

The logo for Martinez Adult Education (MAE) features the letters 'MAE' in a bold, yellow, serif font. A vertical yellow line is positioned to the left of the letters. The background of the logo is a dark blue square.

**MAE**

Martinez  
Adult  
Education

A scenic photograph of a lake surrounded by trees with vibrant autumn foliage in shades of orange, red, and yellow. The trees and sky are reflected in the calm water of the lake. A large rock is visible in the foreground on the left side of the lake.

*Fall Into Your Future at  
Martinez Adult Education!*

**Our New Website Address: [mae.martinezusd.net](http://mae.martinezusd.net)**

Fall Quarter 8-29-23 to 11-17-23

Winter Quarter 11-27-23 to 3-1-24

Fall Quarter Registration Starts August 7th

Winter Quarter Registration Starts October 30th



# DIRECTOR'S MESSAGE

## Dear Martinez Community,

Welcome to the fall/winter quarters at Martinez Adult Education. We are excited to provide a variety of classes to Martinez residents and residents of the surrounding communities. If you are a new or returning student you will have numerous options for days and times to take classes and many are offered with flexible start dates.

As we start a new year it is important to highlight some of the events that Martinez Adult Education hosted last spring and will continue this year. In April we provided transportation to over 50 students to visit Diablo Valley College. They toured different programs at the school and were provided with assistance in registering and enrolling in college. We will be providing this same opportunity to students this fall and encourage all who are interested to participate. We hosted the first Contra Costa County Adult Education Career Training Program Exposition in May. We had approximately 400 people attend this event and we had over 30 career programs represented from across the county. During the spring and summer, we provided online opportunities for our students to connect with employers. We hosted Zoom webinars for students to learn how to apply for jobs with Kaiser Permanente and UCSF Health. We look forward to hosting more of these webinars throughout the year and will keep you posted through our website. Please note that our website has changed the new address: <https://mae.martinezusd.net/>

At Martinez Adult Education, we strive to create an inclusive and supportive learning environment where everyone can thrive. Age is never a barrier to acquiring knowledge, and each step you take toward your educational goals is a testament to your resilience and determination. Remember, the most investment you can make is in yourself, and we are honored to be a part of your educational journey.



Once again, welcome! Here's to an extraordinary year of learning and personal fulfillment.


Sincerely,

*Suzanne D. Murphy*  
Suzanne Murphy,  
Director

Visit  
our  
Social  
Media!




SCAN ME



**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 CCAEC 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.



<b>Board of Education</b>	<b>Superintendent</b>
Tania E. Brugger	Helen Rossi
Yazmin Llamas	
Anne Horack Martin	<b>Director of</b>
Courtney Masella-O'Brien	<b>Adult Education</b>
Carlos Melendez	Suzanne Murphy



**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

**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 Janelle Eyet, MUSD Assistant Superintendent Educational Services at [jeyet@martinez.k12.ca.us](mailto:jeyet@martinez.k12.ca.us).

## Martinez Adult Education offers flexibility!

### We offer classes in different modalities...

#### Instructor-Directed

##### Online



Home, Starbucks, the park, or the library. Attend class remotely with a PC from anywhere you can get a stable internet connection.

##### In class



Old school style. Have a seat and learn.

#### Self-Paced with Instructor Support

##### Online



Learn at your own pace at a time that makes sense for you.

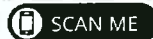
Questions on what you're learning? During your instructor's office hours Zoom live and ask.

##### In class



Come to class. Pick a computer. Slap on those headphones and learn at your own pace.

When you're stuck, raise your hand. The instructor will come by and help you.



Scan this QR Code for Modality Information

#### 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 pathways to post-secondary education, and inspiring students to become active community participants.

#### SCHOOL WIDE 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.

# REGISTRATION FORM

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Class #1 \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_

Instructor \_\_\_\_\_ Fee \_\_\_\_\_

Class #2 \_\_\_\_\_

Day \_\_\_\_\_ Time \_\_\_\_\_

Instructor \_\_\_\_\_ Fee \_\_\_\_\_

MC     Visa     Discover

Check payable to Martinez Adult Education (MAE)

Credit Card # \_\_\_\_\_

Exp. Date \_\_\_\_\_ CVV Code \_\_\_\_\_

Signature \_\_\_\_\_

**Office Hours** (subject to change):  
**Monday-Thursday: 8:30am-8pm**  
**Friday: 8:30am-Noon**

## REGISTRATION OPTIONS

**Online:** [mae.asapconnected.com](http://mae.asapconnected.com)

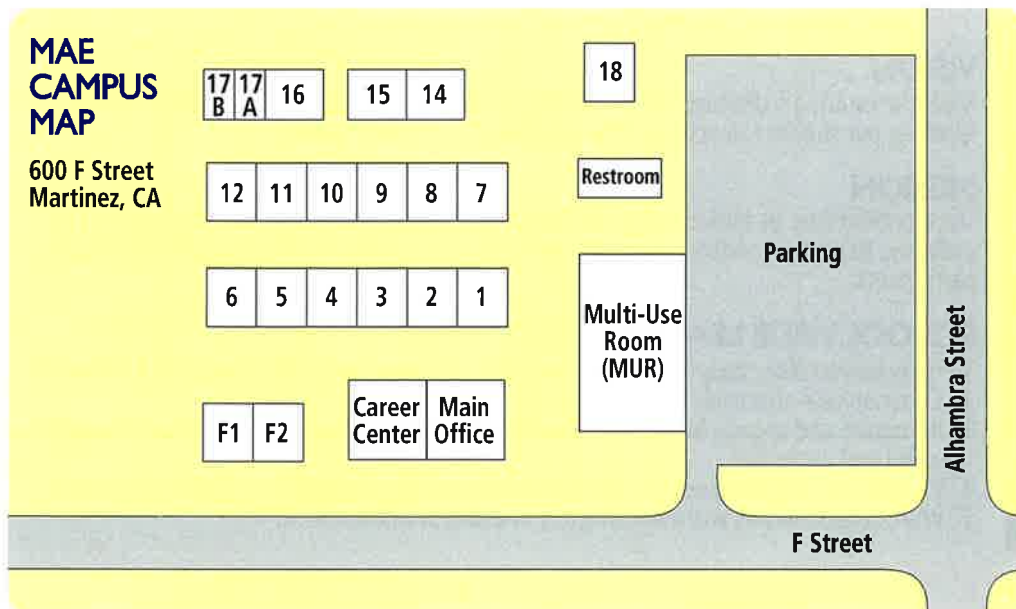
**Phone:**  
 Call (925) 335-5890 if paying by credit card (MasterCard, Visa, or Discover).

