

Benicia Unified Adult Education

350 East K Street, Suite 11
Benicia, CA 94510

Customer Name

Street Address

City, ST ZIP Code



• Since 1849 •



• Since 1849 •

Benicia Unified Adult Education



CLASS CATALOG

Fall 2021 Edition

Who We Are

Benicia Unified Adult Education Program is here to offer effective education that transforms the lives of students by raising academic and literacy skills and producing workforce training.

Although we do not have a main campus, classes are held at various locations depending on the needs of the class.

About Us

CONTACT US

Our office is located on the corner of 3rd and East K St

Address: 350 East K street, Suite 11
Benicia, CA 94510

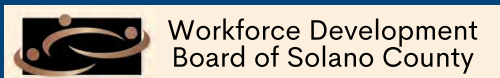
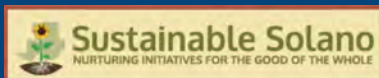
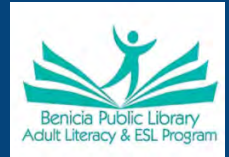
Phone: (707) 751-2337

Email: adulted@beniciaunified.org

ADMINISTRATION

June Regis, Director
Erica Dudley, Coordinator
Thelma Bentley, Office Technician

OUR COMMUNITY PARTNERS



Interest Form

PLEASE FILL OUT THIS FORM AND
MAIL, SCAN OR BRING IT TO OUR
OFFICE

Name _____

Birthdate _____

Address _____

City/Zip Code _____

Phone _____

Email _____

Class Name #1 _____

Date and Time _____

Class Name #2 _____

Date and Time _____

Class Name #3 _____

Date and Time _____

Mail: Benicia Unified Adult Education
350 East K Street, Suite 11
Benicia, CA 94510

Phone: (707)751-2337

Scan/Email: adulthood@beniciaunified.org

Who may enroll:

Any adult 18 years and older.

Students may be residents of any district and there is no additional fee for out-of-district students.

Fees:

Fees are paid by money order made payable to Benicia Unified Adult Education or by credit card online through our Curacubby site: <https://benicia-adulthood.curacubby.com/fst/adulthood>

Refund:

Refunds are only issued when a class is cancelled. No refunds are given after a class has started.

Photo/Video:

Photos or videos taken of students on campus can be used by the district in various marketing media. Contact our office to be exempted.

Director's Message

Hello Everyone,

Welcome to the Benicia Unified Adult Education Program! We are so happy to serve our community by offering a variety of classes that equip and inspire adult learning. This is a difficult period in the life of many and our program is geared to helping you move from surviving to thriving. Our staff will meet you where you are and assist you to reach your educational goals. We offer ESL, GED and High School diploma classes, Math for the trades and a number of CTE classes. Thank you for allowing us to serve you and please contact us if you have any questions.

Peace and Blessings,

June Regis, Director of Adult Education

Our Mission

The mission of the Adult Education Program is to provide safe, warm and welcoming environments for students to be actively engaged through innovation and creativity.



Governing Board

- Sheri Zada
- Diane Ferrucci
- CeCe Grubbs
- Mark Maselli
- Gethsemane Moss

Superintendent

Dr. Charles Young

Director of Adult Education

June Regis

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Steps to Get Started

1. Fill out and submit the Interest Form on the last page. Then our Adult Education Office will contact you to complete your registration.
2. Attend an orientation and take the required basic skills assessment (CASAS).

PLEASE NOTE, as a WIOA Title II Funded Agency, All Benicia Adult Secondary Education students are required to participate in CASAS testing throughout the year.



Student Expectations

Prohibited student conduct includes, but is not limited to:

Conduct that endangers students, staff, or others, including, but not limited to: physical violence, possession of a firearm or other weapon, and terrorist threats; discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyberbullying, hazing or initiation activity, extortion; and any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or disruption.

Conduct that disrupts orderly classroom or school environment including:

Willful defiance of staff's authority; damage to or theft of property belonging to students, staff, or the district; obscene acts or use of profane, vulgar, or abusive language; possession, use, or being under the influence of alcohol or other prohibited drug; use of a cellular/ digital telephone, pager, or other mobile device during instructional time; plagiarism or dishonesty on schoolwork or tests; and inappropriate attire.

Meet Our Teachers

CARA LAZARUS



Cara Lazarus is the first in her family to complete college. She holds an undergraduate degree and masters in English and an ESL Certificate from CSU East Bay in Hayward, CA. Cara earned a Clad Teaching Credential from San Francisco State University and a California administrative credential in Organizational Leadership from CSU East Bay East Bay University. She began working with immigrants and refugees as a high school teacher for Mt. Diablo Unified School District. From there she expanded her horizons teaching English language as an adjunct at University San Francisco, Chabot and Laney Colleges. Then became Vice Principal of San Leandro Adult School's ESL, CBET family literacy, and the school programs.

