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the Way
to a New
Beginning
Since 1952



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1982 - 1983 - 1984 - 1985 - 1986 - 1987 - 1988 - 1989 - 1990 - 1991 - 1992 - 1993 - 1994 - 1995 - 1996 -
1997 - 1998 - 1999 - 2000 - 2001 - 2002 - 2003 - 2004 - 2005 - 2006 - 2007 - 2008 - 2009 - 2010 - 2011 -
2012 - 2013 - 2014 - 2015 - 2016 - 2017 - 2018 - 2019 - 2020 - 2021 - 2022 - 2023



2023-2024 Course Catalog Coachella Valley Adult School

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**Proudly serving
adults throughout
the Coachella Valley**



Principal's Message

Welcome to Coachella Valley Adult School. Established in 1952, our school is rich with educational and cultural tradition. We are an educational facility committed to providing outstanding student-centered curriculum enhanced with State-of-the-art technologies and supportive teachers and staff to assist you in achieving your educational goals.

Our students have a variety of opportunities to experience and participate in outstanding academic and civic offerings such as High School Diploma, HiSET in English and Spanish, and Citizenship. Students may also enter our pathway to employment programs by improving their English skills with our multi-levelled English as a Second Language classes, Career in Technical Education programs, and an array of other online courses.

For your convenience, we offer morning and evening classes and free childcare.

I am truly honored to be the Principal of the Coachella Valley Adult School, and I look forward to serving you.

Jereme Weischedel, Principal

Board of Trustees

Adonis Galarza-Toledo, *President*
 Jesús González, *Vice President*
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 Joey Acuña Jr., *Trustee*
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 Dr. Frances Esparza, *Assistant Superintendent*
 Dr. Denise K. Ellis, *Human Resources*

“El Fuego Nuevo”

“Lighting the Way to a New Beginning”

Site Administration

Jereme Weischedel, *Principal*
 Dr. Jesús Pérez, *Counselor*
 Guadalupe Hansen, *Outreach Coordinator/TOSA*
 Ruth Zepeda, *Administrative Specialist*
 María L. González, *Records & Accountability Technician II*
 Miriam Silva, *Records & Accountability Technician I*
 Cesar Cota, *Custodian*
 Sara García, *Records & Accountability Technician I*
 Lizeth Mendoza, *Office Assistant*



Vision/Visión

Coachella Valley Adult School is a recognized school of academic excellence, dedicated to helping all learners acquire the essential knowledge, skills, and technological literacy to compete and succeed in a diverse global society.

La Escuela de Adultos del Valle de Coachella es reconocida como una escuela académica de excelencia, dedicada a ayudar a cada alumno a adquirir el conocimiento esencial, habilidades, y aprendizaje tecnológico para competir y tener éxito en una sociedad global diversa.

Mission/Misión

Coachella Valley Adult School is committed to educating all students who enter our doors, physically or virtually. Our Adult Education Programs shall respond to the needs of our multicultural community by providing meaningful training and educational programs. All students shall have access to state-of-the-art technology and a diverse, high-quality curriculum. As an innovative educational institution, we will instill the love of learning in our students and help them transition to college or vocational training to thrive as independent and self-sufficient adults who will succeed and responsibly contribute to a global society.

La Escuela de Adultos del Valle de Coachella está comprometida a educar a todo estudiante que ingrese por nuestras puertas, física o virtualmente. Nuestros Programas Educativos para Adultos responderán a las necesidades multiculturales de nuestra comunidad proporcionando programas educativos de capacitación significativos. Todos los estudiantes tendrán acceso a la última tecnología y currículo diverso, de alta-calidad. Como una institución educativa innovadora, inculcaremos el amor por el aprendizaje en nuestros estudiantes y los ayudaremos a hacer la transición al colegio comunitario o capacitación vocacional para que prosperen como adultos independientes y autosuficientes los cuales triunfarán y contribuirán responsablemente a una sociedad global.

Student Learning Outcomes (SLOs)

Coachella Valley Adult School will prepare students to become:

1. Effective Communicators who:

- Utilize reading, writing, speaking, and listening skills that are practical for daily living.
- Confidently communicate ideas and concerns to others.
- Use various technologies to facilitate communication and learning.

2. Productive individuals who:

- Use technology for occupational and personal development.
- Collaborate with others to seek information and solve problems.
- Expand career opportunities through education and training and hands-on learning.

3. Participatory Community Members who:

- Engage in civic activities.
- Respect the rights, values, and diversity of others.
- Utilize technology to stay informed about local and national issues and participate in civic activities.

4. Life-Long Learners who:

- Think critically, analyze, research, and solve problems.
- Identify, develop, and pursue appropriate personal and professional goals
- Recognize the importance of continuing education and utilize appropriate educational opportunities to fulfill those goals.

Resultados de Aprendizaje Estudiantil

La Escuela de Adultos preparará a los estudiantes para que se transformen en:

1. Comunicadores Efectivos quienes:

- Utilicen las habilidades de lectura, escritura, expresión oral, y comprensión auditiva que son prácticas en la vida cotidiana.
- Comuniquen con confianza ideas e inquietudes a los demás.
- Utilicen diversas tecnologías para facilitar la comunicación y aprendizaje.

2. Personas Productivas quienes:

- Usen la tecnología para asuntos personales o laborales.
- Colaboren para encontrar información y solución a problemas.
- Amplíen las oportunidades profesionales a través de la educación y capacitación y el aprendizaje práctico.

