



**Silicon Valley  
Adult Education**

Changing Students' Lives • Creating Brighter Futures

## **INSIDE:**

Enroll in a Free English Class

Register for Heating, Ventilation & Air Conditioning

Earn a High School Diploma or HS Equivalency

# **SPRING 2022**



**Registration Information**

See Page 16

**Visit [www.svaep.org](http://www.svaep.org) for more information**

# WELCOME

**Silicon Valley Adult Education** (SVAE) is part of the Metropolitan Education District (MetroED). It offers adult education classes FREE of charge or low-cost to adults 18 years or older. SVAE is a comprehensive adult school offering entry-level and advanced health, technology, and careers in the trades. We also provide FREE English as a Second Language (ESL), Adult Basic Education (ABE), High School Equivalency (HSE) preparation for GED and HiSET tests, and High School Diploma (HSD) subject courses both on-campus and online. SVAE is accredited by the Western Association of Schools and Colleges (WASC).

Silicon Valley Adult Education offers free assessment tests to enter ESL, ABE, HSE, and HSD courses, along with academic and career counseling. The Regional Testing Center, located at the Hillsdale main campus, offers state and national tests such as GED, HiSET, CBEST, CSET, CPACE, among many others, for the convenience of our students and community.

For more information about programs and services in addition to this catalog, visit the school website at: [www.metroed.net/SVAE](http://www.metroed.net/SVAE) or call us at 408-723-6450.

## Services to Businesses

Businesses may contract Silicon Valley Adult Education to provide customized computer training and retraining for their employees, English Language Workplace Literacy training, and business operations support services.

## Schoolwide Learner Outcomes (SLOs)

**Set Goals:** Students will formulate and monitor their educational and career objectives.

**Achieve Skills:** Students will be able to access and utilize current technology.

**Demonstrate Learning:** Students will use English to communicate effectively and transition to the next step on their career and academic pathway.

## Superintendent

**Alyssa Lynch** Superintendent

## Governing Board

<b>Linda Goytia</b>	Campbell Union High School District
<b>J. Manuel Herrera</b>	East Side Union High School District
<b>Katherine Tseng</b>	Los Gatos-Saratoga Union High School District
<b>Chris Norwood</b>	Milpitas Unified School District
<b>Brian Wheatley</b>	San Jose Unified School District
<b>Albert Gonzalez</b>	Santa Clara Unified School District

## SVAE Leadership Team

Drew Foerder Principal

**Jenna Cestone-Greene** Academic Project Coordinator

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# Mission

SVAE provides a supportive learning environment that prepares students to achieve their fullest potential by empowering them with skills to succeed in a local and global society.

# Vision

SVAE students will be self-sufficient, life-long learners who are contributing members of society.

# Accreditation

The Metropolitan Education District programs are accredited by the Western Association of Schools and Colleges. Accreditation affirms quality of instruction and assures that coursework taken at this school for credit will be accepted by the other institutions, including colleges and universities.



## School Calendar

Spring Semester Starts	January 4, 2022
President's Day (No Classes)	February 21, 2022
Winter Break (No Classes)	February 21-25 2022
Cesar Chavez (No Classes)	April 1, 2022
Spring Break (No Classes)	April 18-22, 2022
Graduation Day	May 26, 2022
School Ends	May 27, 2022

## Key to Class Notations

Day	Time	Date	Fee
M	6:00 p.m. - 9:00 p.m.	5/20-6/25	\$65 +

Day ↑      Time ↑      Start/End ↑      Fee+ ↑

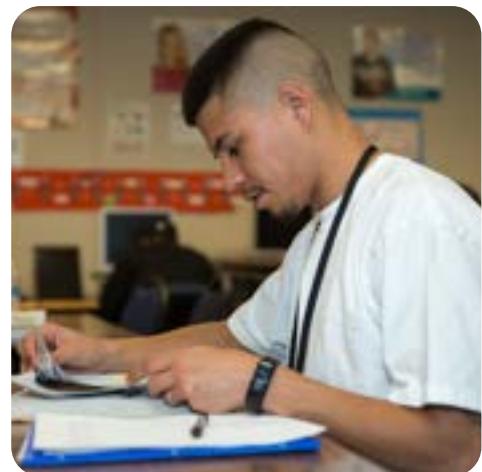
## ONLINE SHORT COURSES AND CERTIFICATIONS

**CLASSES AS LOW AS \$85**  
See page 7

# **CAREER TECHNICAL EDUCATION COURSES**

## **INTEGRATED EDUCATIONAL TRAINING**

Integrated Education and Training (IET) refers to contextualized English as a Second Language (ESL) or Basic skills classes that prepare English Language Learners to succeed in a specific career technical class (CTE). Career Technical education classes are available for all students. IET classes are specialized ESL classes to help prepare language learners for eligibility to enroll in CTE courses. ESL students in Intermediate High and Advanced levels are eligible.



