



CONTRA COSTA COUNTY  
Office of Education

## School Catalog 2022-2023

Go to college?



Get a job?



Join a union?



Learn a  
new skill?



Be your  
best 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

## **Table of Contents:**

- 3 - Academics
- 5 - Workforce Readiness

## **CCAS Career Pathways**

- 6 - Culinary Arts
- 8 - MC3: Construction Apprenticeship Readiness Pathway
- 10 - Office Professional

## **Partner Career Pathways**

- 12 - FLOW – Forklift, Operations, Warehouse Training Program
- 13 - Optical Assistant Training Program
- 14 - Going to College in 7 Easy Steps

## **Becoming Your Best Self**

- 15 - DEUCE
- 16 - Commitment to Change
- 17 - Parenting

## **Reentry Transition**

- 18 - Game Plan for Success (GPS)
- 19 - EmployUP
- 20 - Community Resources
  
- 21 - Staff Directory

# Academics – Diploma & High School Equivalency (HSE) Pathway

## Introduction

## Financial Benefits

01

Please join academics if your goal is to obtain your diploma or pass the equivalency exam. Many students are closer than they think.



### Why Academics?

Do you want to: make more money, go to college, join a union? Enrolling in academics is a great way to brighten your future.

03

Students who earn a diploma or pass the HSE exam can obtain higher wages at elevated levels of employment. Students with a diploma or HSE can earn an average of \$7,800 more per year than those students without one.



### Interested in a Union?

If you're interested in joining a labor union, most of them require a diploma or HSE certificate.

05



### What do I need to earn a diploma?

**Algebra** (10 credits), **Economics** (5 credits), **English** (40 credits), **Government** (5 credits), **Biological Science** (10 credits), **Math** (20 credits), **Physical Science** (10 credits), **U.S. History** (10 credits), **Visual/Performing Arts/CTE** (10 credits), and **World History** (10 credits). CCAS has a 130-credit requirement which is less than most adult schools.

02

04

# Academics

## Step 1:

**Diploma/HSE Track:** Complete School Orientation Packet, including the Transcript Request Form. All academic students must have a transcript on file.

## Step 2:

**Diploma/HSE Track:** Take (and pass) the CASAS ( high school entrance test) provided by the instructional assistant (IA).

## Step 3:

**Diploma/HSE Track:** Stay focused on your goals and commit to 3 hours of schoolwork, each weekday. Turn in your work consistently. Do your best. If you are having trouble, send an IR and ask questions. We are here to help you succeed.

## Step 4:

**Diploma Track:** Completed work with a passing grade will earn subject matter credits that will be applied to your transcript.

**HSE Track:** Once you pass the pre-tests (five subjects: Reading, Writing, Science, Social Studies, and Math) our Testing & Transcript Analyst will create a schedule and timeline to administer the final exam.

## Step 5:

**Diploma Track:** Once all diploma credit requirements are met, your transcript will be sent to the Contra Costa County Office of Education for diploma approval. CONGRATULATIONS, YOU DID IT.

**HSE Track:** Once you pass all five subjects, your HSE certificate will be sent to the address you provide on file. CONGRATULATIONS, YOU DID IT.

## Class Offerings:

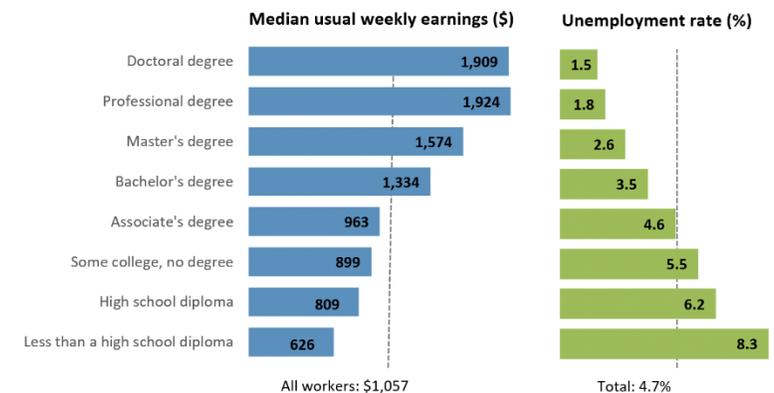
**ESL (English as a Second Language):** Prepares non-native English speakers to communicate better in English and enter mainstream English language classes.