3. Miembros Partícipes en la Comunidad quienes:

- Se involucren en actividades cívicas.
- Respeten los derechos, valores, y diversidad de los demás
- Utilicen la tecnología para mantenerse informados sobre temas locales y nacionales y participen en actividades cívicas.

4. Aprendientes De-Por-Vida quienes:

- Piensen críticamente, analicen, investiguen, y solucionen problemas.
- Identifiquen, desarrollen y persigan metas personales y profesionales adecuadas.
- Reconozcan la importancia de la educación continua y utilicen oportunidades educativas apropiadas para llevar a cabo esos objetivos.





Coachella Valley Adult School Principál Jereme Weischedel 2023-2024

School Policies/Reglamentos de la Escuela

No Registration Fee

Class Size

Classes have a 15 students minimum and may be cancelled if attendance drops below 15.

Diploma Classes

Adult Diplomas are issued each January and June after completing 160 credits. A cap and gown ceremony is held each June at Fantasy Springs Casino.

Enrollment

Adult students must be 18 years to enroll. Other exceptions apply.

Fee Based Classes

There is a \$20 fee for our Computer Training and Real Estate class. Fees for the Notary Public and Loan Signing Specialist courses vary, please call to obtain current fees.

Uniform Complaint Procedure

In accordance with state guidelines, CVUSD has adopted "Uniform Complaint Procedures" which shall be followed when addressing complaints alleging unlawful discrimination, harassment, intimidation, or failure to comply with state or federal laws related to adult basic education programs, consolidated categorical programs, vocational programs, childcare and development programs. A copy of "Uniform Complaint Procedures" may be obtained from the adult school office.

Childcare

Childcare is provided based on funding for the school year.

Accepted forms of Payment

Cash only

Sin Cargo de Inscripción

Tamaño de la clase

Las clases tienen un cupo mínimo de 15 estudiantes y pueden cancelarse si la asistencia baja de 15.

Clases de Diploma

Los Diplomas de adultos se expiden cada diciembre y junio después de completar 160 créditos. Una ceremonia de gorra y toga se lleva a cabo cada mes de junio en el Casino Fantasy Springs.

Inscripción

Los Estudiantes adultos deben tener 18 años para inscribirse. Se aplican otras excepciones.

Clases Basadas en Tarifas

Hay una tarifa de \$20 para nuestra Capacitación de Computación y clase de Bienes Raíces. Las tarifas para los cursos de Notario Público y Especialista en Firma de Prestamos varían, llame para obtener las tarifas actuales.

Procedimiento Uniforme de Queja

De acuerdo con las pautas estatales, CVUSD ha adoptado "Procedimientos Uniformes de Quejas" que se seguirán al abordar quejas que aleguen discriminación ilegal, acoso, intimidación o incumplimiento de las leyes estatales o federales relacionadas con programas de educación básica para adultos, programas categóricos consolidados, programas vocacionales, programas de cuidado y desarrollo infantil. Una copia de los "Procedimientos Uniformes de Quejas" se puede obtener en la oficina de la escuela de adultos.

Cuidado de Niños

El cuidado de niños se proporciona basado en la financiación del año escolar.

Formas de Pago Aceptadas

Solo en efectivo



Courses Offered by CVAS

High School Diploma Classes

Requirements for a diploma are set by the California Department of Education and include a minimum of 160 credits. Student must be 18 or older to attend adult classes.

Graduation Requirements:

	<u>Semester Credits</u>
1. English/Language Arts	30
2. U.S. History	10
3. U.S. Government.....	5
4. Economics	5
5. Science (10 credits of Physical Science & 10 for Life Science)	20
6. Mathematics* (*10 credits must include Algebra)	20
7. Visual Arts or Performing Arts, Foreign Language or Career Technical Education	10
8. World History	10
9. Electives	50

Transfer Credits

Credits from previous schools and for work or military experience is accepted. When registering please bring transcript or work verification.

Independent Study

Courses from the list above are taken independently online.

Class Schedules

Main Campus

Morning Session - In Person

Teacher	Room #	M	T	W	TH	F
Daily Schedule: 10:00 a.m. - 1:30 p.m.						
Cuacumoxtle, Mirna	4		✓	✓	✓	

Afternoon-Evening Sessions - By Appointment

Daily Schedule: 2:00 p.m. - 5:00 p.m.						
Bonilla, Norma	3	✓				
Daily Schedule: 3:00 p.m. - 6:00 p.m.						
Cardenas Alfonso	5	✓	✓	✓	✓	✓
Fu, Shan	5	✓	✓	✓	✓	✓
Preciado, Isaac	5	✓	✓	✓	✓	✓
Daily Schedule: 4:00 p.m. - 8:30 p.m.						
Arriaga, Manuel	4	✓	✓	✓	✓	

Afternoon-Evening Sessions - Online

Daily Schedule: 4:30 p.m. - 6:30 p.m.						
Miranda, Aranza	5	✓	✓	✓	✓	
Daily Schedule: 5:30 p.m. - 8:30 p.m.						
Mares, Maria	5		✓		✓	



Off Campus

Evening Satellites Sessions - Online

Daily Schedule: 6:00 p.m. - 8:30 p.m.						
Teacher	Site	M	T	W	TH	F
Cardenas Alfonso	Desert Sands	✓	✓	✓	✓	
Fu, Shan	Desert Sands	✓	✓	✓	✓	
Preciado, Isaac	Palm Springs	✓	✓	✓	✓	
Daily Schedule: 6:30 p.m. - 8:30 p.m.						
Miranda, Aranza	Palm Springs	✓	✓	✓	✓	