DANIEL RICHER



Daniel Richer has spent the majority of his adult life abroad working with several United Nations agencies and international humanitarian organizations. Most of this work involved a wide variety of applied mathematics used in both office and field settings. Since 2009, he has worked with several adult education programs in California, designing and teaching courses in ESL, Job Corps Trades Math, GED exam preparation, High School Diploma core requirements, Construction Industry Basics, Industrial Safety, Blueprint Reading and Trade Apprenticeship Math.

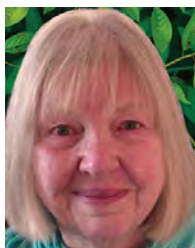


Meet Our Teachers



JAN COOK

As a computer teacher for children, teens, adults and seniors since 1990, Jan Cook has seen computer technology continually evolve. Recently, online learning and wide use of digital devices have made computer proficiency an urgent need for everyone. Ms. Cook, who is also an artist specializing in digital images, holds an MFA from CSU, Los Angeles. She believes that instructor kindness and patience, combined with encouraging students to build confidence by helping each other are the most important building blocks for success in computer learning.



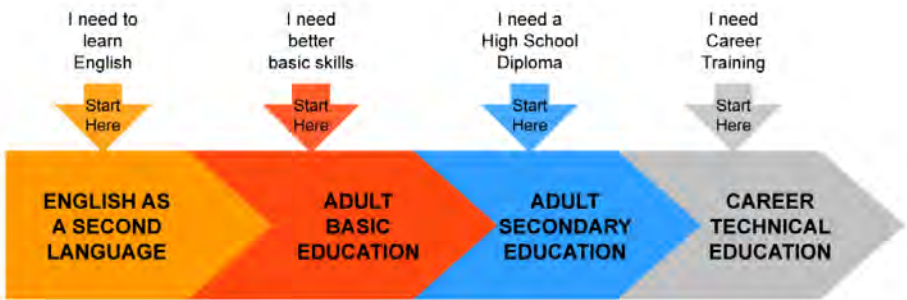
SAJEDA URAIZEE

Mrs. Sajeda Uraizee has a background with more than 15 years of experience teaching Accounting, Business, Computer applications, Professional Career development, General Education and Business related courses at career colleges, vocational trade schools and university. She has a Master's in Business Administration with an emphasis in Accounting and holds two Bachelor's Degrees in Business & Management. She also has a CTE Preliminary teaching credential. In her professional career, she had an opportunity to teach, advise, and counsel hundreds of students, train faculty and staff personnel.



Pathways to Success

Not sure where to start? Find your pathway to success by determining where to start along our path below.



Want a career in the business or accounting industry? Follow along the Office Technician Certificate pathway to your future career.



Adult Secondary Education

Each of the classes listed below are **free** to all adult learners 18 years and older. **Enrollment is open and ongoing.** PLEASE NOTE, as a WIOA Title II Funded Agency, All Benicia Adult Secondary Education students are required to participate in CASAS testing throughout the year.



ESL CLASS

Learn English in the comfort of your own home with Burlington English software. You will meet with the instructor weekly either face-to-face or virtual.



HIGH SCHOOL DIPLOMA CLASS

Complete your credits needed to achieve your high school diploma using the online curriculum in Edgenuity software. You will meet with the instructor weekly either face-to-face or virtual.



GED CLASS

Work independently and at your own pace with Aztec software to prepare for the GED exam at minimum of 15 hours per week. You will meet with the instructor weekly either face-to-face or virtual.



APPRENTICESHIP MATH TEST PREP

Mathematical reasoning, problem solving, test taking skills, and interview practice are all included in the class to prepare you to test for local apprenticeships. Currently the class is online through zoom and we will provide the student with a workbook.



CAREER SUCCESS

Connect skills to a variety of careers, build relationships, and present themselves in the best possible light to potential employers.



INTRODUCTION TO ACCOUNTING

Introduction to the accounting concepts, principles, and techniques used in recording business transactions. Students will learn about Generally Accepted Accounting Standards (GAAP).



FOUNDATIONS OF BUSINESS

Students will learn about the forms of business ownership, management and organization, human resources management, marketing, social media and e-business, information systems, accounting, and finance.