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

**HSE – High School Equivalency:** Prepares students to take the GED/HiSET exam(s) and improve educational skill levels in all five subject areas (math, reading comprehension, writing, social science, and science).

**ASE – Adult Secondary Education/High School Diploma:** Prepares students to complete all required credits based on most recent school transcript. Covers all areas of subject matter requirements.

Earnings and unemployment rates by educational attainment, 2021

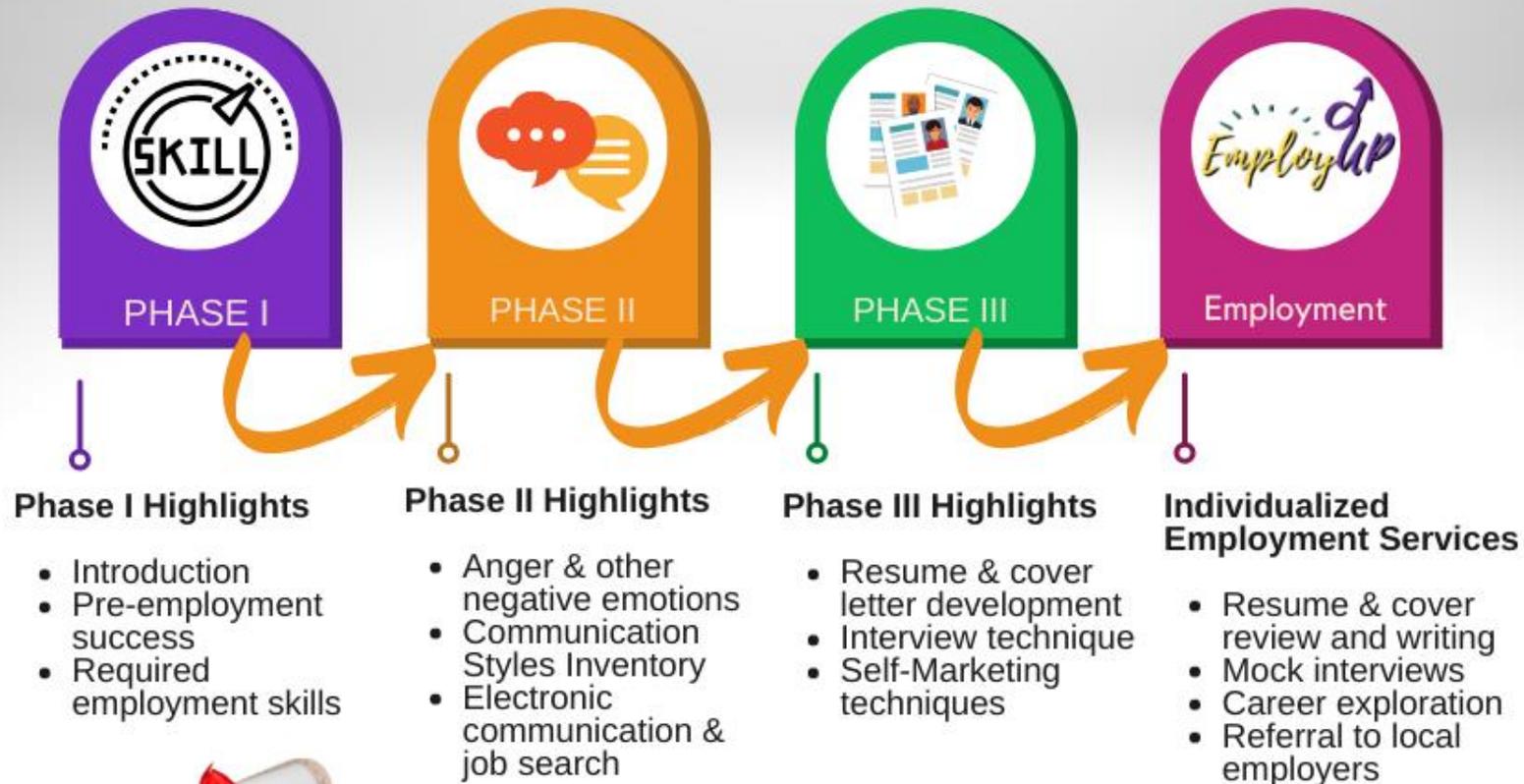


Note: Data are for persons age 25 and over. Earnings are for full-time wage and salary workers.  
Source: U.S. Bureau of Labor Statistics, Current Population Survey.

# WORKFORCE READINESS (WR)

## TAKE YOUR LIFE BACK!

Getting a job can be easy with preparation. However, **KEEPING** a job is completely different. Enroll in WR 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.



Earn a certificate for each phase completed.

# 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



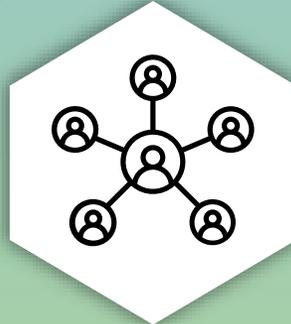
### Why Culinary Arts?

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 aligns with the requirements for completion of an Associates of Science Degree in Food Service and Restaurant Management from our local community colleges.

02



03



### Connect

Our culinary program connects students to high-quality educational systems and employers, including our local community colleges, the Bread Project, Loves and Fishes and fair chance employers who are to hire!

## 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 achieve the Food Handler's Card and/or ServSafe Certification. 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
- Culinary II – Quality Foodservice Practices
- Culinary III – The Professional Kitchen
- Culinary IV- Advanced Culinary Applications Part 1
- Culinary V – Advanced Culinary Applications Part 2

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 Readiness 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 Food Handler's Card and/or ServSafe Certification Exam
- I want to work with a WIOA case manager to possibly obtain On-the-Job Training
- 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 Apprenticeship Readiness Pathway