## **Workforce Activities**

Welding and Metals Certificate	Tuesday & Thursday 5:45 p.m. - 9:00 p.m.
Auto Body Shop Repair	Tuesday 5:45 p.m. - 9:00 p.m.
Auto Mechanics	Thursday 5:45 p.m. - 9:00 p.m.
Auto Refinishing Class	Tuesday 5:45 p.m. - 9:00 p.m.
Medical Terminology	Monday 5:45 p.m. - 9:00 p.m.
Medical Assisting	Monday - Friday 8:30 a.m. - 11:45 a.m. Tuesday & Thursday 5:00 p.m. - 9:00 p.m.
Culinary Arts	Day classes (See Transition Specialist)
Fashion Design	Day classes (See Transition Specialist)
Electrician Trainee	Day classes (See Transition Specialist)

## AUTOMOTIVE

### Auto Body Repair

Introduction to auto body repair covers current industry standards on vehicle construction, metal straightening techniques, body fillers, MIG welding, removal and replacement of bolted and welded auto parts. In addition, shop safety practices will be covered.

**Prerequisite:** All students will take the CASAS basic assessment before they are registered in a class.



Day	Time	Date	Fee
T	5:45 p.m. - 9:00 p.m.	1/4-5/24	\$295

## HEALTH SCIENCE & MEDICAL

### Medical Assistant Back Office

Assist physicians in the back office or clinic, medical lab, and EKG training. A 120-160-hours clinical assignment at a different site by arrangement is required.



**Prerequisite:** High School reading level and passing Medical Terminology with a "C" or better. A physical exam and shots (TB, Tdap, Flu, Titer) are required by the fifth week of class. All students will take the CASAS basic assessment before they are registered in a class.

Day	Time	Date	Fee
T,Th	5:45 p.m. - 9:00 p.m.	1/4-5/26	\$650

## Medical Assistant

This medical assistant course is a one-year program consisting of eight modules and a month of externship. Each module meets daily for five to six weeks. At the end of the course, students will demonstrate mastery in front and back medical office procedures. Students may begin the program at the start of any module, as space is available.

**Prerequisite:** TB test results, proof of current immunizations, complete physical exam. All students will take the CASAS basic assessment before they are registered in a class.



Day	Time	Date	Fee
M - F	8:30 a.m. - 11:45 a.m.	1/4-5/27	\$900
T, Th	5:00 p.m. - 9:00 p.m.	1/5-5/26	\$900

## Medical Terminology



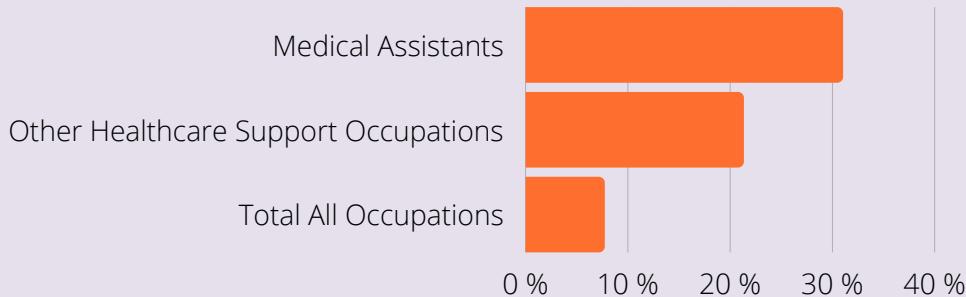
Learn and recognize word roots, prefixes, and suffixes used in medical language. Learn how to combine words to create meaningful medical conditions, comprehend their definition, and know the correct spelling. Emphasis is on medical terminology, anatomy and physiology, communication, medical ethics, and legality. This class meets the prerequisites for the Medical Assistant Back Office class.

