



COLUSA COUNTY
ADULT SCHOOL

EDUCATION FOR LIFE

Adult Education Course Catalog 2023-2024

Colusa County Adult School
499 Margurite Street, Williams, CA 95987
(530) 473-1350 ext 10304

High School Diploma ▪ HiSET/GED ▪ Citizenship

Basic Skills ▪ ESL ▪ Career Technical Education

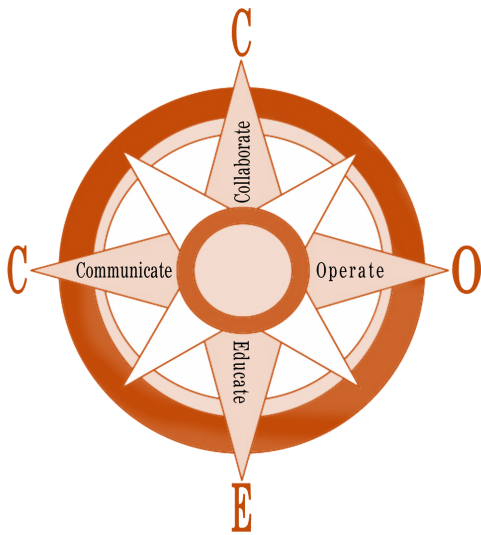
Locations & Hours

Education Village

499 Marguerite Street
Williams, CA 95987
8:00am - 4:30pm

Day Reporting Center

320 5th Street
Colusa, CA 95932
Days & Times Vary



Colusa County Adult School School Wide Learner Outcomes

Students will be able to:

- Engage in learning experiences in safe, positive environments
- Become self-directed learners
- Utilize technology to develop knowledge and skills in their chosen area of study
- Participate in a community promoting strong partnerships and family involvement

Mission Statement

Colusa County Adult School is committed to providing positive and supportive learning opportunities for all students to reach their personal, educational, and career goals. The mission, *Education for Life*, is to support each student to become a life-long learner; and develop effective critical thinking, problem solving, & communication skills while working cooperatively with others.



ACADEMICS

High School Diploma*

T, W, Th ▪ 5pm to 8pm

Colusa County Adult School provides the opportunity to attain a high school diploma by concentrating on one subject at a time. Students work at their own pace on individual course plans.



Graduation Requirements

English.....	30 credits
Mathematics.....	10 credits
Algebra 1.....	10 credits
Life Science.....	10 credits
Physical Science.....	10 credits
World History/Geography.....	10 credits
U.S. History.....	10 credits
U.S. Government.....	5 credits
Economics.....	5 credits
Fine Arts or Foreign Language.....	10 credits
Career Class.....	5 credits
Electives.....	15 credits
Total.....	130 Credits



Independent Study: High School Diploma

Students meet with instructor by appointment

Students meet with their instructor one-on-one each week at a scheduled appointment time. All of the coursework is completed at home while unit tests are completed during the appointment.



***Free at no cost**

All students will take the CASAS assessment for placement.

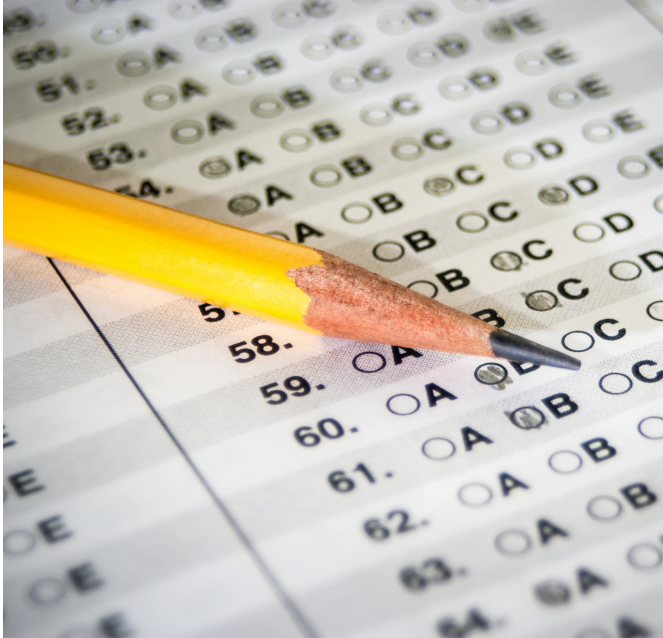
ACADEMICS

High School Equivalency Test (HiSET) Prep Program

T, W, Th ▪ 5pm to 8pm

The HiSET Test Prep Program is for students who want to earn a high school equivalency certificate. This course focuses on test preparation on all of the high school equivalency subjects: Language Arts Reading, Writing, Science, Social Science and Mathematics; as well as valuable test taking strategies.