## Introduction

Learn about the 14+ construction trades in the Bay Area and how to succeed in this career. This course exposes you to the industry as a whole, plumbing, carpentry, laborers, finishing crafts, equipment operator, and more! Hands-on wood shop hours are available at select facilities.

01



## Why Construction?

Build schools, hospitals, housing, roads, factories, and more! Working in construction uses all your talents: hands, mind, creativity, and heart. Be proud that you're shaping your community. Receive excellent wages and benefits too!

02



## Connect

Connect to a network of construction employers, union apprenticeship programs, advanced construction training programs, community colleges, and support organizations.

03



## Engage

Envision yourself working in construction through the MC3 curriculum! Engage and practice the foundational skills: tools and materials, construction math, job safety, jobsite conduct, and more.

04



## Certifications

Earn industry-recognized safety and training certifications (OSHA, CPR, MC3)! Receive additional teacher certificates to show family and the courts your progress.

05



**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: Construction Apprenticeship Readiness 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**
- At Marsh Creek, enroll in Woodshop Class**
- Enroll in Workforce Readiness class**

***Success is within your reach!***

**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

**Connect with our Reentry Employment Specialist for transition to outside programs and employment. You may select multiple:**

- I want additional construction training and job placement support. All programs are free or offer financial aid:
  - Rising Sun (10 week program in Oakland)
  - Future Build (16 week program in Pittsburg)
  - RichmondBUILD (11 week program in Richmond)
  - Los Medanos College (Semester-long program in Pittsburg)
  - Cypress Mandela (16 week program in Oakland)
  - Adult School Construction Test Prep Class (rolling enrollment at multiple locations)
  - Community college course in welding, construction management, or other related skill (multiple locations)
- I was formerly with a construction union and want to return.
- I want to obtain employer/contractor sponsorship with a "hunt" trade.
- I want to apply and get on an eligibility list for employment with a "list" trade.