**Prerequisite:** All students will take the CASAS basic assessment before they are registered in a class.

Day	Time	Date	Fee
M	5:00 p.m. - 9:00 p.m.	1/4-5/24	\$300

# Medical Assistants

*Percent change In employment, projected 2020-30*



**Note:** All Occupations include all occupations in the U.S.

**Economy Source:** U.S. Bureau of Labor Statistics, Employment Projections program [www.bls.gov](http://www.bls.gov)

## MANUFACTURING

### Welding, All Levels

Instruction includes Oxyacetylene, Flux-cored Arc Welding (FCAW), Shielded Metal Arc (SMAW), Metal Inert Gas (MIG), and Tungsten Inert Gas (TIG). Students furnish personal equipment and some consumable items. This is a certificate course and one that is in high demand in the Bay Area.

**Prerequisite:** All students will take the CASAS basic assessment before they are registered in a class.



Day	Time	Date	Fee
T, Th	5:00 p.m. - 9:00 p.m.	1/4-5/26	\$750

# ONLINE COURSES

We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses are led by expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you!

## Instructor-Led Courses

Whether you're looking for professional development or personal enrichment, these six-week online courses are the perfect way to learn a new skill or enhance your existing ones. You'll spend roughly two to four hours each week completing two engaging lessons in an enjoyable, interactive learning environment. Expert instructors develop and lead every course, and you'll be able to interact with them and with fellow students in lively online discussion areas. New sessions start every month, so you can sign up anytime. Upon completing a course with a passing score, you'll get an award of completion from SVAE.

### Features:

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

## Career Training Programs

Are you looking to start a new career or gain skills to advance in your existing one? You've come to the right place! You can start these career training programs anytime and work at a pace that suites your individual style. You'll have access to all the lessons and assignments from day one, and many of these programs can be completed in less than six months. You'll get all the materials and instructor assistance you need to have a truly comprehensive learning experience. Upon completing your program with a passing score, you'll get a certificate of completion from SVAE.

### Features:

- Prepare for industry certification or start a new career
- Start anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal instructor assistance
- Certificate of completion awarded with passing score

# LEARNING ENGLISH

## ENGLISH AS A SECOND LANGUAGE (ESL)

The Silicon Valley Adult Education Program offers English as a Second Language (ESL) classes from basic literacy to advanced levels. Classes assist students in developing reading, writing, listening, speaking, grammar, and pronunciation skills to succeed in a global society.

### INGLÉS COMO SEGUNDO LENGUAJE

La escuela Silicon Valley Adult Education ofrece Inglés como segundo idioma (ESL), clases de inglés básico a niveles avanzados. Las clases ayudan a los estudiantes en el desarrollo de la lectura, escritura, comprensión auditiva, expresión oral, gramática, pronunciación y habilidades para tener éxito en una sociedad global.

### TIẾNG ANH NHƯ MỘT NGÔN NGỮ THỨ HAI

Silicon Valley Adult Education có tiếng Anh như một ngôn ngữ thứ hai (ESL) các lớp học từ biết chữ cơ bản đến nâng cao. Lớp học giúp học sinh phát triển năng đọc, viết, nghe, nói, ngữ pháp và kỹ năng phát âm để thành công trong một xã hội toàn cầu.

**Prerequisite:** All students will take the CASAS reading and listening assessment for placement before registering in a class.

**Textbook:** Provided in the classroom. Students learn using Burlington and Canvas: Learning Management System and have Civics lessons. *You may enroll and begin anytime after the start date.*



Day	Time	Date	Fee
<b>Mixed Basic Levels 1-2</b>			
M-F	8:45 a.m. -11:30 a.m.	1/4-5/27	FREE

Day	Time	Date	Fee
<b>Mixed Intermediate Levels 3-4</b>			
M-F	8:45 a.m. -11:30 a.m.	1/4-5/27	FREE

Day	Time	Date	Fee
<b>Mixed Advanced Levels 5-6</b>			
M-F	8:45 a.m. -11:30 a.m.	1/4-5/27	FREE

Day	Time	Date	Fee
<b>Mixed Basic Levels 1-2</b>			
M-Th	6:00 p.m. - 8:45 p.m.	1/4-5/26	FREE
Day	Time	Date	Fee
<b>Mixed Intermediate Levels 3-4</b>			
M-Th	6:00 p.m. - 8:45 p.m.	1/4-5/26	FREE
<b>Mixed Advanced Levels 5-6</b>			
M-Th	6:00 p.m. - 8:45 p.m.	1/4-5/26	FREE

