4-May 30, Periods 1, 2 or 3, RM 8, $150
- M–Th June 10-Aug 1, Periods 1, 2 or 3, RM 8, $150

Business Communication—Learn to prepare a variety of business documents use advanced technology to communicate, including website development, and videoconferencing equipment; prepare and deliver multimedia presentations.
- M–Th Mar 4-May 30, Periods 1, 2 or 3, RM 9, $150
- M–Th June 10-Aug 1, Periods 1, 2 or 3, RM 9, $150

Customer Service/Employability Skills

New World of Work 21st Century Employability Skills—Learn the top 10 skills you need for success in any workplace. Knowledge, work habits, and character traits necessary to succeed in this rapidly changing world.
- Adaptability
- Analysis/Solution Mindset
- Collaboration
- Communication
- Digital Fluency
- Empathy
- Entrepreneurial Mindset
- Resilience
- Self-Awareness
- Social/Diversity Awareness

Once you complete this course, your instructor will guide you on how to obtain an instructor-verified digital badge for each of the 10 employability skills.
- M–Th Mar 4-May 30 (Online), Periods 1, 2 or 3, RM 11, $100
- M–Th June 10-Aug 1 (Online), Periods 1, 2 or 3, RM 11, $100
- M–Th Apr 15-Aug 1 (Instructor-directed), 10:15am-12:15pm, RM 11, $100
- M–Th Jul 15-July 18 (Instructor-directed), 10:15am-12:15pm, RM 11, $100
BUSINESS TRAINING CENTER

Evening Business Training Classes

About The Evening Business Programs—Whether you are interested in progressing professionally or simply gaining new and valuable skills, the Evening Business Department has a wide variety of offerings to suit your needs. You may want to take a single class or enroll in several classes in order to earn one of our program certificates.

Program Certificates

• Accounting Clerk
• Health Information Technician
• Hospital Ward Clerk
• Medical Billing & Coding Technician
• Medical Administrative Assistant
• Medical Billing & Coding Specialist

Call (925) 335-5890, Ext. 3983 to register. For more information visit our website at: mae-martinez-ca.schoolloop.com/EBTC. On the first night of class, anyone who does not attend or notify the school may be dropped to make room for others on a wait list.

MEDICAL OFFICE

Medical Terminology—(Online) Learn the word roots, prefixes, and suffixes that constitute medical terminology. This course is perfect for students who want to learn medical terminology to pursue a career in the healthcare field. Call the office for information. Texts are required by the second class. (925) 335-5890, Ext. 3983 for more information. Class meets in person three times during quarter. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

Mar 4-May 30 24/7 Online $150 Galindo-Bryson, CPC
Jun 10-Aug 1 24/7 Online $150 Galindo-Bryson, CPC

Introduction to Anatomy / Physiology—(Online). This course assists you in learning about the anatomy and physiology of the human body. The class will focus on the human body as a living, functioning organism with emphasis on how tissues, organs, and body systems work together to carry out complex activities in health and disease. Call 925-335-5890, Ext. 3983 form more information. Class meets in person three times during quarter. Prerequisite: Medical Terminology. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

Mar 4-May 30 24/7 Online $150 Galindo-Bryson, CPC
Jun 10-Aug 1 24/7 Online $150 Galindo-Bryson, CPC

Beginning Medical Coding—(Instructor-directed) Learn to cross reference the ICD-10, CPT, and HCPCS code books. Understand health status codes and modifiers to prepare you for work in this exciting and growing field. Call the office for information. Textbook and coding books are required by second class. Prerequisite: Medical Terminology. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T/Th Mar 5-May 30 5:30-8:30pm RM 10 $150 Galindo-Bryson, CPC
T/Th Jun 11-Aug 1 5:30-8:30pm RM 10 $150 Galindo-Bryson, CPC

CERTIFIED PROFESSIONAL CODER (CPC®)

After completing the Medical Billing and Coding program, students are eligible to take the national exam to become a Certified Professional Coder (CPC®). This certificate is the gold standard for medical coding in physician office settings. CPC®s are critical to compliant and profitable medical practices and typically earn 20% more than non-certified coders. The CPC® increases your chances of being hired and retained in a competitive job market.
Intermediate Medical Coding—(Instructor-directed) A continuation of the extensive hands-on experience of cross referencing ICD-10 and CPT coding books that will give you the skills to land your dream job. Prerequisites: Medical Terminology and Beginning Medical Coding. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T/Th Mar 5-May 30 5:30-8:30pm RM 10 $150 Galindo-Bryson, CPC
T/Th Jun 11-Aug 1 5:30-8:30pm RM 10 $150 Galindo-Bryson, CPC

Advanced Medical Coding—(Instructor-directed) An in-depth approach to record-abstracting using your own ICD-10, CPC, and HCPCS books. Advance your knowledge in preparing for the National Certification Test. Prerequisites: Completion of Intermediate Coding or one year coding experience. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T/Th Mar 5-May 30 5:30-8:30pm RM 10 $150 Galindo-Bryson, CPC
T/Th Jun 11-Aug 1 5:30-8:30pm RM 10 $150 Galindo-Bryson, CPC

Certified Professional Coder Prep Class—(Self-paced) This class is designed to help you with the skills and materials needed to prepare for national certification testing. This course is user-friendly and includes many practice quizzes to help you master the material. Prerequisite: Intermediate Coding or one year coding experience. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T/Th Mar 5-May 30 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC
T/Th Jun 11-Aug 1 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC

Electronic Health & Medical Records (EHMR)—(Self-paced) The health care industry is migrating from paper to an all-digital medical record keeping system. This class will train you in the implementation of electronic health and medical records in a variety of health care settings. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T/Th Mar 5-May 30 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC
T/Th Jun 11-Aug 1 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC

Health Insurance Billing (HIB)—(Self-paced) This class will help you prepare for success in the growing field of hospital billing and coding. Topics covered include the hospital regulatory setting, patient accounts and data flow, the billing process, claim forms, reimbursements, accounts receivable management, and HIPAA requirements. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T/Th Mar 5 - May 30 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC
T/Th Jun 11-Aug 1 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC

Law, Ethics, and HIPAA—(Self-paced) This course provides an introduction to the legal and ethical requirements that safeguard health care information today. Curriculum correlates to HIM standards. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T & Th Mar 5 - May 30 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC
T & Th Jun 11-Aug 1 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC
Career Technical Education

Health Information Technology (HIT)—(Self-paced) Technology’s ever-increasing role in health care is increasing the demand for qualified health information management professionals. Students will receive a comprehensive introduction to health information technology both as a work-based, task-oriented function and as part of a larger profession of health information management. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T & Th Mar 5 - May 30 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC
T & Th Jun 11-Aug 1 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC

Administrative Medical Assistant—(Self-paced) The focus of this course is to prepare students to excel as an Administrative Medical Assistant and learn the procedures for working in a medical practice. To be sure you purchase the correct textbook, email the instructor, Lillian Galindo-Bryson, at lgalindo@martinezusd.net for accurate information.