**Fax:**  
 Fax completed registration form to (925) 335-5868. Include your credit card information and signature.

**In Person at MAE office:**  
 600 F Street, Martinez, CA

**Mail:**  
 Complete the registration form and mail with your check, money order, or credit card information to:  
**Martinez Adult Education**  
**600 F Street**  
**Martinez, CA 94553-3212**

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





## TABLE OF CONTENTS

### Career Education & Training

#### Administrative

- Office Skills 6
- Computer Applications 7
- Business Communication 7

#### Business and Finance

- Accounting 8
- Bookkeeping/QuickBooks 9

#### Medical

- Medical Terminology & Anatomy 10
- Billing/Coding 10-11
- Pharmacy Technician 12
- Optical Assistant 13

#### Digital Arts, CAD + WEB Design 14

- CAD Designer/Drafter
- Revit Architecture
- Media Arts & Graphic Design

#### Criminal Justice Training (POST) 15

Introduction to Business (DVC) 16

FREE Classes & Workshops 17

Apprenticeship Programs 17

#### College/Career Preparation

- High School Diploma 18
- High School Exam Prep (Hiset, GED) 19
- Adult Basic Education 19
- Career, Academic, and Support Services 19

#### Employment Services

WIOA Program 19

#### English as a Second Language 20

- Beg/Int & Advanced ESL Classes
- U.S. Citizenship Preparation Course
- ESL at Home/Distance Learning
- ESL Speaking & Listening
- Introduction to Google Applications

#### Student Success Stories 21

#### Personal & Professional Enrichment

- Women's Support Group 22
- Reverse Mortgage 22
- Band & Chorus 22
- CPR 22
- Welcome to Medicare 22
- Estate Planning 22
- Food Safety 23
- How to Buy a Home 23
- Spanish 23
- Crochet 23
- Improvisation 23
- French 23



## GENERAL INFORMATION and POLICIES

### Who May Enroll

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

### Fees

The tuition for most CTE classes is \$150. Each class requires a book which may be purchased on your own, or at the MAE office. Personal & Professional Enrichment classes are supported solely by student 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 business days (Monday through Friday) prior to start of class. Students may reschedule a class one time with a \$10 processing fee.

### Children

Children are not permitted on the adult school campus.

### 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 exempt, 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.

# CAREER TECHNICAL EDUCATION

## Graduation Ceremony Tuesday, June 25th, 2024, 6:30pm

### BUSINESS TRAINING CENTER

The Business Training Center offers a wide variety of courses and certificate programs that allow students to find new employment, retain current employment, or increase confidence in their job search. Our instructors provide individualized attention to motivate and develop you to your highest potential. All courses are offered individually or as part of a program.

**Fall Quarter: 8/29-11/17**  
**Winter Quarter: 11/27-3/1**  
**No Classes: 9/4, 11/10, 11/20-24,**  
**12/22/23-1/9/24, 1/15, 2/16, 2/19**

### Program Certificates

Accounting Clerk  
Administrative Assistant  
Bookkeeper  
CAD/Designer/Drafter  
Executive Administrative Assistant  
Media Arts  
Medical Billing & Coding Specialist  
Office Professional  
Optical Assistant  
Pharmacy Technician

Receive a course certificate upon completion of the course and a program certificate if you complete all the courses within the program.

### OFFICE SKILLS

#### Introduction to Computer Basics

(Instructor-directed in class) This course prepares new users with a solid foundation in computer basics, file management, and Microsoft Windows 10 operating system, including signing on, controlling app windows, multitasking, creating a Microsoft account, using the Office online apps, and emailing. **Instructor: Staff**

Fall	M-W	9/11-10/18	12:30-2:30pm	Free
Fall	M/W	8/29-10/4	5:30-8:30pm	Free
Winter	M-W	1/15-2/21	12:30-2:30pm	Free
Winter	M/W	11/27-1/24	5:30-8:30pm	Free

#### Introduction to Google Applications

(Instructor-directed in class) Learn and practice the Google applications needed for school, work, and your personal life. Study how to use Gmail, Google Docs, Google Sheets, Google Drive, Google Meet, and Google Calendar. **Instructor: Staff**

Fall	Th	10/26-12/21	12:30-2:30pm	Free
Fall	M/W	10/9-11/15	5:30-8:30pm	Free
Winter	M/W	1/29-2/28	5:30-8:30pm	Free



#### Keyboarding

Learn to touch-type, or improve your existing typing skills. **Instructor: Staff**

**Start anytime. Please call. Free**

**Free Typing Certification Test**  
**Please call: 925.335.5890 x3927**

### PROGRAM CERTIFICATE

#### OFFICE PROFESSIONAL

##### Open Entry—Start Anytime

The Office Professional certificate program provides a solid foundation with software skills and business knowledge to succeed in today's workplace.

- Computer Concepts/Windows 10
- Microsoft Word
- Microsoft Excel
- Business Communication

### PROGRAM CERTIFICATE

#### ADMINISTRATIVE ASSISTANT/ EXECUTIVE ADMINISTRATIVE ASSISTANT (EA)

##### Open Entry—Start Anytime

You will learn computer skills such as composing documents, manipulating spreadsheets, and creating presentations crucial to the business office environment. Written and oral communication is emphasized as well as the development of accuracy and attention to detail. Call for more information.

- Computer Concepts / Windows 10
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Business Communication
- Accounting I (EA)
- QuickBooks Online (EA)

# COMPUTER APPLICATIONS

**Enroll Anytime!**

**Self-paced classes are offered both in class and online.**

**M-Th 8:30am-Noon, T/Th 5:30-8:30pm**

**Tuition for each class is \$150 (+ books)**

## **Computer Concepts / Windows 10**

Provides students with a basic understanding of computer components and their functions, the Windows desktop, and file management. **Free / 2 week class**

## **Microsoft Word\***

This course provides extensive, thorough training, ideal to be well versed in using Word. Topics include the ribbon interface, creating bulleted and numbered lists, document styles and themes, footnotes and endnotes, headers and footers, table of contents and indexes, and more.

## **Microsoft Excel\***

This course provides extensive, thorough training, ideal to be well versed in using Excel. Topics include the ribbon interface, entering and editing data, selecting cells and ranges, workbooks, tables, outlines, digital signatures, pivot tables, financial functions, and more.



## **Microsoft PowerPoint\***

This course provides extensive, thorough training, ideal to be well versed in using PowerPoint. Topics include the ribbon interface, document themes, bulleted lists, outlines, formatting text, printing presentations, transitions, clip art and graphics, charts, slide shows, and more.



## **BUSINESS COMMUNICATION\***

Learn basic writing skills and apply these skills to a variety of emails, memos, letters, reports, and résumés. Learn the latest business communication practices through exercises and activities. Build your confidence as you review grammar, punctuation, and writing guidelines.



