



CONTRA COSTA COUNTY
Office of Education

learn • lead • achieve

Contra Costa Adult School
School Catalog
2021-2022

Go to college?



Get a job?

Join a union?



Learn a new skill?

Be your better self?



Graduate High School?



What is your pathway?

welcome

Welcome to Contra Costa Adult School (CCAS). We are excited to work with you on your pathway to success. We offer a cutting edge, innovative, whole person approach to education.

As a student with CCAS, you will receive life changing classes, Game Plan for Success reentry program, and EmployUP, our employment preparation program.

Please take the time to review this course catalog and learn about our class offerings and career pathways that lead directly to vocational training, further education and/or employment.

We are certain there is something for you to participate in. There is a pathway to success for you!

We look forward to working with you!

CCAS Principal, Teachers and Staff

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Academics



NEEDS



What classes do I need in order to be successful?

START

What school work have I completed?

How do I sign up for classes?



1

2

3

4



FINISH

What goals have I completed?

What are my hopes for the future?

TOOLS

What classes are available to me?





Academics



START (1)

- Request School Orientation packet
- Fill out Transcript Request form
- Take Academic Assessment
- Start correct course placement

NEEDS (2)

- Work with your teacher to determine how many credits you need for graduation or placement level

TOOLS (3)

- English as a Second Language (ESL)
- Adult Basic Education (ABE)
- High School Equivalency Preparation (GED/HiSET)
- Algebra/Math
- Economics/Government
- English
- Biological Science/Physical Science
- US History/World History
- Visual Arts

FINISH (4)

- Celebrate your achievements
- Receive high school credit for completed work
- Request a copy of updated high school transcript

Benefits:

Did you know that people with a high school diploma can expect to earn:

An average of \$150 more each week than you can without a diploma?

That's about \$7,800 extra per year and

an average of an extra \$312,000 just from that diploma alone over the course of a career.

- ❖ Receive instructional support from experienced academic teachers.
- ❖ Free HiSET / GED testing is offered by the Contra Costa County Office of Education if you start our program.
- ❖ Certificates are available for participating students which can be used for court appearances, job applications and school applications.

Class Offerings:

English as a Second Language (ESL): Prepare non-native English speakers to communicate better in English and enter mainstream English language classes.

Adult Basic Education (ABE): Review basic skills in reading, writing, and math; students will increase competency levels in order to be promoted to the HSE or HSD programs.

High School Equivalency (HSE): Prepare for the GED/HiSET and improve educational skill levels in all five areas (math, reading comprehension, writing, social science, and science).

High School Diploma (HSD): Students who have earned some high school diploma credits and want to continue to work towards a diploma. Credits awarded upon completing courses and partial courses with a passing grade.

Workforce Preparation (WP)

Take your life back!

Getting a job can be easy with preparation in WP. However, **KEEPING a job** is completely different. Enroll in WP and find out how to keep a job, gain strategies to support resume and cover letter development, online job searching techniques and so much more.



Phase I Weekly Highlights

- Introduction
- Pre-employment success
- Required employment skills

Phase II Weekly Highlights

- Anger and other negative emotions
- Communication Styles Inventory
- Electronic communication and job searches

Phase III Weekly Highlights

- Interviewing technique
- Resume and cover letter development
- Final resume and cover letter

Earn a certificate for each phase completed

Creative Arts Curriculum (CAC)

If you envision a more creative arts employment curriculum, WP has a specialty curriculum. Upon request and after **completion of required packets**, you can request CAC. Some areas are as follows:



- Writing a business plan
- Starting a non-profit organization
- Explore interests in the creative arts - music, drawing, creative writing, and poetry.

All students must **complete a resume and cover letter** to be part of the CAC program.

Construction Career Exploration Pathway

Introduction

Engage

01

You will explore 17 construction trades with emphasis on union and non-union employment. Each week, a new construction trade will be explored, such as carpentry, plumbing, electrical etc.



Why Construction?

Construction careers have great pay and benefits! Work uses all your talents- hands/mind/creativity and heart. Tangible results- stand back and be proud of your work. Jobs, jobs and more jobs available for those willing to work!