GED/HiSET Classes

Main Campus / Plantel Principal

Morning Session / Sesión Matutina

HiSET - Spanish/Español - Hybrid

Teacher/Maestro	Room	M	T	W	TH	F
Daily Schedule/Horario: 8:00 a.m. - 11:30 a.m.						
López, Humberto	9	✓	✓	✓	✓	✓

HiSET - English/Inglés -Hybrid

Teacher/Maestro	Room	M	T	W	TH	F
Daily Schedule/Horario: 8:30 a.m. - 11:30 a.m.						
Rodríguez, Juan	6	✓	✓	✓	✓	✓

Evening Sessions / Sesión Nocturna

HiSET - English/Inglés

Daily Schedule/Horario: 6:00 p.m. - 8:30 p.m.

Teacher/Maestro	Room #	M	T	W	TH
Vacante/Vacant	6	✓	✓	✓	✓

HiSET - Spanish/Español

Teacher/Maestro	Room #	M	T	W	TH
Daily Schedule/Horario: 6:00 p.m. - 8:30 p.m.					
Núñez, Rosa	9	✓	✓	✓	✓

Off-Campus Satellites - Online Satélites Fuera del Plantel - En Línea

HiSET - English/Inglés

Daily Schedule/Horario: 5:30 a.m. - 8:30 a.m.

Teacher / Maestro	Site	M	T	W	TH
DeToya, Edwin	John Glenn	✓	✓	✓	✓

HiSET - Spanish/Español

Daily Schedule: 5:30 p.m. - 8:30 p.m.

Teacher/Maestro	Site	M	T	W	TH
Martinez, Luis	Palm Springs	✓	✓	✓	✓
Mendoza, Juanita		✓	✓	✓	✓



HiSET® - High School Equivalency Test / Prueba de Equivalencia de la Preparatoria - HiSET®

Preparation classes are given for the HiSET® Test in English and Spanish. The California Department of Education issues the High School Equivalency Certificate for passing all four sections of the test. The Coachella Valley Adult School is an official HiSET® Test Center and gives the test at student request except during vacation periods. For testing schedules visit <https://hiiset.org>.

Preparación de clases para la prueba de HiSET® se dan en inglés y español. El Departamento del estado de California expide el Certificado de Equivalencia al pasar las cuatro secciones de la prueba. La Escuela de Adultos del Valle de Coachella es un Centro Oficial de Pruebas de HiSET® y da la prueba a petición de los estudiantes excepto durante los periodos vacacionales. Para fechas y horarios de prueba visite <https://hiiset.org>.

Basic HiSET Information®

(In-person paper testing is not currently available)

REGISTERING FOR TEST / REGISTRO PARA LA PRUEBA

Create a My HiSET account: However, you plan to schedule your appointment, we encourage you to create an account through the HiSET Information and Registration Portal at <https://www.hiiset.org>. Creating a My HiSET account gives you quick, easy access to all your HiSET test information.

NOTE: When you create your My HiSET account you must register with your first and last name exactly as it is written on the identification that you bring with you on test day.

- Review all the information on fees and refund.
- Select a testing modality and test schedule.
- Request disability accommodations if necessary. The approval process can take 6 weeks or more. Be sure to allow 6 enough time when you register.
- Schedule your test.

Be sure to read the policies in the bulleting on rescheduling, cancelling, or retaking the test as well. NOTE: You must contact PSI to schedule your appointment if you have a disability or health-related need and require testing accommodations, unless otherwise noted.

Telephone Registration PSI registrars are available at 1-800-367-1565 (ext. 7193) to receive payment and to schedule your appointment for the test. Please call Monday-Friday from 6:30am-9:00pm, or Sat./Sun from 8:00am-4:30pm, Central time. To register by phone, you will need a valid credit card. You may cancel and reschedule a test appointment without forfeiting your fee if your cancellation notice is received 24 hours before the scheduled test date.

Note: A voice mail Message is NOT an acceptable form of cancellation.

(For more detailed information visit the HiSET® website)

Información Básica de HiSET®

(Actualmente pruebas en papel no están disponibles)

Crear una cuenta My HiSET: Independientemente de cómo planea programar su cita, le recomendamos que cree una cuenta a través del Portal de información y registro <https://hiiset.org>. La creación de una cuenta My HiSET le ofrece un acceso rápido y fácil a toda la información de su prueba HiSET.

NOTA: Cuando cree su cuenta My HiSET, debe registrarse con su nombre y apellido exactamente como está escrito en la identificación que trae consigo el día del examen.

- Revise toda la información sobre tarifas y reembolso.
- Seleccione la modalidad y el calendario de pruebas.
- Solicite adaptaciones por discapacidad si es necesario. El proceso de aprobación puede llevarse hasta 6 semanas o más. Asegúrese que deje suficiente tiempo al registrarse.
- Programe su prueba.

Asegúrese de también leer las reglas del boletín sobre la reprogramación, cancelación o repetición de la prueba. NOTA: Debe comunicarse con PSI para programar su cita si tiene una discapacidad o necesidad relacionada con la salud y requiere adaptaciones para las pruebas, a menos que se indique lo contrario.