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





CCAS's EmployUP will help students 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 students 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 Foundations:**

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

**Complete Business Professional Essentials:**

- 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 Readiness 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
- I want to work with a WIOA case manager to possibly obtain On-the-Job Training

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

# FLOW – Forklift, Operations & Warehouse

LOS MEDANOS  
COLLEGE



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.

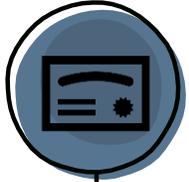
Opportunity to improve vision and looks of over 75% of the nation's population.



## 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.



## 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.



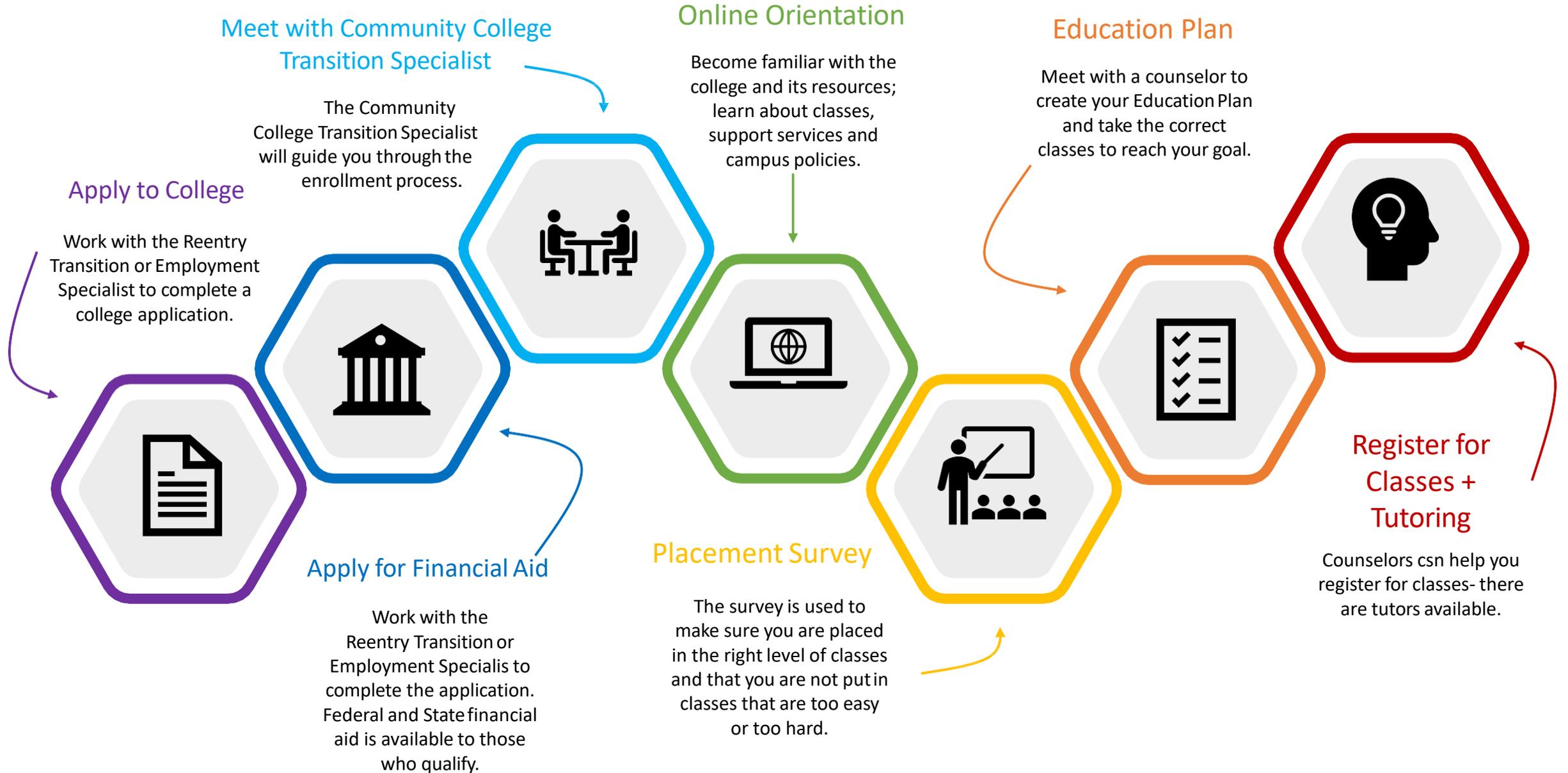
## Placement Survey

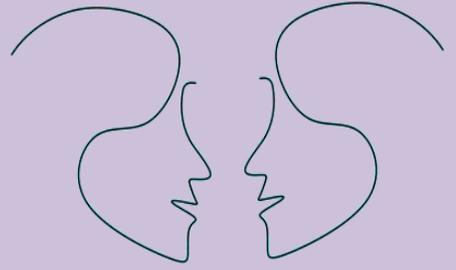
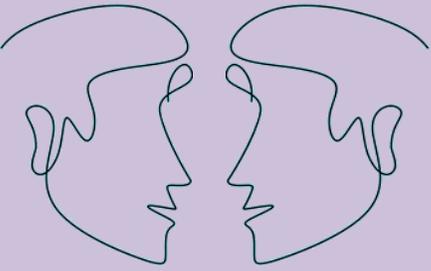
The survey is used to make sure you are placed in the right level of classes and that you are not put in classes that are too easy or too hard.



## Register for Classes + Tutoring

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





# «« 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
<b>Addiction to Recovery</b>
<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
<b>Relapse Prevention Planning</b>
<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
<b>Community Reentry</b>
<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

