Antioch Adult Education

820 West Second Street Antioch, CA 94509-1248

Antioch Adult Education Website



Schedule of Classes

Fall Semester 2024

Fall Calendar: August 19th —Dec 13th, 2024

Telephone Number: 925-779-7490

Fax Number: 925-779-7491

"We're Here For You!"

AUSD
ANTIOCH UNIFIED SCHOOL DISTRICT

Alternative Education Building

820 West Second Street

Antioch, CA 94509-1248

Phone 925-779-7490

Fax 925-779-7491

Fall Semester Calendar

August 12, 2024	Fall Session Begins
August 19, 2024	First Day of Classes
September 2, 2024	Labor Day
October 7-11, 2024	Fall Break
November 1, 2024	Staff Development Day
November 11, 2024	Veteran's Day
November 25–29, 2024	Thanksgiving Holiday
December 20, 2024	Last Day of Class AM Minimum Day

Mission Statement

The Mission of Antioch Adult Education is to provide quality lifelong educational opportunities and services responding to the unique needs of individuals and the community.

Continuing Your Education

Antioch Adult Education offers numerous classes to adults continuing their education. Adult students can complete work toward a high school diploma, prepare for the General Education Development (GED) test, or gain valuable job skills. Antioch Adult Education also offers a comprehensive English program for students learning English as a second language. Off campus classes are also available for parents of students of the Antioch Unified School District. Ask for more information.

Admission

Courses are open to adults 18 years of age or over, of all educational backgrounds, and all cultural heritages. There is open enrollment in most classes. Antioch Adult Education provides access to all qualified disabled persons. Regular daily attendance is necessary if students expect to complete the courses or program in which they are enrolled.

Fees & Textbooks

Programs authorized by the State of California are partially or fully supported by taxes. All other classes and programs are self-supporting. The entire cost of instructors' salaries, use of facilities and operations and clerical and administrative support is built into the fee structure. Every effort has been made to provide classes for free or to minimize the fees.

Laboratory Fees

In classes where instructional materials are provided or additional expenses are incurred by the school, a laboratory fee is charged. All fees are payable at the time of registration.

Refunds

Full refund if class is canceled by AAE. No refunds after class has begun. To drop or reschedule a class, AAE 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.

Class Cancellations

Classes may be cancelled under the following conditions:

- If by the second meeting, there are not more than **12** students present
- If student attendance drops below **10** students

Advisor Services

Advisor services are available for all Adult Education students pursuing high school diplomas, GED and ESL certificates. Please come in and set up an appointment. Most classes are open entry—open exit so that, unless the classes are full, new enrollments are accepted throughout the entire semester. Students attending daytime high school classes must receive permission from their high school administrators prior to enrolling in Adult Education classes.

Campus Policies

Photos or videos of students taken on campus events become property of Antioch 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.

Board Policy and State Law prohibits the use of tobacco products on any part of our campuses, including all parking areas.

Antioch Adult Education

Board of Education

Antonio Hernandez., President
Mary Rocha, Vice President
Gary Hack
Dr. Clyde Lewis Jr
Dr. Jag Lathan

Antioch Unified School District Leadership

Stephanie Anello
Superintendent

Christina Ibarra
Associate Superintendent, Educational Services

Dr. Rob Martinez
Chief Human Resources Officer

Lindsay Wisely
Director of Secondary Support and Adult Education

AAE Leadership

Jose Hernandez
Principal of Adult Education

Lorraine Bowlen
Jazmin Chavarria Silva
Roxana Jackson
Margarita Wan
Rebecca Marquez, **Admin Assist.**
Elsy Ramirez, **Admin Assist.**

Welcome to Antioch Adult Education's Online Registration

FALL SEMESTER CLASSES START

MONDAY, AUGUST 19TH, 2024

(REGISTRATION STARTS *ON-LINE* AUGUST 12TH, 2024)

Students can use the QR code to the right and automatically go to the Antioch Adult Education ASAP Website to find directions and links to register

How to Register for Classes

To set up an account for RETURNING students:
Log in to your ASAP account with your previous log in and password. Follow the instructions below to register for classes.