T & Th Mar 5-May 30 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC
T & Th Jun 11-Aug 1 5:30-8:30pm RM 10-A $150 Galindo-Bryson, CPC

KEYBOARDING

Keyboarding Certification—9:30pm-1:30pm M-Th, 6pm-7pm T/Th. We allow for ample practice time and multiple timings. Call (925) 335-5890, Ext. 3927 for an appointment. No fee.

Evening Keyboarding—Earn one unit of college credit, learn to touch-type, or improve your existing typing skills. The cost is $55.

DVC Accepted for transfer between Martinez Adult Education and Diablo Valley College.

COMPUTER APPLICATIONS

Introduction to Computers Windows 10 / Level 1—(Instructor-directed) This course is intended for students who have little or no experience working with computers or for those wishing to fill in the gaps. Topics include: computer terminology, using the keyboard and mouse, navigating on the computer, typing basic letters, saving and storing files, as well as an introduction to the Internet and Email. No textbook required; please bring a flash drive for storing your work. Patient, supportive instruction.

Th Mar 7-May 30 9:30pm-1:30pm M-Th, 6pm-7pm T/Th. We allow for ample practice time and multiple timings. Call (925) 335-5890, Ext. 3927 for an appointment. No fee.

Evening Keyboarding—Earn one unit of college credit, learn to touch-type, or improve your existing typing skills. The cost is $55.

DVC Accepted for transfer between Martinez Adult Education and Diablo Valley College.

Introduction to Computers Windows 10/ Level 2—(Instructor-directed) This course is intended for students who have completed Level 1 or have equivalent experience. Topics include: a review of computer basics, creating letters and spreadsheets, installing and removing software, computer maintenance and protection, file management, navigating the Internet (search engines, banking and shopping online, downloading music, pictures and videos); using Email and working with attachments; introduction to the digital camera and MP3 Player. No textbook required. Please bring a flash drive for storing your work. Patient, supportive instruction.

Beginning Microsoft Word 2016 — (Instructor-directed) Using the latest version of Microsoft Word, this course covers application of fonts, selecting text, editing, cut, copy and paste, spell checking, saving, printing, using bullets and numbering, formatting documents (margins, line spacing, etc.) and an introduction to tables. No textbook required. Please bring a flash drive to first class. Instructor is Microsoft Certified. Patient, supportive instruction.

Intermediate Microsoft Word 2016 — (Instructor-directed). Review beginning features - then move on to tables, mail merge, newsletters, styles, templates and brochures using text, clipart and photos. Includes an introduction to file management. No textbook required. Please bring a flash drive to first class. Instructor is Microsoft Certified. Patient, supportive instruction.
COMPUTER APPLICATIONS

Microsoft Excel 2016—(Self-paced) This course covers the basics of Excel, an electronic spreadsheet program that makes working with numbers easy. Excel has powerful features that let you enter and edit text and numbers, perform a variety of calculations, produce charts, and make informed financial decisions, creating and editing a simple worksheet.

The textbook carries the ExamReadyTM certification which certifies that it has been tested by ProCert Labs to validate that it covers all course objectives included in the Microsoft Office Specialist (MOS) certification exam. To be sure you purchase the correct textbook, email the instructor, Linda Yocum at lyocum@martinez.k12.ca.us for accurate information.

DVC Accepted for transfer between Martinez Adult Education and Diablo Valley College.

M/W Mar 4-May 29 5:30-8:30pm RM 7 $125 Yocum
M/W Jun 10-Jul 31 5:30-8:30pm RM 7 $125 Yocum

Microsoft Word 2016—(Self-paced) This course provides extensive, thorough training of Word 2016. This text covers introductory through advanced topics, and is ideal for the computer user who wants to become well versed in using Word 2016. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mddepaulawai@martinezusd.net for accurate information.

DVC Accepted for transfer between Martinez Adult Education and Diablo Valley College.

Th Mar 7-May 30 5:45-8:45pm RM 9 $125 Wai
Th Jun 13-Aug 1 5:45-8:45pm RM 9 $125 Wai

Microsoft PowerPoint 2016—(Self-paced) This course provides thorough introductory training of PowerPoint 2016. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mddepaulawai@martinezusd.net for accurate information.

DVC Accepted for transfer between Martinez Adult Education and Diablo Valley College.

Th Mar 7-May 30 5:45-8:45pm RM 9 $125 Wai
Th Jun 13-Aug 1 5:45-8:45pm RM 9 $125 Wai

Microsoft Access 2016—(Self-paced) This course provides thorough introductory training of Access 2016. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mddepaulawai@martinezusd.net for accurate information.

DVC Accepted for transfer between Martinez Adult Education and Diablo Valley College.

Th Mar 7-May 30 5:45-8:45pm RM 9 $125 Wai
Th Jun 13-Aug 1 5:45-8:45pm RM 9 $125 Wai

Microsoft Outlook 2016—(Self-paced) This course provides thorough introductory training of Outlook 2016. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mddepaulawai@martinezusd.net for accurate information.

DVC Accepted for transfer between Martinez Adult Education and Diablo Valley College.

Th Mar 7-May 30 5:45-8:45pm RM 9 $125 Wai
Th Jun 13-Aug 1 5:45-8:45pm RM 9 $125 Wai

G Suite for the Workplace

G Suite was designed with collaboration in mind. In this course, learn how to fully leverage the collaboration features offered in this popular cloud-based productivity platform. Learn tips for maximum team productivity using the G Suite apps, explaining how to partner with colleagues on documents, manage files and folders as a team on Google Drive, and use Google Meet to get together and share ideas. Plus, learn to create a shared schedule, use Google Sites to create webpages for sharing documents, use Google Slides to give presentations, and more.

T & Th Mar 5-May 30 5:45-8:45pm RM 9 $125 Wai
T & Th Jun 11-Aug 1 5:45-8:45pm RM 9 $125 Wai
ACCOUNTING

Accounting Basics—(Self-paced) Learn accounting principles; use journals and ledgers to record transactions into debits and credits, and prepare financial statements for service businesses organized as a proprietorship. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mdepaulawai@martinezusd.net for accurate information.