## ESL CIVICS AND CITIZENSHIP

NEW  
PROGRAM

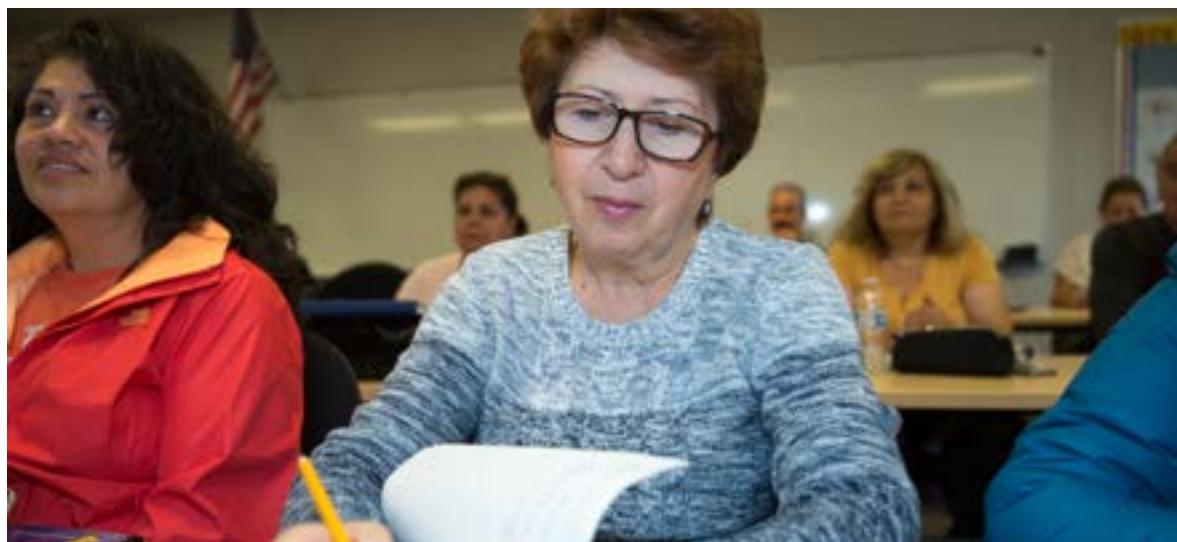
In the Citizenship Prep Class, we will prepare you to pass the Citizenship interview. In addition, we will fill out a practice N-400 application and practice reading, writing, speaking, and listening. This class is FREE to students. Must be 18 years of age or older.

Click the Register Now button to complete your application. All fields are required. Once you complete your application, go to the cart and check out.

IELCE- Integrated English Literacy and Civics Education is embedded in all classes: CTE, ASE, and ESL

COAAP - Civic Objective Additional Assessment Plan surveys students' interests and incorporates those units during classes.

Day	Time	Date	Fee
M - Th	6:00 p.m. - 8:45 p.m.	1/4-5/26	FREE



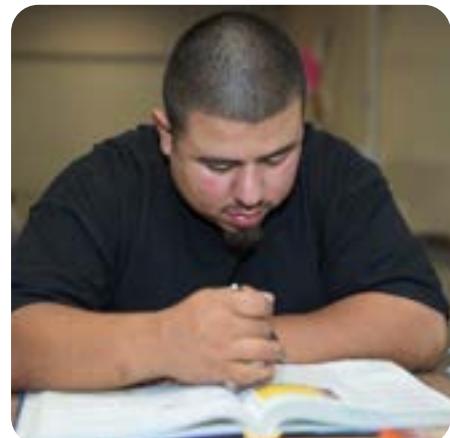
**CLASSES FILL UP QUICKLY!  
REGISTER TODAY:**

**[www.svaep.org](http://www.svaep.org)**

# FINISH HIGH SCHOOL

## ADULT BASIC EDUCATION (ABE)

Adult Basic Education (ABE) classes build skills for the workplace and review basic skills in reading, writing, and math. The purpose of the class is to raise the levels of competency so students can be promoted to the High School Equivalency (HSE) Preparation or the High School Diploma (HSD) programs. In ABE, students may earn elective credits transferable to the High School Diploma program.



**Prerequisite:** All students will take the CASAS reading and math assessment for placement before they are registered in a class.