If you cannot remember your log in or password, click **"Forgot my password"**. You will be emailed instructions to reset/create a password.

To set up an account for NEW students:

New Students click/Nuevos estudiantes hacen clic

Here/Aquí

Adult High School Diploma Program

Looking to complete your high school diploma? It's never too late to reach your goal of earning your High School Diploma! With our new online curriculum teachers will guide and monitor your student progress as you move through course requirements.

Classroom Diploma Program

Classes are set up in a Study Hall atmosphere, where attendance and classwork are monitored to ensure you are maximizing your time. To complete a 5-credit course, you will complete 50-75 hours of curriculum. Students are required to work online a minimum of fifteen (15) hours a week to remain in the program. Students will complete classes online using Edgenuity. The Adult HS Diploma program has a CASAS Pre/Post-Assessment requirement to be enrolled in the program. The more hours put in, the quicker you earn credits towards graduation!

How To Enroll in Adult High School Diploma Program

To enroll in our high school diploma program prospective students must:

Step One: Register online at **antiochadultschool.asapconnected.com**

Step Two: attend an enrollment appointment and take a CASAS Placement assessment.

Step Three: meet with an advisor who will analyze your transcripts, discuss your options, and make the appropriate placement recommendation for your success. You will need a **copy of your Official Transcript** for your appointment and your **CASAS Assessment** scores. Any other questions please reach out to the AAE Office at 925-779-7490 or visit Antioch Adult Education Website for more information.



Antioch Adult High School Diploma Requirements*

1. Completion of the following courses:

English	30 units
World History	10 units
U.S. History	10 units
Government	5 units
Economics	5 units
Mathematics	20 units
Science	20 units
Fine Arts/Foreign Language	10 units
Electives	70 units

2. Passage of one year of high school Algebra
3. Completion of a minimum of 10 semester units "in residence"

**Cannot receive diploma until one year after high school graduation date*

There Are Many Ways of Gaining Credit

You may have more credit than you think! California law allows adult students to receive credit towards a diploma for:

- *Previous High School Courses
- *Correspondence Schools
- *GED Testing
- *Community College Courses
- *Military Service
- *Work Experience

AAE Transition Specialist

AAE's Transition Specialist is here to help you with your next step after adult education. If you are looking at other training opportunities, apprenticeships, entering college, or the military, our specialist can help you navigate the process. Appointments are required, please reach out to the AAE Office with any specific questions or visit Antioch Adult Education Website for more information.

Day Transition Specialist: Lee Ann Pfotzer leeannpfotzer@antiochschools.net

Evening Transition Specialist: Theresa Romo theresaromo@antiochschools.net

Credits Earned Page

This is a sheet to help you break down your credits earned. This is only to be used for your personal assessment of your credits. To find out your true credits earned, as defined by Antioch Unified School District, please make an appointment to speak with the Adult Education Advisor.

English	Need	30 units	Have	_____units
W. History	Need	10 units	Have	_____units
U. S. History	Need	10 units	Have	_____units
Civics	Need	5 units	Have	_____units
Economics	Need	5 units	Have	_____units
Mathematics	Need	20 units	Have	_____units
Science	Need	20 units	Have	_____units
Fine Arts/Foreign Language	Need	10 units	Have	_____units
Electives	Need	70 units	Have	_____units
Total	**Need**	**180 units**	**Have**	**_____units**

Passage of one year of high school Algebra — Have _____

Completion of a minimum of 10 semester units earned with Antioch Adult Education — Have _____

GED or HiSET TEST Preparation Site

GED or HiSET Test Preparation

Students may sign up for a **classroom or online** GED or HiSET preparation program or Adult Basic Education (ABE) courses. The class is a study hall instruction environment, with students working at their own pace. Our online study program, utilizing Edgenuity Software Program allows you the convenience to study in your own home any time of the day (24/7). There are **NO FEES** for the classes. Students are required to attend **two (2)** Mandatory onsite meetings for Pre/Post Assessment testing. Morning and evening times are available.