Los registradores del Registro telefónico PSI están disponibles en el 1-800-367-1565 (ext. 7193) para recibir el pago y programar su cita para la prueba. Por favor llame de lunes-viernes de 6:30am-9:00pm, o sábado/domingo de 8:00am-4:30pm, hora Central. Para inscribirse por teléfono, you will need a valid credit card. Usted puede cancelar y reprogramar una cita de prueba sin perder su tarifa si su aviso de cancelación se recibe 24 horas and de la fecha programada para tomar la prueba.

NOTA: Un mensaje de voz NO es una forma aceptable de cancelación

(Para información más detallada visite la página de HiSET®)

Inglés Como Segundo Idioma

Contamos con cuatro niveles de inglés para estudiantes principiantes, intermedios, y avanzados con horarios matutinos y nocturnos. Los estudiantes de ciudadanía llenan su propia aplicación y practican para pasar la prueba y entrevista de INS. Estas clases son gratuitas.

Plantel Principal Turno Matutino

Horario Diario: 8:30 a.m. - 11:30 a.m.

<u>Niveles de inglés</u>	L	M	M	J	V
Principiante Bajo	✓	✓	✓	✓	✓
Intermedio Bajo	✓	✓	✓	✓	✓
Intermedio Alto	✓	✓	✓	✓	✓
Avanzado	✓	✓	✓	✓	✓

Turno Nocturno

Horario Diario: 6:00 p.m. - 8:30 p.m.

<u>Niveles de Inglés</u>	L	M	M	J
Principiante Bajo	✓	✓	✓	✓
Intermedio Bajo	✓	✓	✓	✓
Intermedio Alto	✓	✓	✓	✓
Avanzado	✓	✓	✓	✓

** Funded through the Adult Ed Block Grant and the Work Force Investment and Opportunity Act.*

*Financiado por el Subsidio Otorgado a la Educación de los Adultos y la Ley de Inversión y Oportunidad a la Fuerza Laboral.

Clases Fuera del Plantel- En Línea

Horario Diario: 8:30 a.m. - 10:30 a.m.

Sitios	Nivel	L	M	M	J	F
Painted Hills/DHS	1	✓		✓		
PS Parent Center	1		✓			✓

Horario Diario: 8:30 a.m. - 11:30 a.m.

Eisenhower	Multi	✓	✓	✓	✓	
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Horario Diario: 11:00 a.m. - 12:30 p.m.

Painted Hill/DHS	2	✓		✓		
PS Parent Center	2		✓			✓

Horario Diario: 6:00 p.m. - 8:30 pm

H. Hoover	Multi	✓	✓	✓	✓	
T. Roosevelt	3		✓			✓

Clases en Línea

Horario Diario: 6:00 p.m. - 8:00 p.m.

En línea	1	✓		✓		
En línea	2		✓			✓

Horario Diario: 6:00 p.m.-8:30 p.m. y 6:00 p.m.-9:00 p.m.

En línea CV	2	✓	✓	✓	✓	✓
En línea PS	3	✓	✓	✓	✓	✓
En línea DS	3	✓	✓	✓	✓	✓



English as a Second Language

There are four ESL levels for pre-beginning, intermediate, and advanced students with morning and evening schedules. Citizenship students learn how to fill out their own application and practice for the INS test and interview.

Main Campus

Morning Session

Daily Schedule: 8:30 a.m. - 11:30 a.m.

<u>English Levels</u>	M	T	W	TH	F
Beginner Low	✓	✓	✓	✓	✓
Low intermediate	✓	✓	✓	✓	✓
Intermediate High	✓	✓	✓	✓	✓
Advanced	✓	✓	✓	✓	✓

Evening Sessions

Daily Schedule: 6:00 p.m. - 8:30 p.m.

Beginner Low	✓	✓	✓	✓
Low intermediate	✓	✓	✓	✓
Intermediate High	✓	✓	✓	✓
Advanced	✓	✓	✓	✓

Off Campus Satellites

Daily Schedule: 8:30 a.m. - 10:30 a.m.

Sites	Level	M	T	W	TH	F
Painted Hills/DHS	1	✓		✓		
PS Parent Center	1		✓			✓

Daily Schedule: 8:30 p.m. - 11:30 p.m.

Eisenhower	Multi	✓	✓	✓	✓	
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Daily Schedule: 11:00 p.m. - 12:30 p.m.

Painted Hills/DHS	2	✓		✓		
PS Parent Center	2		✓			✓

Daily Schedule: 6:00 p.m. -8:30 p.m.

H. Hoover	Multi	✓	✓	✓	✓	
T. Roosevelt	Level 3		✓			✓

Online Classes

Daily Schedule: 6:00 p.m. - 8:00 p.m.

Online	1	✓		✓		
Online	2		✓			✓

Daily Schedule: 6:00 p.m. - 8:30 & 6:00- 9:00 p.m.

Online CV	2	✓	✓	✓	✓	✓
Online DS	3	✓	✓	✓	✓	✓
Online PS	3	✓	✓	✓	✓	✓



Clases de Ciudadanía / Citizenship Classes

Venga y aprenda el proceso de hacerse ciudadano americano de los Estados Unidos mientras que se prepara para pasar exitosamente su entrevista y examen cívico.

Sesión Nocturna - Plantel Principal

Clase	Horario PM	Martes	Jueves
Ciudadanía	6:00 - 8:30	✓	✓

Sesión Matutina - Fuera de Plantel

Clase/Eisenhower	Horario AM	Viernes
Ciudadanía	8:30 - 11:30	✓

Sesión Nocturna - Fuera de Plantel

Clase/Roosevelt	Horario PM	Lunes	Miércoles
Ciudadanía	6:00 - 8:30	✓	✓

Come and learn the process of becoming a United States citizen while preparing yourself to successfully pass the citizenship interview and civics exam.