03

It is said there is one trade with many career choices. Explore them all-green energy, (solar and wind technology, construction management, heavy equipment operations and more!



Connect

You will be connected to high quality training opportunities and employers within the local Bay Area. There is a high demand for workers and immediate openings!

05



Certificates

For every five weeks of completed work, you will receive a certificate suitable for showing family and the courts your progress. Certificates show potential employers your knowledge and dedication.

02

04



CCAS's EmployUP program will help you prepare for and obtain employment in construction related careers. A certificate is awarded for every five modules completed and a final Course Completion Certificate will be provided when you finish the 17-week class. Thank you for considering Construction careers as your opportunity for success!

Below is a checklist of items that you will need to complete in order to be successful in obtaining a career in this pathway. Please check off each item as you complete them.

Complete Construction Career Exploration modules:

- Plumbing Trades at a glance
- Carpentry Careers
- Construction Laborers as a Career
- Electricians as a career
- Painters Career Exploration
- Wind Turbine Installation/Repair at a Glance
- Boilermakers as a Career
- Solar Installation/Repair Career Exploration
- Project Manager Essentials
- Ironworkers as a Career
- Heavy Equipment Operation Career Essentials
- Elevator Installation/Repairs as a Career
- Sheet Metal Work at a Glance
- Glaziers (Windows) Career Exploration
- Construction Print Essentials
- Civil Engineering as a Career

Each packet contains valuable information including career skills, qualifications, what the pay is and what the local job market looks like.

Connect with our Reentry Employment Specialist for transition to outside programs and employment:

- I want to return to my former union
- I want obtain employment immediately upon release
- I need more education/training

Please reach out to EmployUP with any questions you may have about transitioning into a construction career.

Success is within your reach!

Enroll in Workforce Preparation Class

Culinary Arts Program Pipeline

Introduction

The craft of preparing, cooking, and presenting meals is a perfect career for someone who enjoys working with food. There are many different paths within culinary for you to explore, each with its own educational path and requirements.

01



Why Culinary Arts?

In the Culinary Arts program, you will learn professional kitchen techniques and procedure, food preparation, along with planning and serving healthy meals. Information presented in this course can satisfy requirements for completion of an Associates of Science Degree in Food Service and Restaurant Mngt, from Contra Costa Community College. .

03



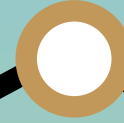
Connect

Our culinary program connects students to high-quality educational systems and employers, including Contra Costa College, Diablo Valley College, the Bread Project, Loaves and Fishes and fair chance employers ready to hire you!

Engage

This program engages students in industry and state recognized curriculum that develop skills needed for a successful culinary arts career.

05



Certifications

Our Culinary Arts program will prepare you to take and pass the ServSafe Certification exam for industry professionals. We will work with you to find a test location once you are released and, if needed, arrange payment assistance.

04





CCAS's EmployUP program will help you prepare for and obtain employment in the Culinary Arts industry. The information contained in this course closely aligns with the ServSafe Food Service and Restaurant Associate of Science Degree and/or Bachelor's Degree. Your career is waiting for you. Thank you for considering Culinary Arts as your opportunity for success!

Below is a checklist of items that you will need to complete in order to be successful in obtaining a career in this pathway. Please check off each item as you complete them.

Complete Culinary Arts Modules:

- Culinary I – Introduction to Foodservice industry
- q Culinary II – Quality Foodservice Practices
- q Culinary III – The Professional Kitchen
- q Culinary IV- Advanced Modules:
 - q Culinary Applications: Food Costing and Menu Planning, Catering Services, Advanced Cooking Techniques, Cakes and Restaurant Desserts

Materials in this course align with community College courses; Culin 127 Becoming ServSafe Certified, Culin 120 Foundations in Food Service, and Culin 231 Cakes and Restaurant Desserts.

Internship or apprenticeship opportunities are available at the community college level to gain hands-on training.