Onsite GED Test Information

We are a Pearson Vue authorized testing center and offer the GED exam via computer. The GED exam consists of four parts: Reasoning Through Language Arts, Mathematical Reasoning, Science and Social Studies. More information can be found at **www.ged.com.**

How To Enroll in High School Equivalency (HSE) Classes

To enroll in our high school equivalency prospective students must:

Step One: Register online at **antiochadultschool.asapconnected.com**

Step Two: attend an enrollment appointment and take a CASAS Placement assessment.

Step Three: meet with an advisor who will analyze your transcripts, discuss your options, and make the appropriate placement recommendation for your success. You will need a **copy of your Official Transcript** for your appointment and your **CASAS Assessment** scores. Any other questions please reach out to the AAE Office at 925-779-7490 or visit Antioch Adult Education Website



GED Test Pre-Registration

What Do I Need To Do To Register

GED TESTING INFORMATION

1. The Website to Register, Pay, and Schedule a time and date to take the test is:

   www.GED.com

2. Testing time and dates:
   * Testing schedule can be found on the PearsonVue website above.
3. For questions regarding the website please call: **1-877-392-6433**
4. The price for the GED TEST is: $35.00 per each module (**4 Modules**) **Mathematical Reasoning** (120 minutes) **Science** (95 minutes) **Reasoning through Language Arts** (155 minutes) **Social Studies** (75 minutes)
5. Students must arrive 30 minutes before the test to finish the registration process. If you miss your appointment or are late, you must reschedule the appointment. Please bring two forms of identification, one with a photo, and both with signature. *All applicants must be 18 years or older and have a current California State identification card. (If you are not 18 years of age, you must meet with the AAE Advisor regarding testing before the age of 18).

AAE Transition Specialist

AAE's Transition Specialist is here to help you with your next step after adult education. If you are looking at other training opportunities, apprenticeships, entering college, or the military, our specialist can help you navigate the process. Appointments are required, please reach out to the AAE Office with any specific questions or visit Antioch Adult Education Website for more information.

English As A Second Language

English As A Second Language (ESL)

Learn English to improve employment opportunities, to help your children with their homework, and to be more involved in your community. Instruction in these classes aids students learning to speak, understand, read, and write English as their second language.

Inglés Como Segundo Idioma (ESL)

Aprenda Ingles para mejorar las oportunidades de empleo y ayudar a sus hijos con sus tareas. En estas clases se le dara asistencia al estudiante a aprender hablar, entender, leer y escribir Ingles como segundo idioma.

Family Literacy Program

Family Literacy classes provide English as a Second Language (ESL) academic and literacy instruction to AUSD parents at their children's school. Parents learn to communicate with school staff and develop academic language skills to become more involved in their children's learning.

Programa de Alfabetización Familiar

Las clases de alfabetización familiar brindan instrucción académica y de alfabetización de inglés como segundo idioma (ESL) a los padres del AUSD en la escuela de sus hijos. Los padres aprenden a comunicarse con el personal de la escuela y desarrollan habilidades de lenguaje académico para involucrarse más en el aprendizaje de sus hijos.

Fall Schedule 2024

ESL Multi-Level AM Classes

Beginning

Mon.-Fri. **9:00 am—11:30 am**
Instructor: Staff Room TBD

Intermediate

Mon.-Fri. **9:00 am—11:30 am**
Instructor: Staff Room TBD

High Intermediate

Mon.-Fri. **9:00 am—11:30 am**
Instructor: Staff Room TBD

Multi-Level

Mon.-Thurs. **12:00 pm—2:30 pm**
Instructor: Staff Room TBD

ESL Multi-Level PM Classes

Mon-Thurs. **5:30 pm—8:00 pm**
Instructor: Staff Room TBD

Citizenship Preparation

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 USCIS Interview, improve your English skills and understand the rights and responsibilities of U.S. Citizenship.
Intermediate level of English required

Tues. **5:30 pm– 8:00 pm**
Instructor: Staff Room TBD

ESL Intro to Computers

The computer basics courses introduce fundamental computer and online knowledge and skills. Learn about email basics, online privacy, and more. The classes will help students gain both skills and confidence in using computers and other technological skills for their daily living and social life.