Evening Session - Main Campus

Class	Schedule PM	Tuesday	Thursday
Citizenship	6:00 - 8:30 p.m.	✓	✓

Evening Sessions - Off Campus

Class	Schedule AM	Friday
Eisenhower Citizenship	8:00 - 11:30	✓

Evening Sessions - Off Campus

Class/Roosevelt	Schedule PM	Monday	Wednesday
Citizenship	6:00 - 8:30	✓	✓



Excepciones del Idioma Inglés

Usted está exento de tomar su prueba de inglés, aunque aún debe cumplir con el requisito de la prueba cívica siempre y cuando usted:

- Tenga 50 o más años en el momento de aplicar por su naturalización y ha vivido como residente permanente (con tarjeta de residencia) en los Estados Unidos por 20 años.
- Tenga 55 o más años al momento de aplicar por su naturalización y ha vivido como residente permanente en los estados unidos por 15 años.

English Language Exemptions

You are exempt from the English language requirement, but are still required to take the Civics Test if you are:

- Age 50 or older at the time of filing for naturalization and have lived as a permanent resident (green card holder) in the United States for 20 years.
- Age 55 or older at the time of filing for naturalization and have lived as a permanent resident in the United States for 15 years.





CVAS Career & Technical Education

Coachella Valley Adult School offers a variety career and technical courses that provide skills necessary to help the student in their personal or professional growth.



Sessions

Notary Public Classes

- *Limited Space*

Registration Starts: Monday, September 25, 2023

Class Date: Tuesday, October 10, 2023

Time: 8:00 AM - 4:00 PM

State Exam: 4:00 PM - 5:00 PM

Fees:

State Exam: \$40.00 - Check or Money Order payable to Secretary of State - Paid day of class

Tuition: \$80.00 per Class - Cash Only

Materials: \$49.00 - Cash Only - Paid day of class.

You will need 2 passport PICTURES & ID

MUST BE PERMANENT RESIDENT OR US CITIZEN

****NO REFUNDS after 2nd day of payment****

****Need Original Receipt****

Loan Signing Specialist

Registration Starts: Monday, September 25, 2023

Class Date: Thursday, October 26, 2023

Time: 5:00 PM - 9:00 PM

Fees:

Tuition: - \$60.00 - Cash Only

Materials: \$49.00 - Cash Only - Due day of class.

This course will provide information on the duties and responsibilities of both the Notary Public and the Loan Signing Specialist, which will enable you to acquire the essential knowledge and skills to be successful in the career field

****Please be in class by 4:45pm**

****NO REFUNDS after 2nd day of payment****

**** Need original receipt for refund****

Business & Finance Class

1st Semester – Microsoft Excel Class

Date: 8/28/2023-12/20/2023

Daily Schedule: 6:00 p. - 8:30 p.m.

Teacher	Room	M	T	W	TH
Sanchez, Dana	10	✓		✓	

Learn Payroll & QuickBooks Online using Payroll.

Date: 10/24/2023-12/21/2023

Sanchez, Dana	Online		✓		✓
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Entrepreneurship Classes

Learn skills necessary to work on the hospitality industry or for personal or professional purpose.

- Guest Gold Service/Servicio Dorado al Cliente

Date: TBD **Time:** TBD

- Culinary Knife Service/Servicio Culinario de Cuchillo

Date: TBD **Time:** TBD

- Banquet Server Training/Preparación para Servidor en Banquetes

- Administration Office Basic Training/Entrenamiento Básico de administración de Oficina

Date: 11/28/2022 **Time:** 12/21/2023

(Available only to students enrolled in ESL classes)

Real Estate Classes

Instructor: Marsha Billa

Prerequisite: ESL Level IV

Email: marsha.billa@cvusd.us

The California Department of Real Estate (DRE) requires completion of three college-level courses before taking the California exam. Two of the classes required by the state of CA are Real Estate Practice and Real Estate Principles, plus an approved elective Real Estate Escrow. For complete information regarding real estate licensing, visit the State of California Website at www.dre.ca.gov.

Real Estate Nighttime Classes

Mondays and Wednesdays from 6:00 p.m. - 8:30 p.m.



Please call (760) 398-6302 for detailed information and the next available date.

Real Estate Principles - Required

Required by the California Department of Real Estate (DRE) for licensing as a salesperson and broker. Overview of the Principles of Real Estate including better management of property, buying and selling a home and licensing requirements. Topics include legal descriptions and estates, encumbrances, liens and homesteads, agencies, contracts, mathematics, financing, lender's appraisal, escrow, title insurance, leases for landlords and tenants, urban economics and planning, taxation, licensing requirements, and careers in real estate.

9 weeks/54 hours **Fee:** \$20.00 per class
\$50.00 – 65.00 per textbook
Mondays & Wednesdays 6:00 PM – 8:30 PM
August 28, 2023 - October 30, 2023
& April 10, 2024 – June 10, 2024



Note: Attendance is important to receive certification.
For additional information please call (760) 398-6302.

Real Estate Escrows - Elective

Required by the California Department of Real Estate (DRE) for licensing as a Salesperson. An approved elective for licensing as a salesperson, this course provides an overview of California Basic Escrow Processes including how to take an escrow, execute the duties and responsibilities if the escrow, and close the escrow. The course also provides introductory understanding of the Preliminary Title Report, processing of the Exchange, the Note and Trust Deed, and the Laws, Regulations, and Sale of a Business.