Enroll in Workforce Preparation Class

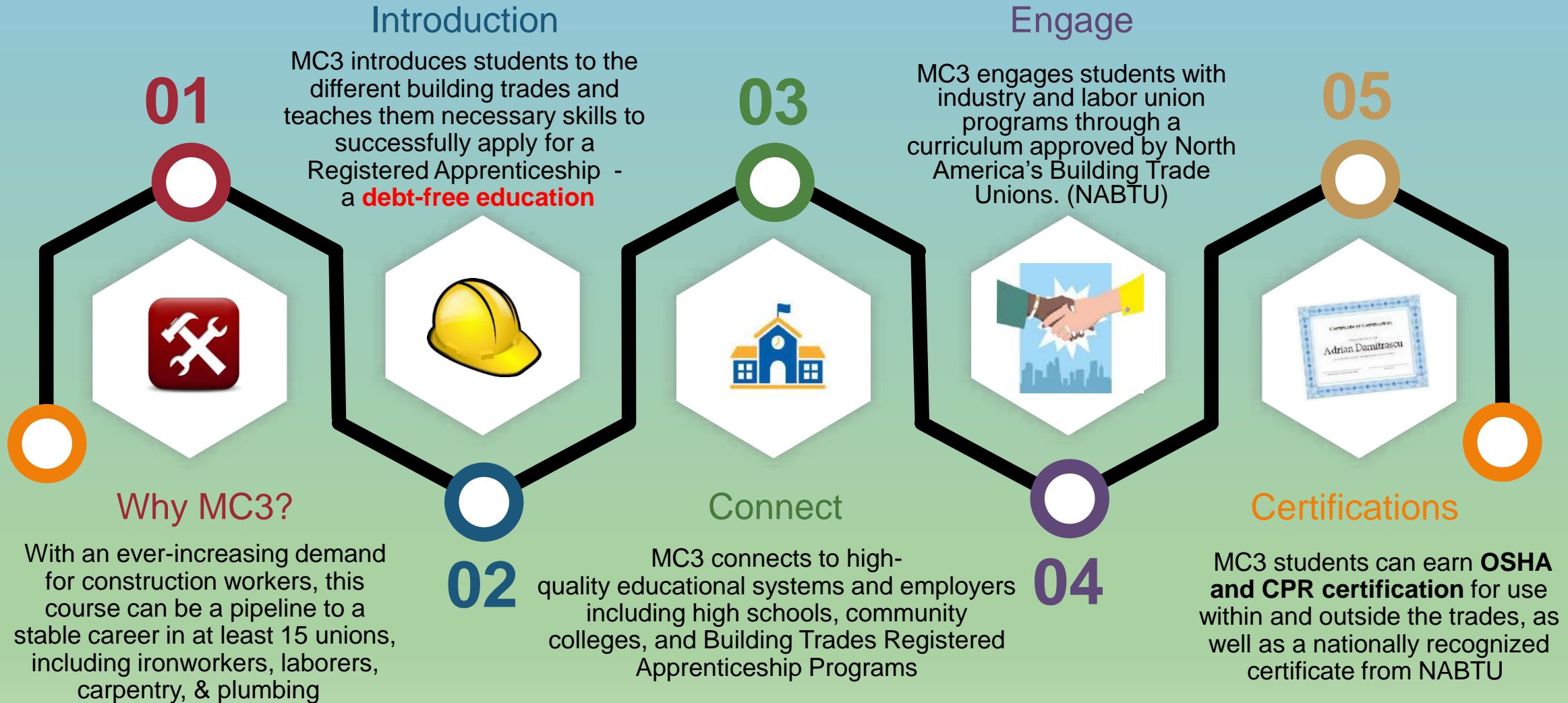
Connect with our Reentry Employment Specialist for transition to outside programs and employment:

- I want to enroll in the Diablo Valley College Culinary Arts Program
- I want to enroll in the Contra Costa College Culinary Arts Program
- I want to enroll in the Loaves and Fishes Culinary Arts Program
- I want to take the ServSafe Certification Exam
- I want to obtain employment immediately upon release

Please reach out to EmployUP with any questions you may have about transitioning into a culinary career.

Success is within your reach!

MC3 Construction Pre-Apprenticeship Training Pipeline



High-demand jobs – Job security – High pay with benefits—Pride in your work



CCAS's EmployUP program will help you prepare for and obtain employment in the MC3 Employment Pathway. Thank you for considering MC3 Pre-Apprenticeship Training as your opportunity for success!