- **All students will take the CASAS assessment for placement**
*Free course at no cost



ESL

ESL classes are designed for students whose native language is not English. This course assists students in developing reading, writing, listening, speaking, grammar, and punctuation skills to succeed in a global society.

Colusa County Adult School offers ESL classes from beginning to advanced levels.

- **All students will take the CASAS assessment for placement.**
***Free course at no cost**



English as a Second Language (ESL)

Tues/Thurs

6pm-8pm

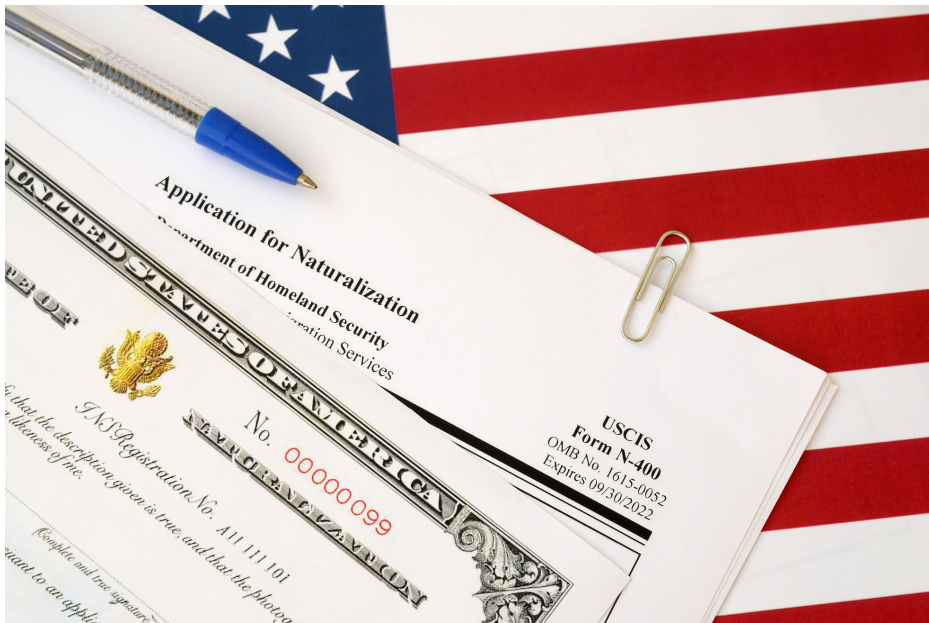
CITIZENSHIP PREP

Tues/Thurs ▪ 7:00pm to 8:00pm

***Free course at no cost**

Naturalization is an important milestone in the path toward U.S. citizenship. The decision to apply for citizenship is a very personal one. Colusa County Adult School offers a citizenship prep course to help you prepare for your USCIS Citizenship Interview.

***All students will take the CASAS assessment for placement.**



Receive assistance with:

- Preparing for your USCIS Citizenship Interview.
- Studying 100 immigration questions, as well as read and write sample sentences
- Practice answering interview questions in front of your classmates in a friendly, stress-free environment
- Learn about the American system of government, its history, and its culture.

CTE

Career Technical Education

CTE offers students the opportunity to gain the academic and technical skills necessary for true career readiness.

Accounting

M, W ▪ 6pm to 8pm

Build your accounting foundation and learn about basic accounting concepts and procedures:

- Visualize and analyze transactions
- Use debits, credits, journals and ledgers
- Identify and work with financial statements



QuickBooks

M, W ▪ 6pm to 8pm

Gain proficiency in this popular accounting software used by over 5.5 million small businesses in the United States.