## **Microsoft Outlook\***

A solid overview of the functions and uses of an information management application. Topics: using and managing email; managing a contacts database; scheduling and calendar use; managing and assigning tasks; and customizing and integrating the program. **\$50 / 2 week class**



Accepted for transfer between  
Martinez Adult Education and  
Diablo Valley College



# ACCOUNTING

Days	Modality	Hours	Tuition	Offered	Instructor
M/W	Self-Paced with Instructor Support: Quickbooks & Excel	5:30-8:30pm	\$150	Fall/Winter	Cynthia Leon
T/Th	Self-Paced with Instructor Support: Accounting I, II, III, Accounting Essentials, and Mastering Payroll	5:30-8:30pm	\$150	Fall/Winter	Cynthia Leon

**All classes are open entry. Start at any time.**



### Accounting I (Financial Accounting)

This introductory level accounting course covers the complete accounting cycle for a service business, including the critical rules of debit and credit. In addition, the course provides a study of the complete accounting cycle for a merchandising business as well as payroll accounting procedures and processes.

### Accounting II (Financial Accounting)

This intermediate-level course covers three 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. Suggested: Accounting I.

### 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. Suggested: Accounting I & II.

### Accounting Essentials

In this course, you will learn introductory accounting concepts and how to complete key financial statements. Course content covers the accounting equation, how to distinguish between debits and credits, and different account types. Journaling, adjusting, and closing entries through the trial balance and financial statements are also covered, along with merchandise inventory. This class is aligned with the Intuit Certified Bookkeeping Professional exam. If you are seeking certification, you can use this learning content to help you prepare.

### Mastering Payroll

This course provides an innovative, hands-on approach with a unique blend of theory, 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. Topics covered include the completion of various forms for new employers and employees, payroll calculations including the determination of taxable wages, employee and employer taxes, preparation of employee earnings records, payroll registers, and journal entries, as well as quarterly and year-end forms 940, 941, W-2 and W-3.



### Microsoft Excel

This course provides extensive, thorough training, ideal to be well versed in using Excel. Topics include the ribbon interface, entering and editing data, selecting cells and ranges, workbooks, tables, outlines, digital signatures, pivot tables, financial functions, and more.

## PROGRAM CERTIFICATE

### ACCOUNTING CLERK

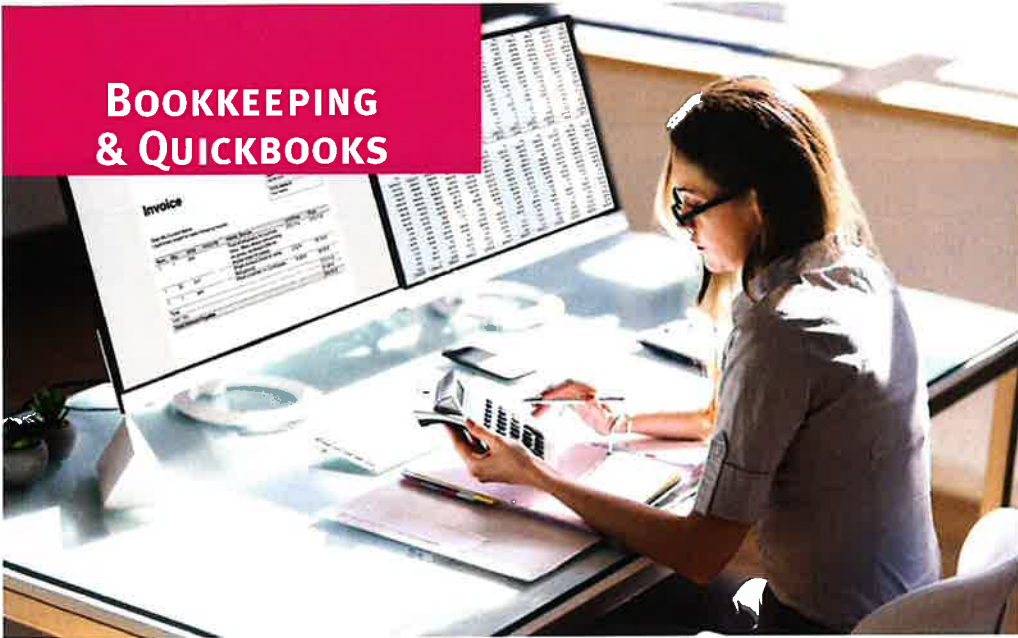
#### Open Entry—Start Anytime

This certificate program prepares you to become a General Accounting Clerk, AP/AR Clerk, Payroll Clerk, and more. Areas of study include basic accounting, bookkeeping, payroll, accounts payable, and accounts receivable.

- Accounting Essentials
- QuickBooks Online
- Microsoft Excel



## BOOKKEEPING & QUICKBOOKS



**Cynthia Leon**

*Cynthia Leon has worked as an Accountant since 1981. She obtained her Bachelor of Science Degree in Business Administration Accounting from California State University, Fresno.*

*Since that time, Cynthia has worked in both private and public accounting for small entrepreneurs to large international corporations. As the owner/operator of her own Accounting Practice, she helped small to mid-sized businesses identify, develop, and implement best practices for both their accounting and business success. Cynthia is very excited about joining Martinez Adult Education Career Technical Education Program to be able to assist those who are interested in learning more about Bookkeeping, Accounting, and QuickBooks on their journey to a rewarding career!*



### 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.



Accepted for transfer between  
Martinez Adult Education and  
Diablo Valley College

### QuickBooks Online

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. PC Only. The book is for courses using Intuit's QuickBooks, cloud-based online software version. Suggested: Accounting I or basic bookkeeping knowledge.

## PROGRAM CERTIFICATE

### BOOKKEEPER

#### Open Entry—Start Anytime

This certificate program prepares you for a position that involves keeping records of financial transactions for businesses, posting to journals, reconciling and balancing accounts both manually and by computer, and performing computerized spreadsheet applications. Training also covers 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 automated accounting using the Windows environment.

- Accounting I
- Accounting II
- Accounting III
- QuickBooks Online
- Mastering Payroll
- Microsoft Excel

## MEDICAL PROGRAMS



**Fixed Start Dates: Fall 8/29-11/16, Winter 11/27-2/29**

Days	Modality	Hours	Tuition	Instructor
M-Th	Instructor-directed in class	8:30am-Noon	\$150	Galindo-Bryson
M/W	Instructor-directed in class	5:30-8:30pm	\$150	Galindo-Bryson
T/Th	Instructor-directed online*	5:30-8:30pm	\$150	Medel
M-Th	Open Lab (no instructor)	12:30-2:30pm	N/A	N/A

### Medical Terminology & Anatomy for Coding\*

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.