Tues. & Thurs. **12:30 pm– 2:30 pm**
Instructor: Staff Room TBD

Free childcare is available for children 2-5 years old, non-school-aged children

Alt Ed Building **M-F 9:00 am—12:00 pm**
M-Th 12:00pm-2:30pm

Programa de Otoño 2024

ESL Multi-Nivel AM Clases

Principiante

De Lunes a Viernes **9:00 am—11:30 am**
Maestra: Staff Room TBD

Intermedio

De Lunes a Viernes **9:00 am—11:30 am**
Maestra: Staff Room TBD

Intermedia Alta

De Lunes a Viernes **9:00 am—11:30 am**
Maestra: Staff Room TBD

Multi-Nivel

De Lunes a Juevas **12:00 pm—2:30 pm**
Maestra: Staff Room TBD

ESL Multi-Nivel PM Clases

De Lunes a Jueves **5:30 pm—8:00 pm**
Maestra: Staff Room TBD

Preparación de Ciudadanía

En esta clase, aprenderá cómo completar el formulario de solicitud N400, prepararse para el examen de historia y gobierno de EE. UU. y la entrevista oral de USCIS, mejorar sus habilidades en inglés y comprender los derechos y responsabilidades de la ciudadanía estadounidense.
Nivel intermedio de inglés requerido

Tues. **5:30 pm– 8:00 pm**
Instructor: Staff Room TBD

Clases de Alfabetización Familiar

Los cursos básicos de informática introducen conocimientos y habilidades fundamentales en informática y en línea. Obtenga información sobre los conceptos básicos del correo electrónico, la privacidad en línea y más. Las clases ayudarán a los estudiantes a adquirir habilidades y confianza en el uso de computadoras.

Lunes y Jueves **12:30 pm– 2:30 pm**
Maestra: Staff Room TBD

El cuidado de niños gratuito está disponible para niños de 2 a 5 años, niños que no están en edad escolar

Alt Ed Building **M-F 9:00 am—12:00 pm**
M-Th 12:00pm-2:30pm

Workforce Classes

Career Opportunities

Antioch Adult Education is looking at providing more opportunities for adults with respect to career technical education. We are adding computer and accounting classes to broaden the options for adults looking at engaging new careers. We are also piloting a Culinary program this semester with the hopes of having classes offered for the Fall of 2023. We are continuing to work with our local Workforce Development Board and with surveys of our students to provide more programs focused on employment opportunities in the East County.

AUSD Employment Opportunities for Students

Antioch Unified School District is our local education agency. We are committed to support students in Antioch transitioning into adulthood with opportunities for employment. We also focus on the current employees of AUSD to provide classes that will benefit their individual goals and bettering of their work situations. We are also partnering with AUSD to find and promote local job opportunities within AUSD, one of the largest employers in Antioch.

NEW CLASS ALERT
AAE Culinary Program

This semester we are piloting a Culinary class in the afternoons, Tuesday through Thursday, 4:30 pm to 6:30 pm. We are hoping to build a program focused on providing entry level culinary skills to aspiring chefs. We have a full production kitchen on site and will be making meals, desserts, homemade pastas and our own breads. The hope is to grow the class into a full day program supporting both AAE and Prospects High School students. We will begin marketing the class over the summer of 2023, for the Fall 2023 school year.

Fall Schedule 2024

ESL for Workplace

Come learn how to clearly communicate your employment goals, job skills and personal qualities to successfully complete job applications, resumes, email correspondences and job interviews so you can get the job you want!