Below is a checklist of items that you will need to complete in order to be successful in obtaining a career in this pathway. Please check off each item as you complete them.

MC3 –Required courses & Minimum required hours

- Construction & Industry Awareness – 8hrs
- Construction Trades Awareness – 8hrs
- Construction Health & Safety – 2hrs
 - CPR/First Aid – 10hrs
 - Women's Health & Safety – 2hrs
 - OSHA – 10hrs
- Tools and Materials – 8hrs (must include hands on component)
- Construction Math – 40hrs
- Heritage of the American Worker – 8hrs
- Diversity in the Construction Industry – 12hrs
 - Diversity Awareness – 4hrs
 - Sexual Harassment – 8hrs
- Blueprint Reading – 4 to 8 hrs
- Green Construction – 4 to 8 hrs
- Financial Literacy – 4 to 8 hrs

All MC3 programs require a minimum of 120hrs

- Obtain High School Diploma/Equivalency**
- Enroll in Workforce Preparation class**

Connect with our Reentry Employment Specialist for transition to outside programs and employment:

- I want to join a union
- I want to complete the MC3 program when released
 - Rising Sun
 - Future Build
 - Richmond Build
 - Los Medanos College
 - Cypress Mandella
- I want to obtain employment immediately with a "hunt" trade
- I want to return to my former union

Please reach out to EmployUP with any questions you may have about finishing your MC3 program pathway.

Success is within your reach!

Office Professional Pathway

Introduction

You will learn the foundations of office computing and productivity applications using the Microsoft Office Suite platform. This pathway will increase your level of computer competency and expands computer and technology knowledge - a key to employment success!

01



Why Business?

Developing skills using common programs such as Microsoft Office and working on your interpersonal communication skills can help you develop the traits many employers are looking for.

02



Connect

You will be connected to high-quality educational systems: high schools, community colleges that help increase knowledge and career resources that lead to employment.

03



Engage

You will engage with the office industry and programs through comprehensive curriculum designed to prepare you for employment in office related careers.

04



Certificates

The Office Professional Pathway is a certificate based program. You will earn certificates for completing Business Foundation modules and Business Professional Essential modules. These certificates will document your achievements and enhance your resume!

05



High-demand jobs – Pride in your work



CCAS's EmployUP will help you prepare for and obtain employment within the Office Professional Pathway. Office jobs are everywhere! Every business needs a reliable office administrator to run day to day operations. Thank you for considering the Office Professional Pathway as your opportunity for success!

Below is a checklist of items that you will need to complete in order to be successful in obtaining a career in this pathway. Enroll in Computer Class to begin your journey. Please check off each item as you complete them.

Complete Business Foundation modules:

- Computer Literacy
- The Internet and Online Communication
- Online Safety and Security
- Introduction to Productivity Application
- Computer Technology Career Exploration

Complete Business Professional Essentials modules:

- Microsoft Word: Office Essentials
- Microsoft Excel: Office Essentials
- Microsoft PowerPoint: Presentation Creation and Delivery
- Microsoft Outlook: Calendar and Task Management
- Office Technologies: Intro to Digital Work Space
- Online Presence: Developing a Professional Profile

Enroll in Workforce Preparation class

Connect with our Reentry Employment Specialist for transition to outside programs and employment:

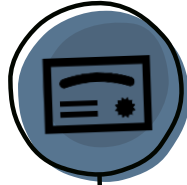
- I want to go to college
- I want to obtain employment immediately upon release

Please reach out to EmployUP with any questions you may have about finishing your Office Professionals Pathway.



Ask GPS
for more
info!

FREE
Training!



Why Auto?

Courses

Certificates

Employment

Auto opportunities are abundant for men and women of all backgrounds. A career in the Auto Industry provides stable, long-term employment.

Introduction to Automotive:
*Weekly Modules
*Post-Custody Zoom Class
*Possible weekly stipend
*Correspondence class can begin in custody.

Certificates offered:
*Brake Technician
*Lube Technician
*Service Writer

Learn strategies for success and earn sustainable wages.