Day	Time	Date	Fee
M-Th	6:00 p.m. - 8:45 p.m.	1/4-5/26	FREE

## HIGH SCHOOL EQUIVALENCY PREPARATION (GED OR HESIT)



Silicon Valley Adult Education offers High School Equivalency classes in English. Registration is free for HSE classes. All students will take the CASAS reading and math assessment for placement and meet with a counselor before they are registered in a class. Students must be able to speak, read, and write English.

**Prerequisite:** All students will take the CASAS reading and math assessment for placement before they are registered in a class.

Day	Time	Date	Fee
M-TH	6:00 p.m. - 8:45 p.m.	1/4-5/26	FREE

## ADULT HIGH SCHOOL DIPLOMA

Silicon Valley Adult Education provides the opportunity to attain a high school diploma by concentrating on one subject at a time. Classes are offered during the morning and evening to accommodate student schedules. Classes are designed for adult students to complete the courses necessary for their high school diploma. Students work at their own pace on individual course plans.

Silicon Valley Adult Education is fully accredited by the Western Association of Schools and Colleges (WASC). All of the offered classes meet the requirements for high school.

### Graduation Requirements:

English .....	40
World History.....	10
U.S. History .....	10
U.S. Government.....	5
Economics.....	5
Mathematics.....	10
Algebra.....	10
Biological Science .....	10
Physical Science .....	10
Fine Arts or Foreign Language .....	10
Electives .....	30
Computer Literacy (Recommended)	
TOTAL SEMESTER CREDITS.....	150

**Prerequisite:** All students will take the CASAS reading and math assessment for placement before they are registered in a class.

\*You may enroll and begin anytime after the start date.

For more information, please visit our website at [SVAEP.org](http://SVAEP.org) or call 408-723-6450

Day	Time	Date	Fee
M-Th	6:00 p.m. - 9:00 p.m.	1/4-5/26	FREE



# HIGH SCHOOL EQUIVALENCY TESTS



## GED Information

Candidates will be tested in four (4) content areas: Reasoning Through Language Arts, Mathematical Reasoning, Science, and Social Studies.

### Cost:

- \$164 entire GED® test battery (4 subtests)
- \$41 per content area
- \$15-\$41 retest fee  
(Discounts may be offered by GED®)

### How to Register:

Create a test-taker account and schedule your tests online at: [MyGED.com](http://MyGED.com)

### Questions?

Call: 1-877-EXAM-GED  
(1-877-392-6433)

## HiSET Information

Candidates will be tested in five (5) core areas: Language Arts – Reading, Language Arts – Writing, Mathematics, Science, and Social Studies.

### Cost:

- \$153.75 entire HiSET® test battery (5 subtests)
- \$14-\$29 retest fee  
(Discounts may be offered by HiSET®)

### How to Register:

Create a test-taker account and schedule online at: [hiset.ets.org](http://hiset.ets.org)

### Questions?

Call: 1-855-MY-HiSET  
(1-855-694-4738)

## Testing Information

- Computer-based testing available
- English or Spanish testing is available
- Refer to the CDE website for age and testing requirements: <http://www.cde.ca.gov/ta/tg/gd/>
- Bring a current, valid government-issued photo ID to register, and on the day of the test (Testers with out-of-state licenses, passports, military IDs, or other foreign IDs must provide proof of CA residency such as utility bill, bank statement, birth certificate)
- You must change or cancel an appointment at least 24 hours prior to the scheduled exam date

## OTHER RESOURCES

### SILICON VALLEY REGIONAL TESTING CENTER

#### New IT Certifications are available.

The Silicon Valley Regional Testing Center services include GED testing, HiSET testing, and a wide variety of computerized tests needed for teacher credentialing. Test takers have the convenience of selecting the test time and date that best fits their schedule.

#### ALL TEST REGISTRATION AND PAYMENT ARE COMPLETED ONLINE.

Register for GED at [www.GED.com](http://www.GED.com)

Register for HiSET at [www.HiSET.ets.org](http://www.HiSET.ets.org)

We also have the NEDP, National External Diploma Program, ask our Transition Specialist during Orientation.

Many other tests are offered, including:

CBEST - California Basic Educational Skills Test

CSET - California Subject Examinations for Teachers

RICA - Reading Instruction Competence Assessment

CTEL - California Teacher of English Learners

CPACE - California Preliminary Administrative Credential Examination

See [www.metroed.net/SVAE](http://www.metroed.net/SVAE) for all tests offered. Pricing varies per test.