## Self-Awareness

Modules 2-3 will help students identify their needs and set goals for a successful reentry. Individual Development Plan created.

## Community Resources

Modules 4-8: a variety of programs & services available to our students upon release.

## Employment Preparation

Module 9-17: how to write a resume and cover letter, as well as interviewing skills and soft skills. Education and training opportunities are also covered.

## Reentry Planning

Modules 18-20: financial literacy, budgeting and creating a transition plan.

**Intensive case management for those with a release date!**

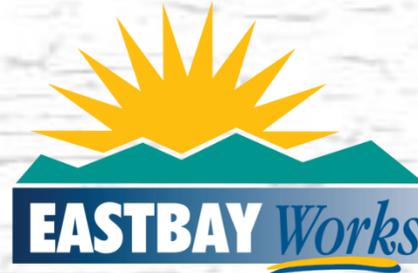
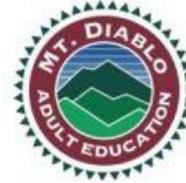
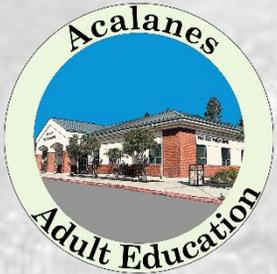




**Intensive employment preparation for those with a release date!**



# Community Resources & Referrals



# CCAS School Staff

## **Academics**

Teacher Aster – ESL  
Teacher Csaba  
Dr. D  
Teacher Eve

## **Commitment to Change**

Ms. Barbara

## **Computer Applications**

Teacher Christina

## **MC3 Construction Pre-Apprenticeship**

Teacher John – Woodshop/Construction Career Exploration  
Teacher Aster  
Teacher Csaba  
Dr. D

## **Culinary Arts**

Teacher

## **DEUCE**

Ms. Barbara  
Ms. Monika  
Dr. Roxanne  
Teacher Aster

## **Parenting**

Dr. Dorothy

## **Workforce Preparation**

Teacher Csaba

## **Special Education**

Teacher Jeremy

## **Game Plan for Success/EmployUP**

Janna – Reentry Specialist  
Nicole – Reentry Specialist  
Darryl – Reentry Employment Specialist  
Lacreena – AODS Counselor  
Maria – GPS Assistant

## **Instructional Assistants**

Ms. Dee  
Duane  
George

## **Office Administration**

Nicole – Testing & Transcript Analyst  
Dana – Staff  
Monica – Administrative Assistant  
Principal Stroud