**LOS MEDANOS COLLEGE** Accepted for transfer between Martinez Adult Education and Los Medanos College

### Beginning/Intermediate Medical Coding

Learn to cross reference the ICD-10-CM, CPT, and HCPCS coding books. Understand the selection of key words to accurately code from medical records or documents. This course will prepare you for work in this exciting and growing field. Prerequisite: Medical Terminology.

### Advanced Medical Coding

An in-depth approach to record-abstracting using your own ICD-10-CM, CPT, and HCPCS books. Advance your knowledge to be prepared for the work field by choosing codes from narrative descriptions. Suggested: Completion of Intermediate Coding or one year coding experience.

### Certified Professional Coder Exam Review

This class is designed to help you with the skills and materials needed to prepare for national certification testing. This course provides many timings and online programs to help you master the material. Suggested: Advanced Coding or one year coding experience.

## PROGRAM CERTIFICATE

### MEDICAL BILLING and CODING SPECIALIST

This certificate program is designed for those wishing to enter the rapidly-growing medical billing and coding field. The program focuses on the three coding books ICD-10-CM, CPT, and HCPCS. The training provides all of the relevant, up-to-date information you will need to take the national certified coding exam. Also, you will acquire hands-on practice exercises and completing a variety of health claim forms using medical billing software, gain knowledge of medical terminology and human anatomy, and understand the legal and ethical standards of health information. Obtain a Medical Billing and Coding Specialist Certificate by completing the following courses:

- Medical Terminology & Anatomy for Coding
- Beginning/Intermediate Medical Coding
- Advanced Medical Coding
- Certified Professional Coder Exam Review
- Electronic Health & Medical Records
- Law, Ethics & HIPAA
- Health Insurance Billing
- Microsoft Excel



## Enroll Anytime!

Self-paced classes are offered both in class and online.

M-Th 8:30am-Noon, T/Th 5:30-8:30pm  
Tuition for each class is \$150 (+ books)



### Law, Ethics, and HIPAA

This course provides an introduction to the legal and ethical requirements that safeguard health care information and electronic documentation.

Great teachers, always challenging you to give your best, preparing you not only for your certification but the work field. - **A.C.**

Opportunities don't happen, you create them. - **S.N.**



### Health Insurance Billing (HIB)

The role of the medical insurance specialist includes areas such as diagnostic and procedural coding, Medicare, HIPAA, and bill collection strategies covering all the plans that are most 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 billing.

Your future self will thank you later. - **B.C.**



### 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.

# PHARMACY TECHNICIAN



Martinez Adult Education's Pharmacy Technician Training Program is **nationally recognized by the Pharmacy Technician Certification Board**. Our Pharmacy Technician Training Certificate Program is designed to train you for a career as an entry-level pharmacy technician in less than six months. Our in-depth curriculum provides learners with foundational knowledge that will help them be successful on the Pharmacy Technician Certification Board exam, and prepares graduates for entry-level employment as a licensed Pharmacy Technician.

**M, T, Th 6-9pm Room 11**

**Note:** Candidate must pass Live Scan background check and 10-panel drug test.



Martinez Adult Education, in partnership with CVS Pharmacy, provides externship placement after program completion.

## Fall Start Date 9/25/23

Program requires a \$500 deposit that will be refunded upon course completion. Information provided at orientation, register below.

**You must attend an orientation before registering for the Pharmacy Technician Program:**

## Pharmacy Technician Orientations

Wednesdays 8/9, 8/16, 8/23

Orientation time: 5-6pm

Room 11



To attend orientation:  
**Scan this QR Code to register or call (925) 335-5890**



## Orientation Location:

Martinez Adult Education  
600 F Street Martinez, Room 11



I am very surprised about the amount of knowledge I have acquired during such a short time. The program is well structured and is designed to learn at a fast pace. Our instructor has a lot of experience and always takes the time to make sure we are understanding the course's content. There is a lot of information to be absorbed in a short time but if you really put in the effort and dedicate the right amount of time to study and homework you are going to see the results for sure.

**Saul Arguello, Pharmacy Technician**



## OPTICAL ASSISTANT TRAINING PROGRAM

Do you enjoy helping people?  
Are you interested in a rewarding  
career in the healthcare field?

### Become a Dispensing Optician, Optical Assistant or Ophthalmic Technician today!

**NO  
Cost!**



Martinez Adult Education is proud to introduce our new:

#### Optical Pre-Apprenticeship Program **NEW!**

Are you interested in the Optical Assistant Apprenticeship program but feel you need more than technical skills to succeed as an Optical Assistant? This no-cost, six-week course will focus on clerical skills such as typing, data entry, and filing. You will practice your customer service skills with focused role-plays and work on industry-specific tasks such as fitting and adjusting glasses. The course will review basic math, analyze emotional intelligence, and introduce job search essentials. This course is perfect for anyone looking to join the workforce for the first time, re-enter the workforce, or change careers.

#### Mandatory orientation:

8-30-23 or 11-29-23

Course dates: 9/18 to 10/26

The Optical Industry is an ever growing industry that has a need for essential workers who are passionate about helping others by rewarding them with the gift of sight, comfort, and fashion.

The Optical Assistant Training Program will prepare you to work as dispensing opticians, optical assistants, or ophthalmic technicians. Although not mandatory, most students follow our recommendation and take the American Board of Opticianry (ABO) exam. Once a student is certified they usually see an increase in salary and advancement. Call for details and enrollment process 925-335-5890, or email Alisia Swafford [aswafford@martinez.k12.ca.us](mailto:aswafford@martinez.k12.ca.us). This course is offered at no-cost.

M - W 9:30am-2:30pm

**MAE 925.335.5890**

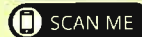
You must attend an orientation before registering for the Optical Assistant Training Program:

**Optical Assistant Orientations**  
Wednesday, August 30th, 2023  
Wednesday, November 29th, 2023  
Via Zoom 5-6pm

To attend this orientation:  
Please call 925-335-5890 or email  
[aswafford@martinez.k12.ca.us](mailto:aswafford@martinez.k12.ca.us)



**Use this  
QR Code  
to register.**



Martinez Adult Education will pay for the ABO certification upon successful completion of the course. The certification cost is \$175. Please call for details and enrollment requirements.



**About the Instructor:**  
Suzy Turcios Wilson, ABOC, has been in the field of optics since 1978 and has been teaching at Martinez Adult Education since 1996. She continues to work in the field as the Safety Eyewear Dispenser at several sites in

the Bay Area. Suzy has her Associate of Arts degree from Diablo Valley College and her Bachelor of Arts Degree in Speech and Communications from San Francisco State University.

## DIGITAL ARTS



"Johnny modified the curriculum to fit my needs and support what I needed help with the most."