T Mar 5-May 28 5:45-8:45pm RM 9 $125 De Paula Wai
T Jun 11-Jul 30 5:45-8:45pm RM 9 $125 De Paula Wai

QuickBooks 2018—(Self-paced) Use the Windows version of QuickBooks Pro for accounts receivable and payable. Prepare reports, complete bank reconciliations, and close the accounting period for service and merchandising businesses. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mdepaulawai@martinezusd.net for accurate information.

T Mar 5-May 28 5:45-8:45pm RM 9 $125 De Paula Wai
T Jun 11-Jul 30 5:45-8:45pm RM 9 $125 De Paula Wai

Accounting I (Financial Accounting)—(Self-paced) This introductory college-level accounting course covers the complete accounting cycle for a service business, including the critical rules of debit and credit and how to account for the asset cash. In addition, the course provides a study of the complete accounting cycle for a merchandising business as well as payroll accounting procedures and processes. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mdepaulawai@martinezusd.net for accurate information.

T Mar 5-May 28 5:45-8:45pm RM 9 $125 De Paula Wai
T Jun 11-Jul 30 5:45-8:45pm RM 9 $125 De Paula Wai

Accounting II (Financial Accounting)—(Self-paced) This intermediate-level course covers the first three of five major segments of accounting. The first is a study of different groups of balance sheet accounts, including notes, accounts receivable, merchandise inventory, and plant assets. The second is an in-depth coverage of accruals and deferrals of both revenue and expenses. The third segment of the course moves into different forms of ownership, specifically the partnership and the corporation. Prerequisite: Accounting I.

T Mar 5-May 28 5:45-8:45pm RM 9 $125 De Paula Wai
T Jun 11-Jul 30 5:45-8:45pm RM 9 $125 De Paula Wai

Accounting III (Managerial/Cost Accounting)—(Self-paced) This advanced-level course covers budgeting, standard and analysis costs. Accounting for decision-making and manufacturing operations will be included in the course. Prerequisite: Accounting I & II.

T Mar 5-May 28 5:45-8:45pm RM 9 $125 De Paula Wai
T Jun 11-Jul 30 5:45-8:45pm RM 9 $125 De Paula Wai

Mastering Payroll—(Self-paced) This course provides an innovative, hands-on approach with a unique blend of theory and practical examples and exercises enabling students to get a thorough understanding of why, how, and when the most widely-used payroll accounting functions are performed. To be sure you purchase the correct textbook, email the instructor, Marcio de Paula Wai, at mdepaulawai@martinezusd.net for accurate information.

T Mar 5-May 28 5:45-8:45pm RM 9 $125 De Paula Wai
T Jun 11-Jul 30 5:45-8:45pm RM 9 $125 De Paula Wai

Business Law—This self-paced course includes coverage of contemporary topics that impact not only the business world, but your life such as identity theft. Fascinating features and intriguing cases highlight the material’s practicality. The course website includes resources to help you study, such as sample answers to selected end-of-chapter business scenarios and case problems. No textbook required.

T Mar 5-May 28 5:45-8:45pm RM 9 $125 De Paula Wai
T Jun 11-Jul 30 5:45-8:45pm RM 9 $125 De Paula Wai
Registration required. Classes open to MUSD Paraeducators or introduction to those interested in becoming a Paraeducator.

**Assistive Technology: Supporting Students with Google Apps**—This course is targeted to those who need support with the increasing demands of technology coming into the classroom and the lives of our students. An emphasis will be placed on the use of the Google apps and student accounts. Participants will learn various Chrome extensions, apps and tools that are available for our special education students. They will learn how these tools help students access learning while using their Google accounts. Participants will leave with a greater understanding of these powerful tools and how to support the students they work with in using them. This course is a total of 15 hours. (6 hours class time/9 hours homework)

- **Th Mar 14, 21, & 28** 3:30-5:30 pm 9 Free! De Paula Wai
- **Th June 13, 20, & 27** 3:30-5:30 pm 9 Free! De Paula Wai

**Supporting Student Behavior**—These courses are a total of 15 hours each. (4 hours class time/11 hours homework) Choose from one of the following:
- Classroom and Behavior Management
- Providing Positive Behavioral Supports for Individual Students
- Supporting Students with Attentional Concerns
- Supporting Students Who Are Noncompliant
- Strategies to Defuse a Defiant Student
- Managing a Student in Crisis
- Bullying Awareness, Prevention, and Intervention

- **Th Apr 11 & 18** 3:30-5:30 pm 9 Free! De Paula Wai
- **Th Jul 18 & 25** 3:30-5:30 pm 9 Free! De Paula Wai

**Supporting Classroom Instruction**—These courses are a total of 15 hours each. (4 hours class time/11 hours homework) Choose from one of the following:
- Supporting Students with Accommodations and Modifications
- Helping vs. Hovering: How to Avoid the “Helicopter” Effect
- Helping Students Become Successful Readers
- Helping Struggling Readers Learn from Text
- The Roles of Paraeducators in Promoting Active Learning
- Encouraging Student Response and Engagement
- The Importance of Assessments in Special Education

- **Th Apr 25 & May 2** 3:30-5:30 pm 9 Free! De Paula Wai

**Supporting Disabilities**—These courses are a total of 15 hours each. (4 hours class time/11 hours homework) Choose from one of the following:
- Supporting Students with Specific Learning Disabilities
- Supporting Students with Speech or Language Impairments
- Understanding ADHD and the Role of the Paraeducator
- Autism Spectrum Disorder: Essential Facts
- Providing Personal and Physical Support for Students with Physical Disabilities
- Working with Students Who Are Deaf or Hard of Hearing
- Welcoming Students with Visual Impairments

- **Th May 9 & 16** 3:30-5:30 pm 9 Free! De Paula Wai

**Reading, Writing, and Mathematics**—These courses are a total of 15 hours each. (4 hours class time/11 hours homework) Choose from one of the following:
- Reading Comprehension: Narrative Texts
- Reading Comprehension: Informative Texts
- Reading Comprehension: Decoding Language and Utilizing Layout
- Writing Fundamentals: Parts of Speech and Effective Sentences
- Writing Fundamentals: Mechanics of Writing
- Mathematics: Understanding the Basic Skills
- Mathematics: Fractions, Decimals, and Percentages
- Basic Algebra
- Basic Geometry
- Basic Data Analysis

- **Th May 23 & 30** 3:30-5:30 pm 9 Free! De Paula Wai
CAD Designer/Drafter Part 1 Intensive (2D)—Learn CAD terminology, user interface, and command structure. By the end of this section you will be able to create and edit drawings efficiently using AutoCAD. Prerequisite: Basic computer file management.