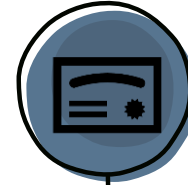
Why FLOW?

A growing field in the Bay Area that will need to fill more than 1,800 jobs in the near future!



Courses

- *General Safety
- *Health Risks
- *Basics of Hazardous Materials
- *Warehouse operations
- *Material Handling
- *Security
- *Inventory Management



Certificates

OSHA 10 Course
OSHA Forklift certification



Employment

Salary ranges from \$24,000 to \$55,000 based on your role in a warehouse. Local employers include Amazon, Chevron and Safeway.



Optical Assistant Program – Martinez Adult Ed

FREE Training!



Why Optical?

Opportunity to be employed in a medical profession.

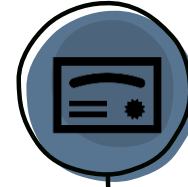
Opportunity to improve vision and looks of over 75% of the nation's population.



Courses

16-Week program

Prepares you to work as an Optician, Optical assistant or Ophthalmic technician.



Certificates

Prepares you for and encourages you to take the National Opticianry Competency Exam (NOCE) offered by the American Board of Optometry.



Employment

The median annual Optician salary ranges between \$40,924 and \$53,417.

The job outlook is excellent!

Go to College in 7 Easy Steps

Meet with Community College Transition Specialist

The Community College Transition Specialist will guide you through the enrollment process.



Online Orientation

Become familiar with the college and its resources; learn about classes, support services and campus policies.



Education Plan

Meet with a counselor to create your Education Plan and take the correct classes to reach your goal.



Register for Classes + Tutoring

Counselors can help you register for classes- there are tutors available.

Apply to College

Work with the Reentry Transition or Employment Specialist to complete a college application.



Apply for Financial Aid

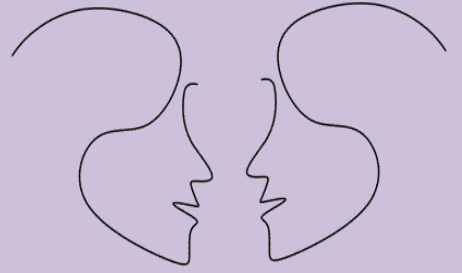
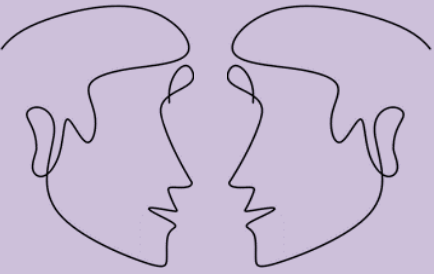
Work with the Reentry Transition or Employment Specialist to complete the application. Federal and State financial aid is available to those who qualify.



Placement Survey

The survey is used to make sure you are placed in the right level of classes and that you are not put in classes that are too easy or too hard.





«« Becoming Your Best Self »»

DEUCE Program

“Personal Development”



Are you tired of living on the edge with regret, guilt & shame weighing you down? Would you like to learn strategies for dealing with stress & anger, family & personal relationships, drug or alcohol abuse and other addictions? DEUCE is here to help you learn tools to overcome emotional reactions, to understand why we do what we do, and to plan for a healthy, balanced & satisfying life.

Phase I Addiction to Recovery
<input type="checkbox"/> Motivation, Behavior Modification & Self-Worth
<input type="checkbox"/> Disease concept and the process of Addiction
<input type="checkbox"/> Denial as an obstacle to growth
<input type="checkbox"/> Twelve Step Overview
<input type="checkbox"/> Communication skills
<input type="checkbox"/> Cognitive Restructuring

Phase II Relapse Prevention Planning
<input type="checkbox"/> Stress and Anger Management
<input type="checkbox"/> Healthy Relationship Building
<input type="checkbox"/> Addictive Relationships and Codependency
<input type="checkbox"/> Relapse Prevention Planning and Preparation
<input type="checkbox"/> The Process of Recovery

Phase III Community Reentry
<input type="checkbox"/> Programming Yourself for Success
<input type="checkbox"/> Balanced Living in Recovery
<input type="checkbox"/> Goal setting, Resources, Money Management
<input type="checkbox"/> Workplace Skills, Career planning
<input type="checkbox"/> Community Reentry, Scheduling
<input type="checkbox"/> Community Transition Plan

«« Becoming Your Best Self »»

COMMITMENT to CHANGE

"Catch Your Errors in Thinking"

Do you want to figure out why you keep ending up in that revolving door of acting before you think; saying yes in the moment when you already know the consequences; and finding yourself repeating the same old mistakes? Commitment to Change will help you learn the skills and gain self-confidence to stop and catch your thinking errors before you act and how to make better choices.