Digital Arts Instructor: Johnny Gallardo

### ARCHITECTURAL DESIGN

#### Revit Architecture 2023 Fundamentals

Topics: Revit for architectural design, visualization, and communication. Learn BIM to manage drawings across disciplines for increased productivity. Course is for professionals in structural, mechanical, electrical and piping disciplines for advancement to Revit MEP.

**M or T 9:30am-2pm \$1080**

#### Revit Architecture 2023 Intermediate

Continued learning of parametric families, customization, collaboration tools, schedules, and work-sets. This class is designed for CAD and/or Revit BIM Managers.

**M or T 9:30am-2pm \$547**

### CAD DESIGNER / DRAFTER CERTIFICATE

The Computer-Aided Program provides basic to advanced training necessary for employment as a CAD drafter. Open to all skill levels from beginner to advanced. Access to a laptop computer required. Classes will meet online and in-person. Customized training available. Open enrollment, schedules are subject to change. Please send inquiries to Johnny Gallardo at [jgallardo@martinez.k12.ca.us](mailto:jgallardo@martinez.k12.ca.us) or call 925.335.5890.

#### Part 1 Intensive (2D)

Learn CAD terminology, user interface, and command structure. You will learn to create and edit drawings efficiently using AutoCAD.

Prerequisite: Basic computer file management.

**M or T 9:30am-2pm \$1080**

**Sat (Online) 7-9am or 9:30-11:30am \$1036**

#### 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-2pm \$1080**

**Sat (Online) 7-9am or 9:30-11:30am \$1036**

#### Part 3 Intensive (3D)

This course provides foundations and practice in creating 3D models. Students explore techniques for the creation of solid and surface models.

Course topics include practice of 3D modeling techniques that provide foundations for advanced 3D studies in animation, rendering and 3D printing. Recommended: CAD Parts 1 and 2 or equivalent experience.

**M or T 9:30am-2pm \$785**

**Sat (Online) 7-9am or 9:30-11:30am \$1036**

### MEDIA ARTS CERTIFICATE PROGRAM

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. Access to a laptop computer and subscription to Adobe Creative Cloud required. WIOA and DOR funding eligible. Inquiries by email to [jgallardo@martinez.k12.ca.us](mailto:jgallardo@martinez.k12.ca.us) or call 925.335.5890.

#### Adobe CC Illustrator Part 1

This vector-based design software is used by professionals. Learn the basic tools and techniques used to create logos, diagrams, and illustrations.

#### Adobe CC Illustrator Part 2

Lessons build on Part 1 skills. Course will focus on brand identity, product packaging, technical illustrations, and information graphics.

#### Adobe CC Animate Part 1

Introductory course for producing interactive content for websites and other digital platforms. Learn how to animate vector-based graphics.

#### Adobe CC Photoshop Part 1

Learn the basics for image editing using layers, resolution, optimization for the web, print, and video, while applying design fundamentals.

#### Adobe CC Photoshop Part 2

Lessons build on Part 1 skills. Advanced selection techniques, layers, masking, filters, blend modes, using the pen tool, and GIF animation.

#### Adobe CC Animate Part 2

Lessons build on Part 1 skills. Apply advanced motion techniques using symbols, masks, basic action-scripting.

**W or Th 9:30am-1:30pm \$628/per class**



# CRIMINAL JUSTICE

Call the office for upcoming course dates.

## MARTINEZ REGIONAL CRIMINAL JUSTICE TRAINING CENTER Peace Officer Standards & Training (POST)

For up to date information, check the website:  
[mae.martinezusd.net](http://mae.martinezusd.net)

Email POST Program Director, Darius Parks  
[dparks@martinez.k12.ca.us](mailto:dparks@martinez.k12.ca.us)



### 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).*

**Dates: TBA 2024 \$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 / 44 hours**

**Dates: TBA 2024 \$225**

**Firearms / 24 hours**

**Dates: TBA 2024 \$480**

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

### Module III Peace Officer Training/170 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.*

**9/19-11/9 \$900 (plus uniform \$140\*)**

\*Bring check, credit or debit card to orientation.

### Module II Peace Officer Training/211 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. This course meets the classroom requirements for the student to function as a Level 2 Police Reserve Officer.

*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.*

**Dates: TBA 2024 \$1250 (plus 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.

## INTRODUCTION TO BUSINESS

Earn 3 college credits at MAE. Students who register for this class will receive the textbook that is required for free.

# Thinking of going to college...



*...why not  
start here!*

**DVC**  
DIABLO VALLEY COLLEGE

Martinez Adult Education is offering Introduction to Business. This class is offered by Diablo Valley College at Martinez Adult Education. The class will meet on Thursdays from 5:30-7pm at Martinez Adult Education. This is a hybrid class so additional work will be required outside of class time.

### **BUS-109-8050, Introduction to Business**

This course is for students who want an introduction to the study of the modern business enterprise. Students will examine the role of business in a market economy, survey current business trends; evaluate the global, financial, social, cultural, and political environment in which businesses exist and operate; and discuss the importance of business ethics in every aspect of the business environment. The course will describe the evolution, formation, and management of businesses, and provide a basic overview of the functional areas of business. Legal, accounting, financial, and regulatory practices of the business enterprise will also be covered. With satisfactory completion of BUS-109-8050, the credits earned can be applied to an Associate in Science Degree or various certificates offered by DVC's Business Department. C-ID BUS 110, CSU, UC

Term	Dates	Hours	Units	Course	Section
2023FA	8/21-12/8	5:30-7pm	3	BUS-109	8050

Class is offered online and in person.



Scan this  
QR code  
to register  
or call  
**(925) 335-5890**



Meet your instructor:

***Heather Gravendaal***

Heather Gravendaal, MBA, is an Adjunct Professor for Diablo Valley College's Business Administration Department. Heather earned her Master's in Business Administration with an emphasis in International Business from California State University, East Bay. Prior to that, she earned her Bachelor of Arts in Gerontology from San Diego State University. Heather has extensive experience in Healthcare Project Management as well as experience working with non-profit boards in the local community.



# Get off your Apps, and get to class!

## Free Classes Include:

- Computer Basics
- ESL Listening & Speaking
- Google Applications
- Google Suite
- High School Diploma
- High School Equivalency Exam Prep
- Interview Prep
- Job Placement Assistance
- Keyboarding
- Math Exam Prep
- Optical Assistant Training Program
- Pre-Apprenticeship for Medical Skills
- Resume Review
- Resume Writing
- Typing Test

## Free Workshops Include:

- Applying for Jobs Online
- How To Write a Resume (one-on-one)
- Learn to Ace an Interview (one-on-one)
- Learning LinkedIn
- Navigating Job Search Websites

**For more information, please call (925) 335-5890.**

**Enroll  
Now**



## CA STATE APPRENTICESHIP PROGRAMS

Martinez Adult Education serves as the Local Educational Agency for the following registered apprenticeship programs. Contact individual organization directly for information.