M or T 9:30am-2:00pm RM 18 $1080 Gallardo
S 9:30am-2:00pm RM 18 $1036 Gallardo

CAD Designer/Drafter – Part 2 Intensive (2D)—This intermediate course incorporates techniques for increased productivity when annotating and creating construction documents. Prerequisites: CAD Part 1 or equivalent experience.

M or T 9:30am-2:00pm RM 18 $1080 Gallardo
S 9:30am-2:00pm RM 18 $980 Gallardo
S 9:30am-2:00pm RM 18 $980 Gallardo

CAD Designer/Drafter – Part 3 Intensive (3D) —This course provides foundations and practice in creating 3D models. Students explore techniques for creation of solid and surface models. Course topics provide a foundation for students wishing to take advanced 3D or animation graphics. Recommended: CAD Parts 1 and 2 or equivalent experience.

open enrollment TBD RM 18 email Gallardo

Revit Architecture 2019—Topics: Revit for architectural design, visualization, and communication. Learn how to use BIM to manage drawings across disciplines for increased productivity. Course is an effective primer for professionals in structural, mechanical, electrical and piping disciplines for advancement to Revit MEP.

M or T 9:30am-2:00pm RM 18 email Gallardo

Revit MEP 2019—Integrate Revit Architecture with MEP (Mechanical, Electrical, Plumbing, HVAC) systems from engineering design to construction documents and apply the coordination features of BIM technology. Recommended: Fundamental knowledge of Revit Architecture.

M or T 9:30am-2:00 pm RM 18 email Gallardo
The Media Arts Certificate Program prepares students for careers in Advertising and Graphic Design. Professional portfolio-based training for employment in the field of Marketing Communications. Emphasis on the tenets of Graphic Design, Typography, and Color Theory will be studied and applied. EDD funding eligible. Access to a laptop computer and subscription to Adobe Creative Cloud required. Open enrollment: Wed or Thu, 8 meetings plus lab. Inquiries by email only to martinezdigitalarts@gmail.com.

Adobe CC Photoshop Part 1—Learn the basics of Photoshop tools for digital image editing using layers, image resolution and optimization for the web, print and video delivery will be explored while applying design fundamentals for print and online projects.


Adobe CC Illustrator Part 1—Adobe Illustrator is the leading vector-based design software used by professional graphic designers, technical illustrators, and drafters. Learn the basic tools and techniques used to create logos, diagrams, and illustrations.

Adobe CC Illustrator Part 2—Lessons build on Part 1 skills for portfolio development. Course will focus on graphic design portfolio projects in brand identity design, product packaging, technical illustrations, and information graphics. Prerequisite: Illustrator Part 1.

Adobe CC Animate Part 1—Introductory course to the industry-leading authoring tool for producing interactive content for websites and other digital platforms. Learn how to animate vector-based graphics for websites, advertising and information graphics.


W or Th 9:30am-1:30pm RM 18 $628/per clas Gallardo

APPRENTICESHIP PROGRAMS

California State Apprenticeship Programs
Martinez Adult Education serves as the Local Educational Agency for the following registered apprenticeship programs. Visit www.dir.ca.gov for details.

JATC for the Electrical Industry
Contra Costa County
IBEW Local 302
www.ibewlu302.com
Classes available for electrical journeyman
Greg Arcidiacono, Training Director
1255 Muir Road, Martinez, 94553
925-228-2302

Heat and Frost Insulators JATC Local 16
3801 Park Road,Benicia 94510
707-748-0160

Bay Area Counties
Roofing and Waterproofing JATC
Jose Oscar Padilla
Director of Apprenticeship Training
420 Leisure Street, Livermore 94551
510-628-3658

Surplus Service
Lou Ramondetta
3090 Osgood Court
Fremont, CA 94539
510-226-0600

Alameda-Contra Costa Transit District
Michael Flocchini
Apprenticeship & Training Coordinator
20234 Mack Street, Hayward, 94545
(510) 891-2552
www.actransit.org

BART Elevator-Escalator Transit
Apprenticeship Program
George Younger, Training Director
601-A East 8th St. Oakland, CA 94606

CalTrans Structural Steel Painters District 4
SFO Oakland Bay Bridge Toll Plaza
Admin Bldg., Room 202
Oakland, CA 94608

Northern California Elevator Industry JATC
James Leonard, Training Director
690 Potrero Ave
San Francisco, CA 94110
415-285-2900
Other Career Technical Education

MARTINEZ REGIONAL CRIMINAL JUSTICE TRAINING CENTER

All classes meet Tuesdays, Wednesdays, and Thursdays from 6:15 pm – 10:15 pm; and some Saturdays and/or Sundays from 8:00 am – 5:00 pm. Sample schedules can be found on the website at http://mae-martinez-ca.schoolloop.com under Martinez Regional Criminal Justice Training Center

Introduction to Public Safety Dispatching - Have you ever wondered what it’s like to be a 911 dispatcher? Take our class to explore this exciting career. This class is an introduction to emergency dispatching and is designed for a person who knows nothing about the job. The class will cover terminology, handling of incoming calls, radio dispatching, work schedules, multitasking, police culture & environment, ethics and the interview process. This class is certified through POST (Peace Officer Standards & Training).

March 2019 $100

Protective Services PC 832 Course— These classes meet the minimum number of hours of instruction required by the Commission on Peace Officer Standards and Training in arrest and control, laws of arrest, and firearms.

Arrest and Control / 42 hours

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Firearms / 24 hours

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*Take both PC 832 and Firearms and receive a $45 discount. Total $ 660 for both

Module III Peace Officer Training/155 hours — This is the first of three modules of the Regular Basic Course Modular format for peace officer training and is a prerequisite to Module II. This course includes fundamental principles, procedures and techniques of law enforcement, including criminal law, patrol procedures, cultural diversity, investigative procedures, report writing, defensive tactics, firearms, community relations, police vehicle operations, traffic enforcement and first aid/CPR.

This course meets the classroom requirements for the student to function as a Level 3 Police Reserve Officer. Students are required to have a valid driver’s license, medical clearance and DOJ clearance letter dated within 90 days prior to first day of class.

April 2019 $900

*Uniform $140. Bring check, credit or debit card to orientation.