College and Adult School faculty working together for our students.

**Log into and “Like”  
Silicon Valley Adult Education  
[www.facebook.com/MetroED.SVAE](https://www.facebook.com/MetroED.SVAE)**



## **SVAE IS A MEMBER OF THE SOUTH BAY CONSORTIUM FOR ADULT EDUCATION (SBCAE)**

The South Bay Consortium for Adult Education collaborates with four colleges and five adult schools in Santa Clara County, serving over 30,000 adult education students every year. We are working together to build pathways for adult learners to achieve economic self-sufficiency in an area with one of the highest costs of living in the nation. Our consortium is committed to positively impacting the local workforce, building a just economy and healthy community.

**Campbell Adult and Community Education** - [www.cace.cuhisd.org](http://www.cace.cuhisd.org)

**East Side Adult Education** - [adulteducation.esuhsd.org](http://adulteducation.esuhsd.org)

**Milpitas Adult Education** - [adulted.musd.org](http://adulted.musd.org)

**Santa Clara Adult Education** - [www.santaclaraadulted.org](http://www.santaclaraadulted.org)

**Silicon Valley Adult Education** - [www.metroed.net/svae](http://www.metroed.net/svae)

**Evergreen Valley College** - [www.evc.edu](http://www.evc.edu)

**Mission College** - [www.missioncollege.edu](http://www.missioncollege.edu)

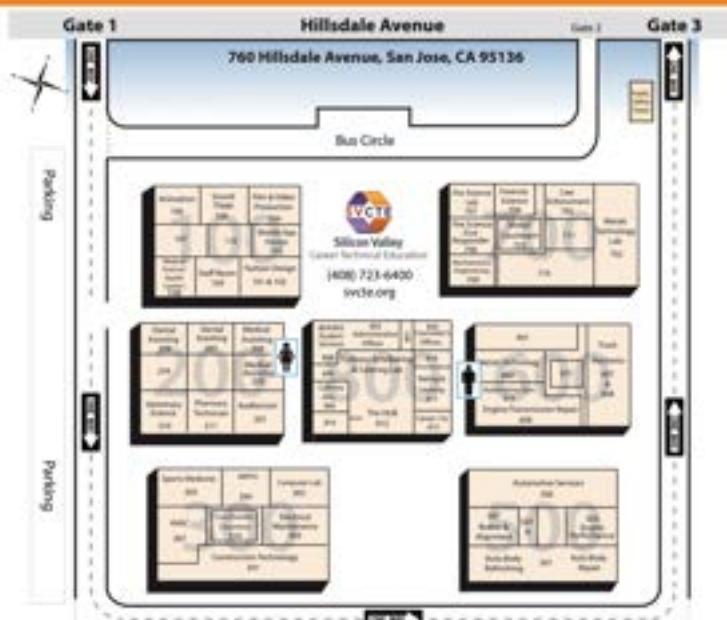
**West Valley College** - [www.westvalley.edu](http://www.westvalley.edu)

**Workforce Institute** - [www.wi-sjccd.org](http://www.wi-sjccd.org)



## CAMPUS MAP

# CAMPUS MAP



[MetroED.net](http://MetroED.net)

**SILICON VALLEY ADULT EDUCATION**  
**CHANGING STUDENTS' LIVES**  
**CREATING BRIGHTER FUTURES**

Visit our website to get started, [SVAEP.org](http://SVAEP.org)



## REGISTRATION INFORMATION

For ESL, ABE, High School Equivalency Test Preparation, and High School Diploma\*

### **RETURNING students Only:**

*Para estudiantes que regresan  
Chỉ dành cho sinh viên cũ*

### **New and returning students:**

*Para estudiantes nuevos y recurrentes  
Dành cho sinh viên mới và quay trở lại:*

### **Registering Process**

1. Go to Silicon Valley Adult Education during registration days.
2. Take the CASAS assessment test. (Mon-Wed)
3. Attend Orientation and learn about our Covid Health screening App (Every Thursday)
4. You will be placed in an available class for the following Monday

*\*For High New School Diploma students only: Obtain official transcripts from your last high school and schedule an appointment with a counselor at the Main Office, Room 1. or speak to the Transition Specialist about our National External Diploma Program option during Orientation.*

**Please Note:** Registration times may change without notice, please call the office at 408-723-6450 for the current registration schedule.