### **JATC for the Electrical Industry Contra Costa County, IBEW Local 302**

Classes available for electrical journeyman.  
Ray Green, Training Director  
1255 Muir Road, Martinez, CA 94553  
(925) 372-7083

### **Bay Area Counties Roofing and Waterproofing JATC**

Daniel E Smith, Director of Apprentice Training  
420 Leisure Street, Livermore, CA 94551  
(510) 628-3658

### **CalTrans Structural Steel Painters Dist. 4**

Mike McCoy, Supervisor, (510) 286-4035  
SFO Oakland Bay Bridge Toll Plaza  
Admin Bldg., Room 202, Oakland, CA 94608

### **Bay Area Rapid Transit (BART)**

Jeffrey Gon, Apprenticeship Coordinator  
101 8th St., Oakland, CA 94607  
(510) 287-4873 (direct)

### **Alameda-Contra Costa Transit District**

Michael Flocchini  
Apprenticeship & Training Coordinator  
20234 Mack Street, Hayward, CA 94545  
(510) 891-2552

### **Northern CA Elevator Industry JATC**

Joel Roberts, Training Director  
690 Potrero Ave, San Francisco, CA 94110  
(415) 285-2900

### **Heat and Frost Insulators JATC Local 16**

Jonathan Blaine, Apprenticeship Coordinator  
3801 Park Road, Benicia, CA 94510  
(707) 748-0160

### **CalTrans Divisions of Equip. DOT HEMA**

Efrain Figueroa  
Training & Apprenticeship Program Coordinator  
3400 R Street, Sacramento, CA 95816  
Office: (916) 227-9601, Cell: (916) 709-6408

# ADULT SECONDARY EDUCATION

Fall Quarter: 8/29/23 - 11/17/23  
 Winter Quarter: 11/27/23 - 3/1/24  
 925.335.5890 for more information.

**Graduation Ceremony**  
 Tuesday, June 25th, 2024, 6:30pm

## NEW STUDENT ENROLLMENT PROCESS

High School Diploma  
 High School Equivalency  
 Adult Basic Education

Registration can be completed in person.

1. Complete registration form.
2. Attend orientation and take the required basic skills assessments (CASAS). Students will be given important information regarding course requirements and the skills needed to meet their end goal.
3. Meet with an advisor to complete the enrollment process.

### Orientation/Assessment:

Tues, Wed, and Thur morning at 9am  
 Tues and Thur evening at 5pm

## Meet our Staff



**Maria Lumb**  
 Registrar/Typist Clerk III



**Steve Leopold**  
 Coordinator



**Angela Persaud**  
 Algebra Teacher



**Beth Gabel**  
 HiSET/GED and ABE



**Judy Sabia**  
 H.S. Diploma Teacher  
 HiSET Prep and ABE



**Caroline Hutchinson**  
 H.S. Diploma Teacher  
 HiSET Prep



### Program Information

Academic Programs at Martinez Adult Education include High School Diploma, Independent Study, High School Equivalency Exam preparation (e.g. GED, HiSET), and Adult Basic Education. Any person 18 years of age or older may enroll. Credentialed, experienced teachers provide instruction in our supportive classes. Please visit our website for more information.

### 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).  
 180 Credits required for Graduation.

### High School Diploma Classes for Adults

Martinez Adult Education offers students all subjects required for graduation. Class scheduling is flexible, with both day and evening classes available. Teachers will have specified times to meet with students and students can complete work at any time online using Edgenuity and Canvas.

**M-F 8:30am-1pm Sabia**  
**T/W 5:30-8:30pm Hutchinson**

"You cannot achieve success without failure. Some of my biggest successes come from my biggest failures. Don't be afraid to close your eyes and dream but then open your eyes and see." **Tommy Pelayo**



"I just wanted to say thank you for all your help. The enrollment process was easy. Ms. Gabel who taught the HiSET made me feel comfortable and confident that I can complete this course. She taught me how to "simplify everything you do" and beat the clock during test time. Thank you Ms. Gabel! Forever Grateful." **Fred Taguiran**

### Adult Basic and Secondary Education (ABE)

This self-paced, supportive class provides individualized instruction in reading, writing, and math. The focus is on strengthening and reviewing skills for employability and further education.

**M, W, F 9am-12pm Gabel**  
**T, Th 5:30-8:30pm Gabel**

### HiSET/GED Exam-Preparation

Enroll in this class in preparation to take and pass one of the High School Equivalency (HSE) Exams (GED®, HiSET®).

**M, W, F 9am-12pm Gabel**  
**T, Th 5:30-8:30pm Gabel**



### HiSET® Testing Center at MAE

For dates, questions or to register for the HiSET test visit <https://hiset.ets.org/> or call 1-855-694-4738.

¿Necesita un diploma de escuela secundaria para conseguir un trabajo? ¡Obtenga un certificado de equivalencia de escuela secundaria! ¡Haz el examen de HiSET en español!

Para más información pregunte por la señorita Patty. Llame al 925-335-5890, ext. 3920 email: [sleopold@martinez.k12.ca.us](mailto:sleopold@martinez.k12.ca.us)



Accepted for transfer between  
 Martinez Adult Education and  
 Diablo Valley College

### CAREER, ACADEMIC, and SUPPORT SERVICES

We can help you on a pathway to a new career or fulfill your dream of starting college. Whether you need help with a college application or want information about financial aid, we can help you!

#### Sara Proctor, MA

Program Coordinator,  
 Welcome and Connect  
 925.969.2200 | [sproctor@dvc.edu](mailto:sproctor@dvc.edu)

- Benefits of Attending DVC presentation: 9/13, 9/27 10am-Noon
- DVC Application Workshops: 10/9, 11/1 10am-Noon
- DVC Tour: 10/18 10am-2pm
- Priority Registration Workshops: 11/29 10am-Noon

Additional Zoom appointments can be scheduled with Sara via Calendly: [calendly.com/dvcadults](https://calendly.com/dvcadults)

### Algebra

Complete 10 credits of Algebra required for graduation. This class is an accelerated course that is completed in 13 weeks. Brush up on your algebra before taking the Electrician Aptitude test. Apprenticeship Math covers fractions, algebra and geometry. Prepares students to enter college level math and high school equivalency exam prep. Classes are delivered via Zoom and in-person.

**M-Th 8/28-2/29 5-8pm**

Always keep an open mind.....Never stop learning...Count on the staff and the programs at MAE to take you all the way.

**Nikki Reardon**

## THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

The WIOA program aims to help local job seekers succeed in the labor market by providing access to employment, education, training, support services, and more.