Criminal Justice Training, continued next page
Module II Peace Officer Training/209 hours — This is the second of three modules of the Regular Basic Course Modular format for peace officer training and is a prerequisite to Module I. This course includes policing in the community, property crimes, crimes against persons, general criminal statutes, laws of arrest, search and seizure, report writing, use of force, patrol techniques, vehicle pullovers, arrest and control, firearms and chemical agents, and cultural diversity and discrimination.

Prerequisites: Successful completion of Module III within the last 3 years. Passage of the POST Constructed Comprehensive Module III End-of-Course Proficiency Test within the preceding 12 months. Valid driver’s license, medical clearance and DOJ clearance letter dated within 90 days prior to first day of class.

This course meets the classroom requirements for the student to function as a Level 2 Police Reserve Officer.

<table>
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Uniform $140. Bring check, credit or debit card to orientation

NOTE: Deadline to sign up for classes is 14 days prior to the first scheduled class. All classes are subject to date modifications and course fees are subject to change. Modules II and III are approved for VA benefits.

ADULT SECONDARY EDUCATION

ACADEMIC PREPARATION High School Diploma, High School Equivalency, Math and English Skills

HiSET Testing Center at Martinez Adult Education—Offers testing on the first Monday and third Saturday of the month. For questions or to register for the HiSET test visit https://hiset.ets.org/ or call 1-855-694-4738 or email HiSET@ets.org.

Registration and Enrollment

Registration opportunities are held weekly, no appointment necessary. Come to Room 1 Tuesday or Thursday evenings at 5:30 pm, Thursday morning at 9:00 am, or by appointment. Arrive promptly, allow 1-2 hours.

Academic Programs at Martinez Adult Education include High School Diploma, High School Equivalency Exam preparation (e.g. GED®, HiSET®, TASC®), and Adult Basic Education. High School Diploma Classes for Adults—Students work on their classes through software based, paper based, and small group based instruction. Students earn credit based on proficiency rather than seat time. Credentialed teachers offer individualized student attention. Online and Distance Learning for High School Diploma—Using online curriculum, coursework can be done from home or in our classroom located at the Martinez Adult Education. All students will be required to take subject tests at the Adult School while being monitored by teaching staff. Students are free to move at their own pace to complete coursework fulfilling graduation requirements. The classroom schedule is as follows:

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-F Mar 4-May 31</td>
<td>8:45am - 1:00pm</td>
<td>RM F-2</td>
<td>Sabia</td>
</tr>
<tr>
<td>M-TH Jun 10-Jul 18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M-T-W Mar 4-May 31</td>
<td>6:00pm - 8:30pm</td>
<td>RM F-2</td>
<td>Goldman</td>
</tr>
<tr>
<td>M-TH Jun 11-Jul 18</td>
<td></td>
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</tbody>
</table>

Enrollment is ongoing; new students may join us at any time. Our Cap and Gown graduation ceremony will be on June 4, 2019.
**High School Subjects**—English 1-4, Economics, US History, Government, World History, Math and Algebra I, Physical Science, Life Science, Fine Arts, College and Career Transitions, and electives (elective credit may also be earned through work experience, volunteer work, or other means).

**Graduation Credit Requirements**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40</td>
</tr>
<tr>
<td>U.S. Government</td>
<td>5</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
</tr>
<tr>
<td>U.S. History</td>
<td>10</td>
</tr>
<tr>
<td>World History</td>
<td>10</td>
</tr>
<tr>
<td>Math</td>
<td>10</td>
</tr>
<tr>
<td>Life Science</td>
<td>10</td>
</tr>
<tr>
<td>Physical Science</td>
<td>10</td>
</tr>
<tr>
<td>Fine Arts/Foreign Language/CTE</td>
<td>10</td>
</tr>
<tr>
<td>College &amp; Career Transitions</td>
<td>10</td>
</tr>
<tr>
<td>Electives</td>
<td>50</td>
</tr>
<tr>
<td>Algebra</td>
<td>10</td>
</tr>
</tbody>
</table>

CPR Certification is required for graduation.

**Adult Basic and Secondary Education (ABE)**—These self-paced, supportive classes provide individualized instruction in reading, writing, and math. The focus is on strengthening and reviewing skills for employability, further education and test preparation. Friday’s class emphasizes math only. Successful completion of this course allows students to transition to High School Diploma Courses.

- **M-F Mar 4-May 31** 9:00am-12:00pm RM 2 Persaud
- **M-Th Jun 10-Jul 18** 9:00am-12:00pm RM 2 Persaud

**Exam-Preparation and ABE**—Prepare to take and pass one of the High School Equivalency (HSE) Exams (GED®, HiSET®, or TASC®), or enter our High School Diploma program. Students work on their courses through online and, paper-based programs. Credentialed, experienced teacher provides instruction to improve reading, writing, math, study, and test taking skills.

- **T/Th Mar 5-May 30** 5:30-8:30pm RM 2 Gabel
- **T/Th Jun 11-Jul 18** 5:30-8:30pm RM 2 Gabel

**Adult Independent Study**—Martinez Adult Education has a Distance Learning (DL) option. This option involves working independently a minimum of 15 hours per week and meeting regularly with an instructor for support and testing while completing the coursework independently at home. This is a good option for highly motivated students with the appropriate reading/skill levels. Call (925) 335-5890, Ext. 3994. Independent Study intake is by appointment only. Limited evening appointments available.

**Math for the Trades**—Enroll in this 18-week class to prepare to take and pass any of the Union Apprenticeship math tests. Class will be offered in a direct instruction format by a credentialed, experienced teacher. Learn trade mathematics including: measurements, fractions, decimal conversion, algebra and geometry. Includes practice tests, study and test taking skills strategies.

- **T/Th Jan 22-May 30** 6:30-7:30pm RM F-2 Tuttle

**Employability Skills Course, New World of Word-21st Century Job Skills**—Learn the top skills you need for success in any workplace. Knowledge, work habits, and character traits necessary to succeed in this rapidly changing world. Topics include: Self Awareness, Resiliency, Communication, Collaboration, Social Diversity, and Generational Awareness.

- **T/Th Mar 5-May 30** 5:30-6:30pm RM F-2 Staff
Martinez Institute Of English (ESL)

Study in small size classes with experienced and friendly teachers. Start classes at anytime. For information call 335-5890, Ext. 3920. Para Espanol, Ext. 3918. Instruction includes conversation skills, grammar, reading, writing, pronunciation, and vocabulary. Learn to use English to communicate with doctors, teachers, police, people at work, at the bank and at agencies like the DMV and Post Office. All classes have weekly access to computer lab.