Tues & Thurs **2:30 pm—3:30 pm**
Instructor: Staff Room 212

Programa de Otoño 2024

ESL para Uso en el Trabajo

¡Venga y aprenda cómo comunicar claramente sus objetivos de empleo, habilidades laborales y cualidades personales para completar con éxito solicitudes de empleo, currículos, correspondencia por correo electrónico y entrevistas de trabajo para que pueda obtener el trabajo que desea!

Martes y Jueves **2:30 pm– 3:30 pm**
Maestra: Staff Room 212

Computer Classes

Introduction to Computer (Instructor-Directed in class)

This six-week course prepares new users with a solid foundation in computer basics, file management, and Microsoft Windows operating system, including signing on, controlling app windows, multitasking, creating a Microsoft account, using the Office online apps, and emailing.

Tues & Thurs **5:30 pm—7:00 pm**
Instructor: Staff Room TBD

Microsoft Office Basics

Do you need to learn or brush up on your computer skills? Looking to add Microsoft Office applications to your resume? This 10-week course will help you to become proficient in Microsoft Word, PowerPoint, and Excel.

Mon & Wed **5:30 pm—7:00 pm**
Instructor: Staff Room TBD

Business Classes

Accounting I

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.

Wednesdays **5:30 pm—8:30 pm**
Instructor: Staff Room TBD

Culinary Classes

Introductory Culinary

In this 12-week course, you will develop the skills and techniques necessary for a career in the food-service industry. You will learn knife skills, cooking and baking principles, food safety, sanitation procedures, and much, much more! You will learn the principles of operating a catering business while we run a functioning restaurant/café, creating exciting and delicious food for our campus community café.

Tues—Thurs **4:30 pm—6:30 pm**
Instructor: Staff TBD

Transition Centers in Contra Costa County

What services are offered?

Training & Assistance

Get training and assistance to land your first job, re-enter the workforce, or transition careers.

Explore Careers

Explore careers through industry-sponsored activities, internships, career exploration, and more.

Employer Benefits & Services

Discover employer benefits and services to help your business thrive.

Industry Partnerships

Learn about our industry partnerships in advanced manufacturing, transportation & logistics, biomedical manufacturing, health, and information and communications technologies.

Rubicon Programs - Antioch

Virtual/In-Person/Remote Services Available

Hours: M-F, 8:30 am – 5:00 pm
Mon & Fri: Remote; Tues – Thurs: In-Person

418 W 4th St, Antioch, CA 94509

Phone: (925) 399-8990
Email: **serenet@rubiconprograms.org**

Workforce Development Board of Contra Costa County

EASTBAY Works
Connecting People with Opportunities for Employment

Contra Costa Workforce Collective Partners

Central County

Concord AJCC - Rubicon
Virtual/Remote Service Available
Hours: Mon. – Fri. 8:30 a.m. – 5:00 p.m.
Phone: (510) 323-1104
Email: leroyg@rubiconprograms.org or stacyh@rubiconprograms.org

Martinez Adult Education
Virtual/Remote Services Available
Hours: Mon. – Fri. 8:30 a.m. – 5:00 p.m.
Phone: (510) 323-1104
Email: leroyg@rubiconprograms.org or ngero@martinez.k12.ca.us

Mt Diablo Adult Education
Virtual/Remote/ Services Available
Hours: Mon. – Fri. 8:30 a.m. – 5:00 p.m.
Phone: (510) 323-1104
Email: leroyg@rubiconprograms.org or abbategv@mdusd.org or murphya@mdusd.org

East County

Opportunity Junction
Virtual/Remote Services Available
Select Need a Job>> Career Counseling
Complete interest form>> a career counselor will contact you
Hours: Mon. – Thurs. 9:00 a.m. – 9:00 p.m., Fri. 9:00 a.m. – 5:00 p.m.
Phone: (925) 392-5150
Email: Patty@opportunityjunction.org

Rubicon Programs - Antioch
Remote Services Only
Hours: Mon. - Fri. 8:30 a.m. – 5:00 p.m.
Phone: (510) 323-1104
Email: leroyg@rubiconprograms.org