Please check the Martinez Adult Education website for information on the latest WIOA workshops at <https://mae.martinezusd.net>, call 925-335-5890 x3983 or email [ngero@martinez.k12.ca.us](mailto:ngero@martinez.k12.ca.us).

# ESL



## English as a Second Language

English as a Second Language (ESL) courses for Beginning, Intermediate, and Advanced levels are designed to help students build transferable skills for the workplace and post-secondary education, and to increase community involvement and participation. Students will strengthen listening, speaking, reading, and writing skills while developing an understanding of governmental, educational, workplace, and institutional settings. Classes are also designed for parents to build English skills while learning how best to support their children's academic and personal success. Digital literacy (computer skills) will be introduced and practiced at all levels.

For information, registration and placement, please call 335-5890, Ext 3920. Para Español, Ext. 3918.

### Literacy - Beginning Low

M-Th 9am-12pm Longman

### Beginning High - Intermediate

M-Th 9am-12pm Williams

### Intermediate II - Advanced

M-Th 9am-12pm Fannin

### Night Session

M/W 6-8:30pm McLean/Williams

## 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.

T 12:30-2:30pm McLean

T 6-8pm McLean

"After taking this class, I started to like reading in English, also I learned a lot of new words and speaking skills. I like this class, it makes me feel excited and happy."

## ESL at Home/Distance Learning

Have difficulty coming to school for ESL classes? Register for English at Home program. Access Burlington English online courses, Beginning to Advanced levels. Meet with a teacher once a week to review coursework and ask questions.

M 6-8:30pm Via Zoom Longman

## ESL Speaking & Listening

Come practice and improve your speaking and listening skills necessary for your personal and professional life in the United States. The class will include pronunciation practice and idiom and slang expressions appropriate in the community and workplace. Open to beginning high-level students and up. **Instructor: Fannin**

Fall M/W 12:30-2:30pm 8/30-10/4

Winter M/W 12:30-2:30pm 11/27-1/17

## Introduction to Google Applications

(Instructor-Directed in class) Learn and practice the Google applications needed for school work, and your personal life. Study how to use Gmail, Google Docs, Google Sheets, Google Drive, Google Meet, and Google Calendar.

Fall Th 10/12-11/16 12:30-2:30pm

Winter Th 1/25-2/29 12:30-2:30pm

Instructor: Galindo-Bryson



## STUDENT SUCCESS STORIES

### Sebastian Ochoa



Before I enrolled in Martinez Adult Education, I dropped out of high school at the beginning of my senior year of high school. I decided to go to an adult school in my neighborhood, but then remembered that my cousin graduated from MAE and told me I should go there because they were very nice and helpful. The teachers at MAE were so caring, asking me about how my life is going and how the things going on in my life may interfere with my school work. I would always appreciate my teacher Judy's comments, because from my experience, teachers usually don't check up on students. Having a teacher who cared about me was the complete opposite of the teachers I dealt with in my high school the year before. I decided to enroll at Martinez Adult Education because I needed a way to earn my diploma by the end of the year; it was my senior year in high school and I didn't want to take another 2 years at school trying to get my diploma. MAE gave me a plan, and if I came every day and did schoolwork at home, I would accomplish my goal. My goal was to finish my senior year and get my diploma...and it came true! What I plan to do now is go to college and become something great. It doesn't matter what I do as long as I'm consistent and hard working, like my experience at MAE has taught me. Not only have I learned the importance of consistency, but MAE also saved my high school experience. Indeed, my experience at Martinez Adult Education changed my mindset from a victim mentality to an "I can do it myself if I work hard and have a determined mindset" mentality.

### Sweeta Amina



Sweeta Amini arrived here in the United States from her home country of Afghanistan in March 2022. In June 2022 she started taking ESL classes at MAE at the beginning low level. Sweeta has been very motivated to improve her English skills, and thus strives to attend her ESL classes every day, and consistently complete her class homework. As a result of her hard work, Sweeta's English level has improved to the intermediate level and is proud to say that now she can more easily communicate with people in the community. Besides her goal of improving her English, Sweeta has also realized some of her other goals including getting her driver's license, developing her computer skills, and finding a job. In fact, she now has 3 jobs working at a jewelry store, a dress store, and as a driving instructor. In the near future, she plans to register for college classes at DVC. Finally, Sweeta says her long-term goals are to become a pediatric nurse and start a business. Congratulations to Sweeta on her great accomplishments thus far, and best wishes to her with achieving her future goals.

### Ailadi Cambero



Martinez Adult Education provided me with the opportunity to continue studying and made it very easy although dealing with multiple life obstacles. I had just moved here from Mexico as a single mother and decided to continue studying to be able to provide for my son. The incredible staff at MAE helped me discover my dream career and facilitated the resources necessary to be able to complete the amazing medical billing program. The teachers are highly knowledgeable and are always motivating you to do your best, especially my teacher Lillian from the medical coding and billing classes. In addition to teaching me everything needed to pass the certification test, she also helped me prepare for the work field. I highly recommend this school to anyone looking to continue their studies and I will always be grateful to them for giving me the support necessary to achieve my goals.

## PERSONAL & PROFESSIONAL ENRICHMENT

### SWORD - Strong Women Overcoming & Rising Out of Domestic-Violence

This support group, facilitated by a certified Life Coach, herself a survivor, will provide helpful resources, group activities, life coaching strategies, and resilience. The goal is to reestablish self-love and respect and to empower women who have struggled, or are still struggling, with alcohol or drug use, and/or domestic violence. All women who need a safe outlet to share, listen and learn together to cope with, manage, and overcome these obstacles are welcome. **FREE**  
**Fall W 5:30-6:30pm 8/30-11/15 Alvarez**



### Let's Talk Reverse Mortgage... **NEW** what are the facts?

Reverse mortgages are perhaps the most misunderstood mortgages. They been around for years helping retirees, yet most people fear them. If you are curious as to what a reverse mortgage really is, and how safe it is, and get an all-around education about this mortgage, this is the class for you! The \$20 fee covers the booklet.

Fall	T	5:30-7pm	Rm 5
9/12, 10/10, 11/14	Free	Drosos	
Winter	T	5:30-7pm	Rm 5
12/19, 1/9, 2/13	Free	Drosos	

### Community Band/ Diablo Regional Concert Band

Do you play a band instrument? This course is designed for those with some background in instrumental music. We will practice a variety of musical compositions and perform at various community functions. Join at anytime. Call Cora Martens to verify day and time at (925) 451-6222.

Fall	Th	7-9pm	9/14-12/7	Rm MUR
Winter	Th	7-9pm	2/15-5/9	Rm MUR
MAE AUD	\$30	Martens		

### Martinez Community Chorus

This mixed chorus sings many 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.