Phase 1 Errors in Thinking

- Identify errors in thinking, examine effects of thinking on behavior
- Taking responsibility for personal choices provides hope that change is possible
- Identify consequences of behavior
- Learn a model of change
- Catch thoughts before they become actions
- Identify a process for change

Phase 2 Tactics: Habits That Block Change

- Identify tactics used to shift focus from behaviors that block responsible change
- Identify the tactics of Casing People Out, Generalization, and Silence
- Identify how thoughts trigger actions and errors in thinking trigger tactics

Phase 3 Decisions & Consequences

- Understand why we seek trouble, Courage to See the Truth
- Learn why we ignore consequences, Super optimism
- Notice go-ahead thoughts
- Recognize the need to slow down, picture consequences, face temptation
- Learn why recovery begins now, who do you want to be, pulling it all together.



«« Becoming Your Best Self »»



PARENTING

"Geared to Both Men & Women"

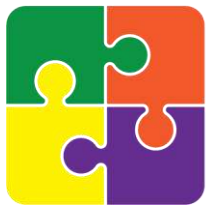
Triple P- Positive Parenting Program

There is no right way to be a parent or caregiver; it is up to each of us to decide what values and skills we would like our children to have. The challenge, however is to raise healthy, well adjusted children in a loving, predictable environment. Our 8-week Positive Parenting class focuses on positive parenting as well as women's issues; topics include motivation, empowerment and self-care. This class provides parents with strategies that focus on why children misbehave, how to address it and how to help children grow and develop into competent and confident individuals.

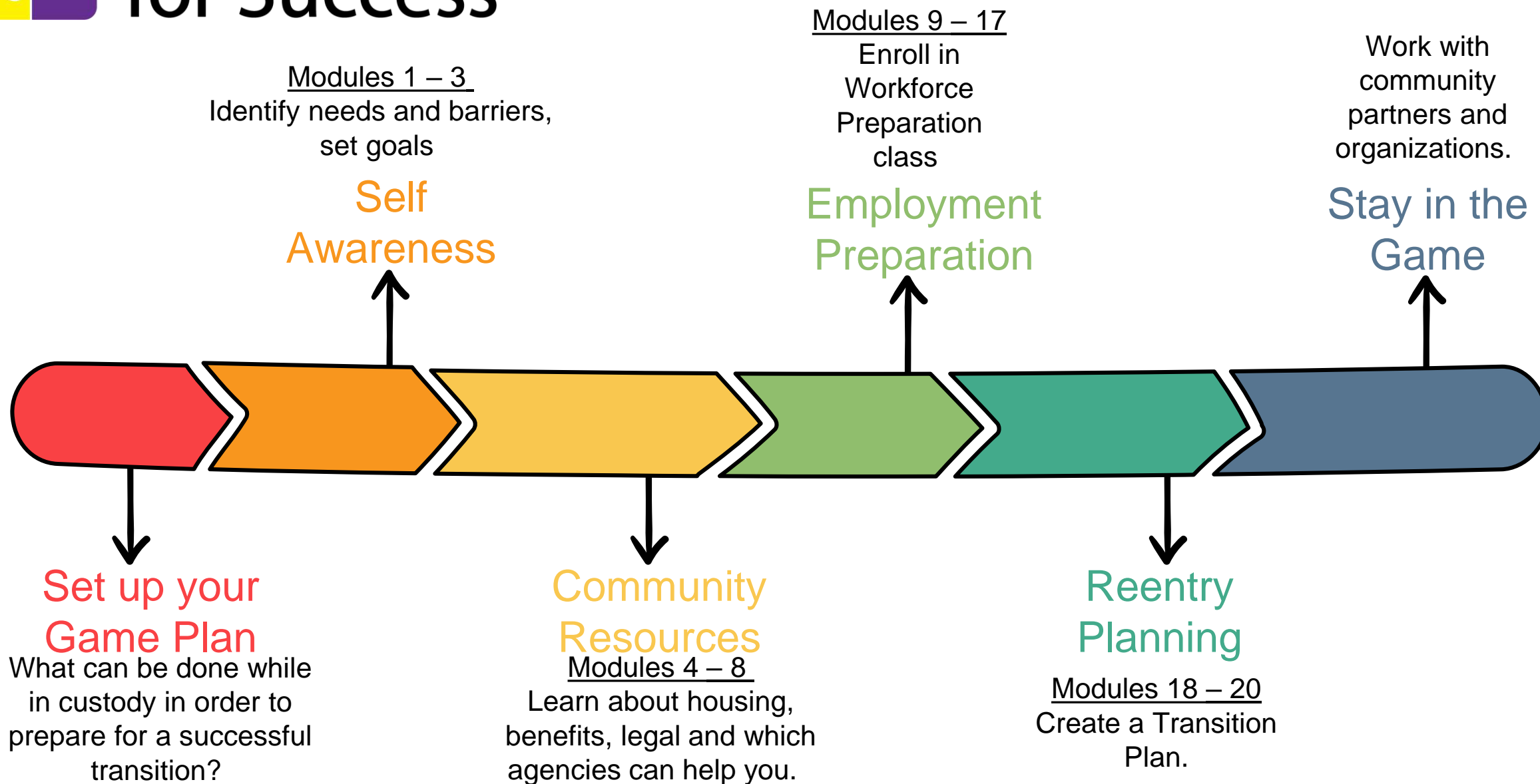
Supporting Father Involvement (SFI)