9 weeks/54 hours **Fee:** \$20.00 per class
\$50.00 – 65.00 per textbook
Mondays & Wednesdays 6:00 PM – 8:30 PM
November 01, 2023 - January 24, 2024

Real Estate Practice - Required

Required by the California Department of Real Estate (DRE) for licensing as a salesperson and broker. This course covers the aspects of day-to-day real estate sales and brokerage practices and the handling of a real estate transaction from listing to closing escrow. Topics include how to qualify and secure prospective sellers and buyers, the role of marketing and finance in the sales process, closing the sale and expediting escrow. Owning and operating a real estate business, managing salespeople and office personnel, budgeting and building community relations.

9 weeks/54 hours **Fee:** \$20.00 per class
\$50.00 – 65.00 per textbook
Mondays & Wednesdays 6:00 PM – 8:30 PM
January 29, 2024 – April 04, 2024



Ed2go Online Courses –

www.ed2go.com/coachella



Our instructor – facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. Most courses run for six weeks (with a ten – day grace period at the end of course). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night. Self-paced courses are also available.



Start Dates

New course sessions begin each month. Please visit our Online Instruction Center to see exact start dates for the courses of interest and to obtain more information.

Requirements

All courses require internet access, E-mail, Google Chrome, or Mozilla Firefox web browsers. Some courses may have additional requirements. Please visit our Online Instruction Center for more information. Office 365 subscription required.

Microsoft Office Applications

(Courses may be available in Intermediate and Advanced versions, 2016 & 2019.)

Microsoft Office 2019/365 Value Suite

This course bundle will teach you how to use word 2019, Excel 2019, and PowerPoint 2019, Office's top business productivity programs. You will learn the basic features of each program and gain skills applicable to most professional settings.

Intro to Microsoft Word 2019/Office 365 (Self-Paced Tutorial)

Learn how the foundational skills needed to utilize Microsoft Word 2019 in Office 365. This course will teach you how to create professional looking letters, reports, and documents.

Intermediate Microsoft Word 2019/Office 365

Use Microsoft Word 2019/Office 365 more efficiently by mastering its more advanced features. This hands-on course will teach you how to create and index, build a list of figures, design a table of contents, perform a mail merge, and use timesaving's shortcuts to develop professional documents.

Intermediate Microsoft Excel 2019/Office 365

If you use Microsoft Excel, this intermediate course will bring your Excel skills to the next level. You will learn how to use a number of powerful features in the 2019 version of Microsoft's longstanding excel software.

Advance Microsoft Excel 2019

In this hands-on course, you will learn MS Excel 2019/Office 365's advanced functions and often-overlooked features, including data analysis tools, data tables and databases, custom controls, and PivotTables.

How to Get Started

1. Visit our Online Instruction Center:

www.ed2go.com/coachella

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the Instructions to register and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the classroom.

3. When your course starts, return to our Online Instruction Center and click the classroom link. To begin your studies, simply log in with your e-mail and choose a password that will grant you Access.

Introduction to Microsoft PowerPoint 2019/Office 365

As technology transforms business practices, Microsoft PowerPoint remains one of the most commonly used tools for presentations. This course is perfect for beginners wanting to learn how to effectively use MS PowerPoint 2019 to create professional presentations.

Introduction to Microsoft Access 2019

This hands-on course will teach beginners how to use Microsoft Access 2019 to build a database and customize the way data is stored.

Introduction to Microsoft Outlook 2019

Are you overloaded with emails, meeting, and to-do lists? Make use of Microsoft outlook 2019 functions, and you will rapidly increase your efficiency and productivity.

Intermediate Microsoft Access 2019

If you use Microsoft Access, this course will help you manage databases more efficiently by advancing your skill set through hands-on lessons.



Instructor-Facilitated Online Learning

Each of the 300 plus courses includes an expert instructor. All can be taken from the convenience of your home or office. Please go to www.ed2go.com/coachella to obtain additional information pertaining to each course.

General Business Skills

- Accounting Fundamentals
- Accounting Fundamentals II
- Accounting Fundamentals Series
- Administrative Assistant Fundamentals
- Fundamentals of Supervision and Mngt.
- Interpersonal Communications
- Introduction to Business Analysis
- Mastery of Business Fundamentals
- Purchasing Fundamentals

Business Communication

- Effective Business Writing
- Fundamentals of Technical Writing
- Keys to Effective Communication

Management & Leadership

- Distribution and Logistics Management
- Employment Law Fundamentals
- Leadership
- Managing Customer Service
- Mastering Public Speaking
- Understanding the Human Resources Function

Sales & Marketing

- Business and Marketing Writing
- Professional Sales Skills
- Using Social Media in Business
- Marketing Your Business on the Internet
- Digital Marketing Suite

Project Management

- High Speed Project Management
- Introduction to Microsoft Project 2019/Office 365
- Project Management Fundamentals
- Six Sigma: Total Quality Applications
- Six Sigma: Total Quality Fundamentals

Grant Writing

- A to Z Grant Writing
- Advanced Grant Proposal Writing
- Becoming a Grant Writing Consultant
- Get Grants!
- Writing Effective Grant Proposals

NonProfits

- Introduction to Nonprofit Management
- Marketing Your Nonprofit
- Nonprofit Fundraising Essentials
- Starting a Nonprofit