BUSINESS MATH

This course provides comprehensive coverage of personal and business-related mathematics. Prepares students to be smart shoppers, informed taxpayers, and valued employees.



ADMINISTRATIVE MANAGEMENT

Introduces basic, critical management concepts that help students fully understand the goals, functions, and responsibilities of current managers.



CAREER READINESS/JOB SEARCH/PORTFOLIO

Prepares students for effective job-hunting and career strategies. Real applications, experiential exercises and activities to help students conduct effective job searches with samples of resumes and cover letters from a variety of fields.

Office Technician Certification

This program prepares the students for entry-level positions in any organization or business environment. Students will learn office administration, accounting, business communications, management, customer service, human resources and Microsoft Office Suites programs. The student will need to complete all of the classes listed in order to qualify for certification. This certification will allow the student to choose one of three different career certification pathways: Accounting Technician Certification, Business and Marketing Certification, or Tax Preparer Certification. **Call the office to learn more about the times and cost of the classes.**



MICROSOFT OUTLOOK 2016

Learn how to use Outlook to manage email messages address book, appointments, create Tasks and Notes.



MICROSOFT WORD 2016

Students will gain thorough knowledge and understanding of the most relevant features and uses of Word 2016.



MICROSOFT EXCEL 2016

Students will gain thorough knowledge and understanding of the most relevant features and uses of Excel 2016.



MICROSOFT POWERPOINT 2016

This course guides students through the full scope of creating, designing, editing and delivering a PowerPoint Presentation.

Classes at Benicia Library

In a partnership with the Benicia Library we offer more learning opportunities. The Library is located at 150 East L Street in Benicia. Call (707) 746 - 4341 for dates and times for the classes listed here. Students must follow the registration steps listed on page 3 to start classes at the Library. Classes are **free** of charge and enrollment is ongoing throughout the year.

ESL MULTILEVEL CLASS



Build English Skills for daily living in reading, speaking, and writing with a Credentialed ESL Instructor. You will have opportunities to practice conversation skills or work with tutors. Students are also enrolled in Burlington English to study English at any time of the day.

GED CLASS



This class will prepare you for the GED High School Equivalency test with a Credentialed GED Instructor. It is available for Solano County Residents, 18 years or older. Students are also enrolled in Aztec to study for their GED at any time of the day.

RESUME WRITING AND CAREER COUNSLING



Prepare for your job search. Learn to write a resume and explore career pathways.



Career Technical Education

CTE classes will help you succeed in your current career or learn about a new career. Times and dates for classes are updated on our website: <https://beniciaunified.org/departments/adult-education>. **These classes may require a fee, please call the office to learn more.**



INTRO TO COMPUTER 1

This class is for beginning computer users or for those who need a refresher course. We will practice the basics of computer use, using email, using internet and social media, and learning useful skills about how your computer operates.



INTRO TO COMPUTER 2

For students who have taken Intro to Computer 1 or have similar prior knowledge. Learn how to format documents, internet safety, troubleshooting, buying equipment, etc.



LAND AND WATER CARETAKERS

Students will understand sustainability, how natural systems work, capture rainwater, household water, and how to create an edible permaculture food forest. Gain business and life skills for green industries.



PERMACULTURE DESIGN (PDC)

This PINA-recognized Permaculture Design Certificate course will teach participants a standard 72-hour permaculture curriculum toward certification recognized around the world.

"I loved it! Very informative, plus we had hands on learning"
- PDC graduate





INTRO TO CONSTRUCTION BLUEPRINTS 1

Introduction to blueprint reading and construction graphics for residential and commercial buildings. Includes scale use and sketching techniques.



INTRO TO CONSTRUCTION BLUEPRINTS 2

Part two is for students who have completed part one of Intro to Construction Blueprints. The students will learn more about industry specific blueprint plans for plumbing, HVAC, etc.



PRE-APPRENTICESHIP

This class is introduction to the construction trades with curriculum from the National Center for Construction Education and Research (NCCER). Students will receive certification with Associated Builders & Contractors and OSHA 10.



INTRODUCTION TO WELDING

Students will learn the latest techniques and procedures for beginning welding and cutting processes.



HOSPITALITY FOR CULINARY FIELD

Students will receive training in Customer service, Formal Banquet service, Food Safety and Handler, and Responsible Beverage TIPS.



PARAEDUCATOR/INSTRUCTIONAL ASSISTANT

Prepares you to meet the mandates of the Every Child Succeeds Act, which is required to become a Paraeducator/ Instructional Assistant in California. Students will receive instruction and test in Reading, Language Arts, Mathematics, Employability Skills and Ability to Assist.