Fall/Winter	T	7-9pm	9/12-3/1
Rm MUR	\$50	Haefke	

### 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 AEDs. Upon successful completion, students will be issued a certification card from the American Safety & Health Institute. Textbook included.

Fall	W	5:30-7:30pm	Rm MUR
\$60	Pettus	9/27, 10/18, 11/15	
Fall	Sat	10am-Noon	Rm MUR
\$60	Pettus	10/21	
Winter	W	5:30-7:30pm	Rm MUR
\$60	Pettus	12/20, 1/17, 2/21	
Winter	Sat	10am-Noon	Rm MUR
\$60	Pettus	11/29, 12/16, 1/20, 2/24	



### 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.

Fall	Sat	9-10:30am	Free	Lee
9/16, 10/21				
Winter	Sat	9-10:30am	Free	Lee
12/16, 1/20, 2/24				

### 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.

Winter	W	2/22 & 2/29
6:30-8:30pm	\$50	Kim



### Food Safety Certification and Training Examination

Comprehensive course (including test). Learn to improve food safety and sanitation within a business or 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. No check accepted).

**This is a 2-day class. M 4-8pm Rm 6**  
Fall 9/25 & 10/2 or 11/6 & 11/13  
Winter 12/11 & 12/18 or 2/5 & 2/12



### Homebuying 101 **NEW**

We will cover what is credit, and how to establish and maintain it. The different down payment assistance currently available and how to apply for it. The mortgage process and how to get pre-approved. From the realtor side, we will cover why it's important to have a realtor, the offer and negotiation process, inspections, and current market trends. **This is a 2-day class.**

Th 9/28 & 10/5 7-8:30 pm Rm 8A

### Spanish for Beginners

Learn the fundamentals: alphabet, pronunciation and cultural aspects of the language; how to read and write easily in Spanish. Learn greetings and how to ask and answer simple questions.

**T 6-6:55pm \$75 Rm 6 delCastillo**  
Fall 8/29-11/14 Winter 11/28-2/27

### Spanish for Intermediates

This course is for those students with a basic understanding of Spanish and with a desire to understand conversations with approximately 50% accuracy. This course is designed to establish a base for basic conversations, shopping, making change, telling time, and asking and answering more complex questions.

**T 7-7:55pm \$75 Rm 6 delCastillo**  
Fall 8/29-11/14 Winter 11/28-2/27

### Conversational Spanish **NEW**

This course is for those students with at least 50% fluency, who wish to have conversations in Spanish. The course considers current events at a national and international level, as well as travel and history of many important dates and holidays in Latin America.

**W 6:15-7:55pm \$175 Rm 6 delCastillo**  
Fall 8/30-11/15 Winter 11/29-2/28

**MAE 925.335.5890**

### Learn How to Crochet **NEW**

**W 6-8pm \$25 Rm MUR Lawton**

Learn basic stitches and how to read a pattern.

**Fall 9/6 Winter 1/10, 2/7**

Class will make a Granny Square Afghan.

**Fall 9/13, 10/4 Winter 1/17, 2/14**

Class will make a Chain Stitch Shawl.

**Fall 10/11, 11/1**

Class will make a mile-a-minute Baby Afghan.

**Fall 11/8, 11/15 Winter 11/29, 12/6**



### Improv for All Adults

Bring laughter, fun, and ease of the moment into your life. Improv for those who have experience or no experience. Gain confidence for public speaking, stage work, or everyday life! learn how to be more spontaneous and in the moment. **Rm 4**

**Fall Th 8/31-10/5 5:30-7pm \$75 Rich**  
**Wtr Th 11/30-12/21 5:30-7pm \$75 Rich**

### Intermediate French

This is the beginning of conversational French. Learn more complex grammar and vocabulary while being pushed to express their ideas mostly in French.

*Required textbook: Easy French Step-by-Step*

*ISBN-97800714553875 Rm 6*

**Fall Th 6-7pm 8/31-11/16 \$80 Boulingui**

### Advanced French

In this entirely conversational course, the students are required to speak French only. Includes cultural aspects of various francophone countries.

*Required textbook: Easy French Step-by-Step*

*ISBN-97800714553875*

**Fall Th 7:30-8:30pm Rm 6**  
**8/31-11/16 \$80 Boulingui**

### Beginning French 1

If you have never taken French before, this course is for you! We go over basic vocabulary and grammar to allow the student to formulate simple sentences.

*Required textbook: Barron's E-Z French, ISBN-13:*

*978-0764144554, ISBN-10: 0764144553 Rm 6*

**Wtr Th 6-7pm 11/30-2/29 \$80 Boulingui**

### Beginning French 2

This course is good for expanding vocabulary and grammar, while learning survival expressions such as ordering, giving and following directions, etc.

*Required textbook: Barron's E-Z French*

*ISBN-13: 978-0764144554, ISBN-10: 0764144553*

**Winter Th 7:30-8:30pm Rm 6**  
**11/30-2/29 \$80 Boulingui**

**23**



# Food Pantry

Tuesdays 2-4pm

at 600 F Street, Martinez CA  
Main Parking Lot

Non-Profit  
Organization  
U.S. Postage  
**PAID**  
Gardena, CA  
Permit No. 40

ECRWSS EDDM

Sponsored by



Postal Customer

Martinez Adult Education  
600 F Street  
Martinez, Ca 94553

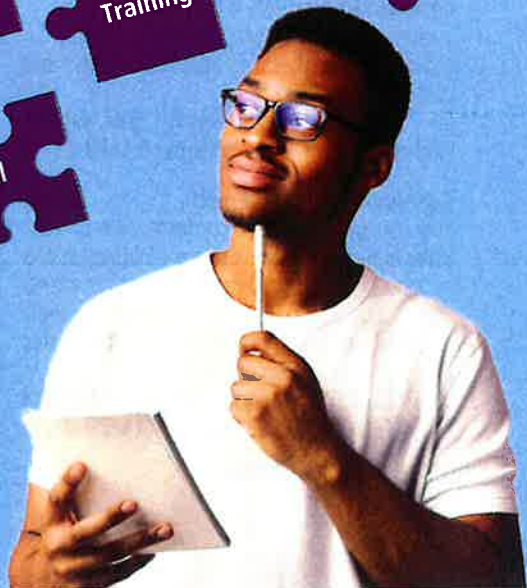
## Local Small Businesses

Are you looking for  
administrative support?

**We Pay, You Benefit**  
- interns to help  
you with work!

Interns available to help  
in the following areas:

- Bookkeeping - QuickBooks
- Front Office
- Medical Front Office
- Optical Assistant



For more information,  
call Bruno at 925-335-5890 x3985  
or email:  
bsablan@martinez.k12.ca.us