This class is designed specifically for men around parenting strategies for the development of a child's life and how to take on each as a parent. The class covers a variety of men's issues, particularly incarcerated fathers. Topics include motivation, empowering relationships and self-care.

The SFI Parenting Program has valuable skills that will help with your reentry back into the community and been approved by the Courts if you are involved with custody issues, Children & Family Services (CFS) or Juvenile Court.



Game Plan for Success





What career pathway is right for you?

Enroll in Workforce Preparation class and work with the Reentry Employment Specialist to become job ready.

Work with the Reentry Employment Specialist to obtain job upon release.

Pick your pathway

Are you ready for employment

Get hired



Career Readiness

Learn about careers best suited for you through assessments and classes.

Get Connected

Connect with the Reentry Employment Specialist now- there are jobs available!

Employment Plan

What steps do you need to take to obtain employment?

Community Resources & Referrals



✉ Fast-cd.org
☎ 925-679-8554

LOS MEDANOS
COLLEGE

Transition Specialist,
Catherine Fonseca
925-526-0149



CONTRA COSTA COLLEGE

Transition Specialist,
Demetria Lawrence
510-215-3894

DVC
DIABLO VALLEY COLLEGE

Transition Specialist,
Nicole Gomes
925-326-1922



A FAMILY OF PROGRAMS
925-732-1374



510-834-3457



510-679-2122

MAE
Martinez
Adult
Education

925-335-5890

CCAS School Staff

Academics

Aster – ESL

Csaba

Dennis

Eve

Commitment to Change

Barbara

Computer Applications

Christina

Construction & Union Exploration

John – Construction Career Exploration

Aster – MC3/Pre-Apprenticeship Training

Csaba – MC3/Pre-Apprenticeship Training

Culinary Arts

Carolyn

DEUCE

Barbara

Monika

Dr. Roxanne

Parenting

Dr. Dorothy

Dr. Roxanne

Workforce Preparation

Dr. Roxanne

Game Plan for Success/EmployUP

Darryl – Reentry Employment Specialist

Gina – Reentry Transition Specialist

Janna – Reentry Transition Specialist

Lacreena – AODS Counselor

Maria – GPS Assistant

Office Administration

Cookie

Dana

Dona

Duane

George

Monica

Nicole

Mr. Stroud