ESL Communication Skills—Come learn and practice essential communication skills necessary for personal and professional life in the United States. Class will include correct pronunciation and expressions appropriate in the workplace and community.

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-Th</td>
<td>9:00am -12:00pm</td>
<td>RM 4</td>
<td>Longman (Literacy - Beg. Low)</td>
</tr>
<tr>
<td>M-Th</td>
<td>9:00am -12:00pm</td>
<td>RM 5</td>
<td>Williams (Beg. High - Inter.)</td>
</tr>
<tr>
<td>M-Th</td>
<td>9:00am -12:00pm</td>
<td>RM 6</td>
<td>Lammers (Inter. II - Adv.)</td>
</tr>
<tr>
<td>M/W</td>
<td>6:00pm -9:00pm</td>
<td></td>
<td>Williams &amp; McLean</td>
</tr>
</tbody>
</table>

Computer Applications for ESL Students—Come learn how to use the Microsoft Office Suite application programs including Word, Excel, PowerPoint, and Outlook and obtain important computer skills to advance your personal, educational and career goals.

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W</td>
<td>12:30-2:30pm</td>
<td>RM 1</td>
<td>Johnston</td>
</tr>
</tbody>
</table>

U. S. Citizenship Preparation Course—Let us help you in the process of becoming a United States citizen! In this class you will learn how to complete the N400 application form, prepare for the U.S. Government & History Test and the oral CIS Interview, improve your English skills, and understand the rights and responsibilities of U.S. Citizenship. Intermediate level of English required.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>T</td>
<td>6:30-9:00pm</td>
<td>RM 4</td>
<td>McLean</td>
</tr>
</tbody>
</table>

ESL Writing Course—This class will help ESL students improve their writing skills in a supportive environment. By the end of the course, students will be able to write an effective five-paragraph essay by studying and practicing the various important elements of an essay including its organization, thesis statement, paragraph development, fluency, grammar, and spelling. CASAS Reading Test Score of 220 and above required.

<table>
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<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M/W</td>
<td>12:30-2:30pm</td>
<td>RM 2</td>
<td>Persaud</td>
</tr>
</tbody>
</table>

ESL for the Workplace—Learn about workplace culture in the U.S. and how to communicate more effectively at work while strengthening much needed English language skills. Also explore and identify your career interests, and the steps necessary to reach your career goals.

<table>
<thead>
<tr>
<th>Day/Th</th>
<th>Time</th>
<th>Room</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Th</td>
<td>6:00-8:30pm</td>
<td>RM 6</td>
<td>Lammers/Williams</td>
</tr>
</tbody>
</table>

Introduction to Medical Careers—The class will: introduce you to a variety of health care careers, help you learn about the U.S. health care system and its resources, help you identify your career interests and identify steps to pursue your goals. Class will be co-taught by a CTE and an ESL instructor, and include hands-on experiences and guest speakers. Prerequisite: Intermediate ESL or higher. Textbook required.

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Room</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Th</td>
<td>Jan 15 – May 7</td>
<td>RM 6</td>
<td>no fee</td>
</tr>
</tbody>
</table>

www.mae-martinez-ca.schoolloop.com
Jazzercise™ Lo—Class is on-going. Get all the pulse-pounding, body-pumping intensity without the hop. Use your muscles—not your momentum—to get a killer core workout. Rock it out with dance-based cardio and strength training for total body transformation.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Th Mar</td>
<td>5:30-6:30pm</td>
<td>MAE AUD</td>
<td>$40/month</td>
<td>Daly</td>
</tr>
<tr>
<td>T/Th Apr</td>
<td>5:30-6:30pm</td>
<td>MAE AUD</td>
<td>$40/month</td>
<td>Daly</td>
</tr>
<tr>
<td>T/Th May</td>
<td>5:30-6:30pm</td>
<td>MAE AUD</td>
<td>$40/month</td>
<td>Daly</td>
</tr>
<tr>
<td>T/Th Jun</td>
<td>5:30-6:30pm</td>
<td>MAE AUD</td>
<td>$40/month</td>
<td>Daly</td>
</tr>
<tr>
<td>T/Th Jul</td>
<td>5:30-6:30pm</td>
<td>MAE AUD</td>
<td>$40/month</td>
<td>Daly</td>
</tr>
<tr>
<td>T/Th Aug</td>
<td>5:30-6:30pm</td>
<td>MAE AUD</td>
<td>$40/month</td>
<td>Daly</td>
</tr>
</tbody>
</table>

Welcome to Medicare—Do you have questions about MEDICARE? HICAP has the answers. Welcome to Medicare is a free class presented by the Health Insurance Counseling and Advocacy Program (HICAP) in Contra Costa County. The session will cover Medicare benefits, prescription medication coverage, Medicare Advantage plans (HMOs), Medicare Supplemental insurance and will discuss how Medicare coordinates with retiree benefits or veterans' benefits. After this session, you will be able to make informed decisions on how best to address your needs for health insurance coverage with Medicare.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>S Mar 16</td>
<td>9:00-11:00am</td>
<td>RM 2</td>
<td>Free</td>
<td>Lee</td>
</tr>
<tr>
<td>S Apr 20</td>
<td>9:00-11:00am</td>
<td>RM 2</td>
<td>Free</td>
<td>Lee</td>
</tr>
<tr>
<td>S May 18</td>
<td>9:00-11:00am</td>
<td>RM 2</td>
<td>Free</td>
<td>Lee</td>
</tr>
<tr>
<td>S Jun 15</td>
<td>9:00-11:00am</td>
<td>RM 2</td>
<td>Free</td>
<td>Lee</td>
</tr>
<tr>
<td>S Jul 20</td>
<td>9:00-11:00am</td>
<td>RM 2</td>
<td>Free</td>
<td>Lee</td>
</tr>
</tbody>
</table>