Start Your Own Business

- Business Budgeting for Beginners
- Business Entity Formation
- Creating a Successful Business Plan
- Growing Plants for Fun and Profit
- Learn to Buy and Sell on eBay
- Secrets of the Caterer
- Start a Pet Sitting Business
- Start and Operate Your Own Home-Based Business
- Start Your Own Consulting Practice
- Start Your Own Gift Basket Business
- Start Your Own Online Business

Job Search

- 12 Steps to a Successful Job Search
- Individual Excellence
- New Career Suite
- Resume Writing Workshop

Personal Enrichment

- Achieving Success with Difficult People
- Drawing for the Absolute Beginner
- Get Assertive!
- Get Funny!
- Individual Excellence

- Soft Skills Suite
- Merrill Ream Speed Reading
- Music Made Easy

Test Prep

- GMAT Preparation
- GRE Preparation - Part 1 (Verbal and Analytical)
- GRE Preparation - 2 (Quantitative)
- LSAT Preparation - Part 1
- LSAT Preparation - Part 2
- SAT/ACT Preparation - Part 1
- SAT/ACT Preparation - Part 2

Digital Photography

- Discover Digital Photography
- Introduction to Photoshop CC
- Photographing People with Your Digital Camera
- Photoshop Elements for the Digital Photographer
- Photoshop CC for the Digital Photographer
- Secrets of Better Photography

Healthcare & Medical

- Become a Physical Therapy Aide
- Become an Optical Assistant
- Become a Veterinary Assistant
- Certificate in End-of-Life Care
- Certificate in Gerontology
- Certificate in Stress Management
- Handling Medical Emergencies
- Human Anatomy and Physiology
- Introduction to Natural Health and Healing
- Medical Coding
- Medical Math
- Medical Terminology: A Word Association Approach
- Medical Transcription



Creative Writing

- Advanced Fiction Writing
- Beginner's Guide to Getting Published
- How to Make Money from Your Writing
- Research Methods for Writers (Self-Paced)
- The Craft of Magazine Writing
- The Keys to Effective Editing
- Travel Writing
- Writing Essentials
- Write Fiction Like a Pro
- Write Your Life Story
- Writerific: Creativity Training for Writers

Children, Parents & Family

- Enhancing Language Development in Childhood
- Helping Elderly Parents
- Genealogy Basics
- Luscious, Low-Fat, Lightning-Quick Meals
- Understanding Adolescents

Languages

- Beginning Conversational French
- Conversational Japanese
- Discover Sign Language
- Grammar Refresher Series
- Instant Italian
- Spanish in the Classroom
- Speed Spanish
- Speed Spanish Series

Law & Legal

- Civil Litigation
- Civil Procedure
- Constitutional Law
- Employment Law Fundamentals
- Introduction to Criminal Law (Self-Paced)
- Legal Nurse Consultant
- Paralegal Preparation 1
- Real Estate Law
- Workers' Compensation
- Workplace Law Essentials Value Suite



Art, Math, & More

- Everyday Math
- Introduction to Algebra
- Introduction to Guitar
- Introduction to Interior Design
- Start Your Own Arts and Crafts Business

Personal Finance

- Introduction to Stock Options
- Keys to Successful Money Management
- Personal Finance
- Real Estate Investing
- Stocks, Bonds and Investing: Oh, My!
- The Analysis and Valuation of Stocks
- Where Does All My Money Go?

Teaching & Teaching Tools

- Creating a Classroom Website
- Creating the Inclusive Classroom: Strategies for Success
- Differentiated Instruction in the Classroom
- Educators Fundamental Series
- Guided Reading: Strategies for the Differentiated Classroom
- Integrating Technology in the Classroom
- Ready, Set, Read!
- Response to Intervention: Reading Strategies That Work
- Singapore Math Strategies: Model Drawing for Grades 6-9
- Solving Classroom Discipline Problems
- Survival Kit for New Teachers
- Teaching Adult Learners
- Teaching high School Students
- Teaching Math: Grades 4-6

- Teaching Science: Grades 4-6
- Teaching Students with Autism: Strategies for Success
- Teaching Smarter with SMART Boards
- Teaching Writing: Grades 4-6
- Using the Internet in the Classroom

Computer Fundamentals

- Basic Computer Skills Suite
- Computer Skills for the Workplace
- Introduction to PC Security
- Introduction to PC Troubleshooting
- Introduction to Programming
- Introduction to Networking
- Introduction to Windows 10
- Keyboarding
- Understanding the Cloud

Computer Applications

- Accounting with Excel 2019 Suite
- Administrative Assistant Applications
- Advanced Microsoft Excel 2016
- Blogging and Podcasting for Beginners
- Introduction to InDesign CC
- Introduction to Microsoft Access 2016
- Introduction to Microsoft Excel 2016
- Introduction to Microsoft PowerPoint 2016
- Introduction to Microsoft Publisher
- Introduction to Microsoft Word 2016
- Introduction to QuickBooks Online
- Introduction to QuickBooks 2019
- Introduction to Photoshop CC
- Introduction to SharePoint 2019
- Intermediate Microsoft Access 2016
- Intermediate Microsoft Excel 2016
- Intermediate Microsoft Word 2016
- Intermediate QuickBooks 2019 (Self-Paced)
- Intermediate QuickBooks Online
- Microsoft Excel 2016 Series
- Microsoft Office 2016 Value Suite
- Microsoft Excel Pivot Tables
- Microsoft Excel 2019 & Statistics Suite