### **For Career Technical Education (CTE) evening courses**

#### **Online Registration for CTE classes**

1. Go to [www.svaep.org](http://www.svaep.org)
2. Select the global Icon "Register Now"
3. You will be directed to our online registration portal

**Non-Discrimination in District Programs and Activities:** The Governing Board is committed to providing equal opportunity for all individuals in district programs and activities. District programs, activities, and practices shall be free from unlawful discrimination, including discrimination against an individual or group based on race, color, ancestry, nationality, national origin, immigration status, ethnic group identification, ethnicity, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information; a perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

## CONTACT INFORMATION

For ESL, ABE, High School Equivalency Test Preparation, and High School Diploma:

### PHONE NUMBERS

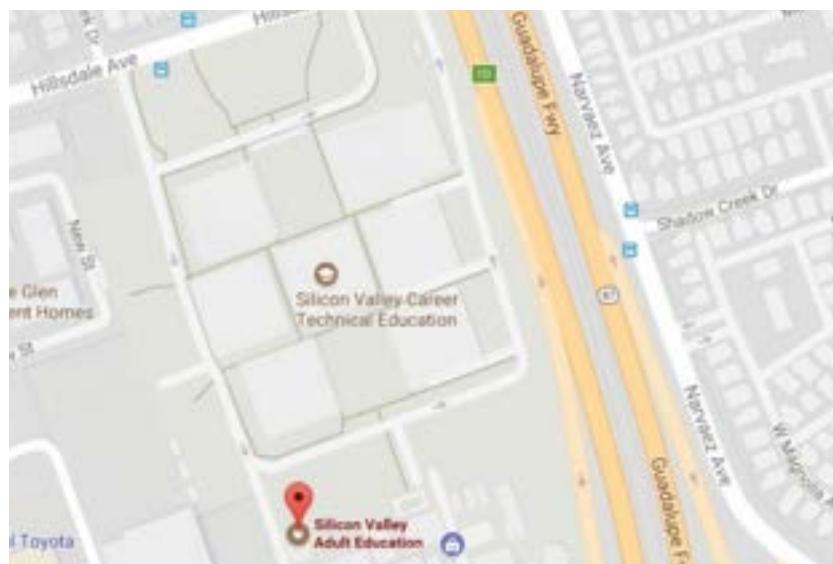
Silicon Valley Adult Education .....	408-723-6450
Adult Basic Education (ABE).....	408-723-6450
Adult High School Diploma.....	408-723-6450
Adult High School Equivalent (GED/HiSET).....	408-723-6450
CalWORKs Office.....	408-723-6568
English as a Second Language (ESL).....	408-723-6450
Metropolitan Education District Office.....	408-723-6400
Registration Information by Phone.....	408-723-6450
Regional Testing Center.....	408-723-4249
Student Absence Line.....	408-723-4208
Volunteer Program.....	408-723-6450

### OFFICE HOURS

#### During School Year:

Monday – Thursday: 8:00 a.m. – 8:30 p.m.

Friday: 8:00 a.m. – 3:00p.m.



A service to the community by the



**SILICON VALLEY ADULT EDUCATION**  
**CHANGING STUDENTS' LIVES**  
**CREATING BRIGHTER FUTURES**

Visit our website: [SVAEP.org](http://SVAEP.org)  
Or scan this QR code

Email us: [svaeregistration@metroed.net](mailto:svaeregistration@metroed.net)



## School Calendar

<b>Spring Semester Starts</b>	<b>January 4, 2022</b>
<b>President's Day (No Classes)</b>	<b>February 21, 2022</b>
<b>Winter Break (No Classes)</b>	<b>February 21-25 2022</b>
<b>Cesar Chavez (No Classes)</b>	<b>April 1, 2022</b>
<b>Spring Break (No Classes)</b>	<b>April 18-22, 2022</b>
<b>Graduation Day</b>	<b>May 26, 2022</b>
<b>School Ends</b>	<b>May 27, 2022</b>

## OUR LOCATION

**760 Hillsdale Ave, San Jose, CA 95136**

## OFFICE HOURS

### During School Year:

Monday – Thursday: 8:00 a.m. – 8:30 p.m.

Friday: 8:00 a.m. – 3:00 p.m.