Liberty Adult Education
Virtual Services Only
Hours: Mon. – Fri. 8:30 a.m. – 5:00 p.m.
Phone: (510) 323-1104
Email: leroyg@rubiconprogams.org, or norgaard@luhsd.net

Pittsburg Adult Education
Remote Service Only
Hours: Mon. – Fri. 8:30 a.m. – 5:00 p.m.
Phone: (510) 323-1104
Email: leroyg@rubiconprogerams.org

West County

Lao Family Community Development
Virtual/Remote Services Available
Hours: Mon. – Fri. 9:00 a.m. – 5:00 p.m.
Phone: (510) 215-1220
Email: epena@lfcd.org
Unemployment Insurance Claims Assistance
Phone: (510) 330-4262
Email: UI@lfcd.org

San Pablo Economic Development Corporation
Virtual/Remote Services Available
Hours: Mon. – Fri. 8:00 a.m. – 5:00 p.m.
Contact Information
(510) 215-3209; owenh@sanpabloedc.org
(510) 215-3202; norar@sanpabloedc.org
(510) 215-3205; saeidb@sanpabloedc.org
WIOA Orientation: Tuesdays, 10:00 a.m.
Dial 1+(425) 436-6369; Access code: 589463#

New Horizons Career Development Center
Remote Services Only
Hours: Mon. – Fri. 9:00 a.m. – 5:00 p.m.
Contact Information
(510) 215-3209; owenh@sanpabloedc.org
(510) 215-3202; norar@sanpabloedc.org
(510) 215-3205; saeidb@sanpabloedc.org

Contra Costa College
Remote Services Only
Hours: Mon. – Fri. 8:00 a.m. – 4:30 p.m.
Phone: (510) 215-1220
Email: epena@lfcd.org

Uniform Complaint Procedures

The Governing Board recognize that the District has primary responsibility for insuring that it complies with State and Federal Laws and regulations governing educational programs. The District shall investigate and seek to resolve complaints at the local level. The District shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination or failure to comply with State or Federal law in Adult Basic Education, and Special Education Programs.

Filing of Complaint

Any individual, public agency or organization may file a written complaint of alleged noncompliance. The complaint shall be presented to the Superintendent or designee, who will then give it to the appropriate compliance officer. The Superintendent or designee will maintain a log of complaints received, providing each with a code number and a date stamp. If a complainant is unable to put a complaint in writing due to conditions such as illiteracy or other handicaps, District staff shall help him/her to file the complaint.

Title IX Coordinator

Associate Superintendent Education Services

Antioch Unified School District office, 925-779-7500

Harassment

The District is committed to providing an educational environment free of harassment and unlawful discrimination. The District maintains a strict policy prohibiting harassment and differentiated treatment of students because of sex, race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, age or any other basis protected by Federal, State or local law, ordinance or regulation. **All such harassment is unlawful**. The District's policy of anti-harassment toward students applies to students enrolled in the District and all persons employed by the District. Unlawful harassment in any form, including verbal, physical and visual conduct, threats, demands and retaliation, is prohibited. Violation of this policy may result in disciplinary action, which may include discharge for employees, and expulsion for students, depending on the seriousness of the violation. Students who feel aggrieved because of conduct that may constitute harassment should directly inform the person engaging in such conduct that it is offensive, or if the student does not feel comfortable or is unable to talk to the person engaging in such activity, the student should report the incident to the School Principal or designee.

Fall Semester 2024 Schedule of Classes

"We're Here For You!"

AUSD

ANTIOCH UNIFIED SCHOOL DISTRICT

Antioch Adult Education

820 West Second Street
Antioch, CA 94509
925-779-7490 phone
925-779-7491 fax

Antioch Adult Education Website

Ordering Transcripts

To request a transcript, you must contact your LAST high school directly. If you attended Prospects High School or Antioch Adult Education, please call 925-779-7490. To order directly from the district, please visit the following website for more information: Antioch Unified School District Transcript Request Website

We cannot order transcripts on your behalf; you must order for yourself. Make sure to have a keep a copy saved at home. We do not return any records we request.