Food Safety Certification and Training Examination—Comprehensive course (including test) where students learn to improve food safety and sanitation within their business and home. Successful completion meets the requirements of California Health & Safety Code Section 113716. Pre-registration and textbook required. (Class and test with no book, $75; retest only $50). Cash and credit card only. Refund/reschedule policy on page 16. 5-student minimum.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>M Mar 4 &amp; 11</td>
<td>4:00-8:00pm</td>
<td>RM 5</td>
<td>$100</td>
<td>Narcisse</td>
</tr>
<tr>
<td>W Apr 10 &amp; 17</td>
<td>4:00-8:00pm</td>
<td>RM 17B</td>
<td>$100</td>
<td>Narcisse</td>
</tr>
<tr>
<td>M May 6 &amp; 13</td>
<td>4:00-8:00pm</td>
<td>RM 5</td>
<td>$100</td>
<td>Narcisse</td>
</tr>
<tr>
<td>M Jun 1-17</td>
<td>4:00-8:00pm</td>
<td>RM 5</td>
<td>$100</td>
<td>Narcisse</td>
</tr>
<tr>
<td>M Jul 15 &amp; 22</td>
<td>4:00-8:00pm</td>
<td>RM 5</td>
<td>$100</td>
<td>Narcisse</td>
</tr>
</tbody>
</table>

CPR/AED* (American Safety & Health-Institute)—Learn essential life-saving techniques. This CPR course will teach a combination of artificial respiration and artificial circulation for basic life support techniques. This course will also cover the updated steps in CPR and review training for individuals requiring recertification. AED skills are also covered using practice AED's. Upon successful completion, students will be issued a certification card from the American Safety & Health Institute. Textbook included.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>W Feb 13</td>
<td>6:00-10:00pm</td>
<td>RM 11</td>
<td>$60</td>
<td>Daly</td>
</tr>
<tr>
<td>W Mar 20</td>
<td>6:00-10:00pm</td>
<td>RM 11</td>
<td>$60</td>
<td>Daly</td>
</tr>
<tr>
<td>W Apr 17</td>
<td>6:00-10:00pm</td>
<td>RM 11</td>
<td>$60</td>
<td>Daly</td>
</tr>
<tr>
<td>W May 15</td>
<td>6:00-10:00pm</td>
<td>RM 11</td>
<td>$60</td>
<td>Daly</td>
</tr>
<tr>
<td>W Jun 19</td>
<td>6:00-10:00pm</td>
<td>RM 11</td>
<td>$60</td>
<td>Daly</td>
</tr>
<tr>
<td>W Jul 17</td>
<td>6:00-10:00pm</td>
<td>RM 11</td>
<td>$60</td>
<td>Daly</td>
</tr>
</tbody>
</table>

Estate Planning Is Not Just For The Wealthy—Wills and Probate, Living Trust, Joint Tenancy; Federal Law Regarding Estate and Gift Taxes; Uses and Types of Trusts; Funding Trust; Titling Assets; Property Tax and Capital Gain Issues; Durable Power of Attorney; Advanced Health Care Planning, Trust and Probate Law. Two class Meetings.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Fee</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>T/Th Mar 2,14</td>
<td>6:30-9:00pm</td>
<td>RM 17B</td>
<td>$35</td>
<td>Farr</td>
</tr>
<tr>
<td>T/Th Jul 23,25</td>
<td>6:30-9:00pm</td>
<td>RM 17B</td>
<td>$35</td>
<td>Farr</td>
</tr>
</tbody>
</table>
Personal And Professional Enrichment

Japanese—Ready for Olympics 2020 in Tokyo? Interested in, but don’t know much about Japanese language, culture or places? Don’t worry! Experienced Japanese instructor will provide an opportunity to learn all of the above, including useful Japanese phrases, how to get around Japan, and commonly acceptable (and taboo) customs and manners. This class will be informative, practical and fun!

W Mar 20-May 29 7:00-8:30pm RM 6 $75.00 Kurihara-Warrens
W Jun 12- Jul 24 7:00-8:30pm RM 6 $75.00 Kurihara-Warrens

Write Now — “I think I did pretty well considering I started out with nothing but a bunch of blank paper” -Steve Martin. Do you dream about becoming a writer? Are you writing but need help? Is your story lacking something? No matter what your writing interest is, this monthly 3-hour workshop is designed for you. Learn about the writing craft, keep up with the writer’s world, participate in discussions and writing exercises. This workshop is low key and non-threatening. Instructor’s evaluation available.

S Mar 16 9:00am-12:00pm RM 4 $30 Clark
S Apr 20 9:00am-12:00pm RM 4 $30 Clark
S May 18 9:00am-12:00pm RM 4 $30 Clark
S Jun 15 9:00 am-12:00pm RM 4 $30 Clark
S Jul 20 9:00am-12:00pm RM 4 $30 Clark

Cake Decorating — All courses and workshops taught by a certified instructor. Email instructor for supply list. Cheryllawton1@yahoo.com. Limited to 12

Icing Fundamentals
W Mar 6 6:00–8:00pm RM 14 $35 Lawton

Russian Tips & Ball Tips
W Mar 13 6:00–8:00pm RM 14 $35 Lawton

Lily Nail Flowers
W Mar 20 6:00–8:00pm RM 14 $35 Lawton

Gum Paste Flowers on Wire
W Apr 17 & 24 6:00–8:00pm RM 14 $35 Lawton

Plunger Cutters
W May 1 6:00–8:00pm RM 14 $35 Lawton

Do you have a profession, hobby, or interest that you’d like to share?

Your unique knowledge and experience can benefit others in the community. Why not consider offering a class through Martinez Adult Education? If you would like to explore the possibilities, call Gretchen Lammers at (925) 335-5890.
**THE ARTS**

**Beginning Guitar**—Playing a musical instrument is a great source of enjoyment and relaxation and guitar is an easy instrument to learn. This class will familiarize you with the guitar, from tuning and basic chord methods, strumming and finger-picking techniques, to using a capo and changing strings. These techniques can be applied to any genre of music from folk and country to today’s popular music. No former music training is necessary. You will need to provide your own guitar, tuner, capo, and the desire to learn to play guitar.

W Apr 10 – May 22  7:00-9:00pm  RM 2  $79  Warren

**Intermediate Guitar**—The intermediate class is for those who already have a basic knowledge of the guitar. Methods of self-development in various techniques used in playing folk, country and popular music will be taught, allowing you to choose your most comfortable style. Topics include flat and finger-picking, transposing, chord formulas, moveable chords and basic music theory as it applies to the guitar. Knowledge of basic chords and strumming are necessary. You will need to supply your own guitar, tuner and a capo.

W Apr 10 – May 22  7:00-9:00pm  RM 4  $79  Torr

**Community Band/Diablo Regional Concert Band** —Do you play a band instrument? This course is designed for those with some background in instrumental music. Our band class practices a variety of musical compositions and performs at various community functions. Join at anytime. Please call Cora Martens to verify day and time at (925) 451-6222.