Certificate Prep

- **CompTIA A+ Certification Prep 1: Hardware**
- **CompTIA A+ Certification Prep 2: Software**
- **CompTIA+ Certification Prep 3: Network/Security**
- **Project Management Applications**
- **Project Management Fundamentals**
- **Project Management Fundamentals II**

Computer Programming

- **Creating Mobile Apps with HTML5**
- **How to Get Started in Game Development**
- **Intermediate C# Programming**
- **Intermediate Java Programming**
- **Intermediate Visual Basic**
- **Introduction to C++ Programming**
- **Introduction to Java Programming**
- **Introduction to JQuery**
- **Intro to MySQL for PHP Developers**
- **Introduction to Python 3 Programming**
- **Introduction to XML**
- **Java Programming Series**

Database Management

- **Advanced Database PHP Integration**
- **Intermediate SQL**
- **Introduction to SQL**
- **Intermediate Microsoft Access 2019**
- **Oracle PL/SQL Training**
- **Oracle SQL Training**

Web Technology

- **Achieving Top Search Engine Positions**
- **Advanced Web Pages**
- **Creating a Classroom Website**
- **Creating Web Pges**
- **Creating WordPress Websites Series**
- **Designing Effective Websites**
- **High Speed Project Management**
- **Introduction to CSS3 and HTML5**
- **Introduction to JavaScript**
- **Managing Web Design Projects**
- **Web Design Value Suite**

Networking/Communications

- **Computer Networking Suite**
- **Introduction to Networking**
- **Intermediate Networking**
- **Wireless Networking**

Security

- **Introduction to PC Security**
- **Introduction to Cybersecurity**

Graphic & Multimedia

- **Intermediate InDesign CC**
- **Introduction to InDesign CC**
- **Introduction to Lightroom Classic CC**
- **Introduction to Photoshop CC**

New Releases!

Intermediate QuickBooks Online

Learn to manage the financial aspect of your business of using the cloud-based QuickBooks Online software.

Advanced Microsoft Excel 2019

In this hands-on course, you will learn Microsoft Excel 2019's advanced functions and often-overlooked features, including data analysis tools, data tables and databases, custom controls, and PivotTables.

Introduction to MS Publisher

Learn to create your own newsletters, calendars, brochures, greeting cards, and more with Publisher, the desktop publishing app included in the Microsoft 365 Suite.

Explore a Career in Cybersecurity

This course will give you the knowledge to help you decide whether a career in cybersecurity is right for you. This course is designed to explore the basics of cybersecurity and the types of jobs found in the cybersecurity field.

Google and Small Business Management Suite

By the end of the course bundle, you will have a plan that will give you the confidence to step out on your own and achieve your dreams!

Classroom Tech Suite

By the end of the course bundle, you will have a plan that will give you the confidence to leverage technology and step out on your own to achieve your dreams!

Introduction to Windows 11

In this course, you will learn to use Windows 11, a powerful new operating system, including customizing your desktop, managing files and folders, and navigating the web with the latest Microsoft Edge browser.

Using Social Media in Business

Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Instagram—to grow and promote your business.

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

Introduction to Artificial Intelligence

Gain a foundational knowledge of the science behind creating computer systems that can perform tasks typically requiring human intelligence in this introductory artificial intelligence (AI) course.

Explore a Career as a Paralegal (Self-Paced Tutorial)

Find out if a paralegal career is the right career for you, as you explore the fundamentals of U.S. law and legal terminology.

Advanced Microsoft Excel 2019

Gain confidence in your basic math skills and start using math to your advantage.





1099 Orchard Avenue

Coachella, CA 92236

(760) 398-6302

<https://cvadultschool.com>

Coachella Valley Adult School History

Located in the city of Coachella, California, the Coachella Valley Adult School, operating since 1952 is the largest adult school in the Coachella Valley and is the third largest adult school in Riverside County.

Fully accredited by the Western Association of Schools and Colleges, Coachella Valley Adult School offers ESL (English as a Second Language), Adult High School Diploma, HiSET (in English & Spanish), Career Training programs such as Real Estate License, Computer Training, Notary Public, Loan Signing Specialist, more than 400 additional online certificate awarded courses and Citizenship.

In the last ten years, we have assisted over 4,000 students receive their U.S.A. Citizenship.



Directory of Campuses Directorio de Planteles

These locations are subject to change. / Estas ubicaciones están sujetas a cambios.

Coachella Valley Adult School
Main Campus
1099 Orchard Avenue
Coachella, CA 92236

Desert Hot Springs Parent Center
11625 West Dr. Room 25
Desert Hot Springs, CA 92240

Eisenhower Community Education Ctr.
83391 Dillon Ave,
Indio, CA 92201

Herbert Hoover
44300 Monroe St.
Indio, CA 92201

Hope Center
44875 Deep Canyon Rd. Suite #2
Palm Desert, CA 92260

Mecca Clinic
91275 66th Ave., Ste. 500,
Mecca, CA 92254

Painted Hills Middle School
9250 Sonora Dr.
Desert Hot Springs, CA 92240

Palm Springs Parent Center
333 S. Palm Canyon
Palm Springs, CA 92262

Palm Springs High School
2401 E. Baristo Rd.
Palm Springs, CA 92262

Roosevelt Elementary School
83200 Dr. Carreon Blvd.
Indio, CA 92201

Saul Martinez Elementary School
65705 Johnson St.
Mecca, CA 92254