Th Feb 14 – May 9  7:00-9:00pm  MJHS  $30  Martens

Th May 16 – Aug 1  7:00-9:00pm  MJHS  $30  Martens

**The Contra Costa Jazz Band**—Instructor’s permission required to join class. Newly available outstanding arrangements released each year. Class will offer experienced musicians a chance to get into the “swing” by playing in an exciting performance group.

M Mar 4 – May 19  7:30-9:30pm  AHS  $30  George

**Martinez Community Chorus**—This mixed chorus sings music of many different styles including folk, popular, jazz, sacred/spiritual, and classical. Ongoing, with weekly rehearsals. Performances at local events. Music reading and/or previous experience is helpful but not required.

T Jan 15 – May 21  7:00-9:00pm  MAE AUD  $40  Haefke
Patricia Pacheco

She truly embodies the mission of Martinez Adult Education.

Patty began her studies at MAE in Beginning ESL classes. Through hard work and grit, she mastered all the levels and earned an Advanced ESL certificate. She also enrolled in ABE, and earned her GED. She then took classes in the Business Training Center in QuickBooks, Excel, Word, and Accounting. Currently, she is just two classes away from earning an Accounting Specialist certification.

As if this were not enough, Patty took Citizenship Preparation classes at night and became a U.S. citizen in September 2017. All the while, she has been actively involved in the education of her two school-aged daughters, and has taken great pleasure in sharing all that she has learned with them.

To make this journey of success come full circle, Patricia has recently been offered a job at MAE. She greatly appreciates the staff “at her second home” who have guided and helped her each step of the way towards her dreams. She knows she is in part the product and the proof of the wonderful services offered by MAE, and is eager to work with both staff and students to give back to the school that has given her so much.

Beverly Orange

Growing up in a third-world country and emigrating to the United States was always a challenge for me. The idea of returning to school was frightening due to my lack of education. Also, I worked at the same job for 16 years with no room for promotion or growth. I dreamed of advancing my career that is why I enrolled in the Executive Administrative Assistant program Martinez Adult Education.

I began with the Microsoft Office Suite class known as the Boot Camp. Due to the intense demand of the course I felt like I was in an actual boot camp. After a few days in the class, I got discouraged and seriously considered quitting. I told myself it would be too difficult to go to school and work full-time. If it wasn’t for my supportive kids and the encouragement from my instructor, Linda Yocum, I would have given up. Mrs. Yocum never gave up on me even when I was giving up on myself, and she helped me finish the program.

I am so proud of what I accomplished in the last 10 months. The entire staff cares about student success and I am very thankful to the instructors for investing in me. My life is a lot better than it was a year ago and I look forward to using the skills learned to finally be able to have my dream career. I would not have finished my program without the supportive staff and students at MAE.

Jeremy Guevarra

Rob Lawrence, Jeremy transitioned into studies at DVC where he pursued a degree in Animation. He has worked in the CAD industry for the past 3 years and is now back at Martinez Adult Education assisting CAD+Revit students. Instructor Johnny Gallardo comments, “The core of Jeremy is a creative mind-set. He’s an artist and is able to tap into his technical abilities when needed, but the ideation process is never the other way around. In this day and age of high tech gadgetry, it is refreshing to find a young mind that is able to brainstorm ideas without relying on an “app” to problem-solve. The students love him - he is intelligent and has a knack for teaching. He listens well and gives clear explanations.”

Narayanan Chandrasekaran

English is my second language. I came to Martinez Adult Education with the goal to improve my reading and writing skills, sharpen my math skills and pass the CBEST, the California teachers’ exam.

I enrolled in Adult Basic Education (ABE) and the ESL Writing Class. My instructor created an individualized course of study for me to accomplish my goal. I worked very hard on critical and analytical reading, fractions, decimals, percent, algebra, and geometry to pass the reading and math sections of the CBEST. Passing the two sections of the CBEST has increased my confidence as I work toward passing the writing section. After passing the CBEST, I am planning to find a job teaching as an ESL instructor.

Besides my hard work, I really have to thank all the staff at MAE who work very hard to help students to improve their skills and meet their goals. My teacher encourages me and frequently reminds me to be patient with myself, and I will reach my goal.
It all started in 1919 when employees at the Shell refinery sought out opportunities to develop new skills through evening classes. Within a few years, the newly formed Martinez Adult Education program was offering classes in such vital 1920s-era subject areas as stenography, typing, auto mechanics and U.S. citizenship.

From those humble roots, MAE has grown over the past century into one of the most robust, comprehensive adult education programs in the state, serving more than 1,900 students in areas of career readiness, literacy, college transition, and educational enrichment.

The local community, which has been the engine of MAE’s growth from the beginning, is invited to a celebration event April 17, 12pm - 2:00 pm marking the school’s centennial.

MAE’s focus around lifelong learning, and accompanying course offerings, have expanded greatly from those early days serving Shell workers. Located since 1978 on the former Montecito Elementary School site on F Street, training students ages 18 to 84 from Contra Costa County and beyond in areas as diverse as accounting, digital arts, and the medical field. The English as a Second Language program serves students from 46 countries, and MAE is the only adult school in the state to offer Peace Officer Standards and Training modules.

The school also has formed partnerships with six local adult schools, the Contra Costa Community College District and the county Office of Education through the Contra Costa County Adult Education Consortium (CCCAEC), along with community partnerships with local employers and job-placement programs. Whether seeking a high school diploma, job skills to meet the changing demands of a 21st century economy, literacy proficiency or personal growth, adults find no shortage of opportunities to learn anew as they pursue their unique interests and goals.

Through all the years of change, one thing has remained constant: MAE’s commitment to providing area residents with the skills and education needed to thrive in various aspects of their lives. We look forward to working with you to build on the success of our first 100 years.
Announcing the grand opening of:
America’s Job Center of California (AJCC)
Access Point at Martinez Adult Education

Need help getting a job? Need to improve your skills to get a job?
Martinez Adult Education, through a unique partnership with Contra Costa County and nine local organizations, is now offering job readiness and career search resources on campus. Following are some FREE services that are now available to the surrounding community and students of Martinez Adult Education.

- Training and education information
- Career Coach on campus 4 days a week
- Free career assessments and certified typing tests
- Personalized résumé review and mock interviews
- Career workshops by industry experts
- Access to job postings and hiring events
- Computers, printers, copier, and scanner available for job search
- Access to CalJOBS, the state’s best online resource for job seekers
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- Access to CalJOBS, the state’s best online resource for job seekers

For more information, or to view the monthly calendar of workshops and activities, visit our website at mae-martinez-ca.schoolloop.com or call 925-335-5890, Ext. 3983.