- Customize QuickBooks files for a typical company
- Work with vendors and customers
- Reconcile bank accounts
- Work with estimates and time tracking
- Manage balance sheet accounts and budgets
- Close books



CTE

Microsoft Excel

M, W ▪ 6pm to 8pm

Build your foundation for spreadsheet development, data visualization and data analysis:

- Create, edit and format worksheets
- Apply basic formulas and 3-D references
- Manage and link multiple worksheets
- Create different types of charts
- Enhance worksheets with various formatting tools

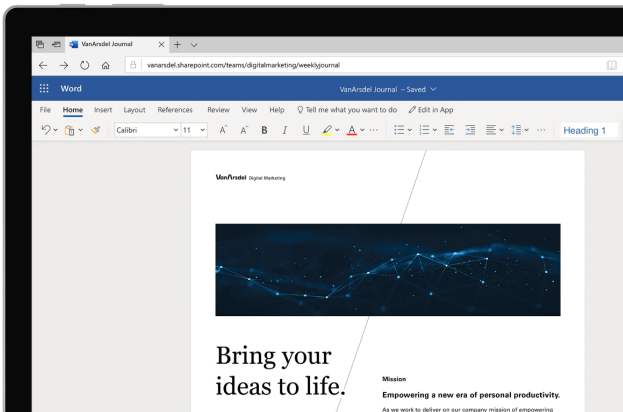


Microsoft Word

M, W ▪ 6pm to 8pm

Step into this powerful word processing and document creation application:

- Create, edit, and print documents
- Create attractive flyers and newsletters
- Create tables, resumes and large reports



Keyboarding

M, W ▪ 6pm to 8pm

Increase your speed and accuracy:

- Basic touch-typing exercises and advanced techniques
- Graphical keyboarding drills, tests, games and scores



CTE

Medical Terminology

M, W ▪ 6pm to 8pm

The student will define, interpret, and pronounce medical terms relating to structure and function, pathology, and pharmacology.



Comprehensive Health Insurance

M, W ▪ 6pm to 8pm

Get the big picture: understand the importance of the health insurance industry in the United States

- Develop a practical understanding of how health insurance works.
- Pinpoint the differences between types of coverage.
- Compare different types of health insurance provider organizations.
- Define the needs met by health insurance providers.
- Define relevant terms and key concepts.



CTE

Basic Wildland Fire Academy

Please call for class availability

An entry-level course offered in partnership with CALFIRE to prepare students for a career in the public service industry sector.

The Academy provides:

- Entry-level employment training
- Fire Service Certifications
- Eligibility to apply for CALFIRE Basic Firefighter
- High School credits may be applied to graduation (contact your high school counselor to verify)
- NWCG S-190, S-130, L-180, ICS-100
- Emergency Care Provider CPR Certificate D.O.T.
- First Responder EMS Certification



CTE

Certified Nursing Assistant

Please call for class availability

The Certified Nursing Assistant (CNA) Program provides students Basic Patient Care information and training. This program is designed to prepare students for employment as a Nurse Assistant.

Students will learn basic patient care, observation, and communication skills. In addition, skills such as problem-solving, safety, and interpersonal skills are embedded into the program. Basic Patient Care prepares students to take the State Competency Exam required for certification. Clinical hours are a required part of this program.



GENERAL INFORMATION

Orientation/Placement Testing

CASAS (Comprehensive Adult School Assessment System)

CASAS is an adult school assessment that indicates a student's skill level in Reading and Math. We administer assessments at orientation. The test score results help to identify which classes are the best option. Colusa County Adult School assessments are approximately one hour each. The tests are given at orientation and again after 40 hours of instruction.

Policies

Drug Free Campus:

Smoking or possession of tobacco products, marijuana products (9.08.120), drugs, and alcohol are prohibited at any time in CCOE-owned or leased buildings, on CCOE property, and in CCOE vehicles. Possession and or use of these items/products will result in disciplinary action and may include suspension or expulsion from the program.

Weapons:

No weapons of any type are permitted on or near any CCOE campus

Course Cancellation or Whithdrawl:

Colusa County Adult School reserves the right to discontinue, shorten, postpone, combine classes, and/or change instructors and dates without prior notice.

Food and Drinks:

No food will be allowed in the classrooms. Beverages such as water and juice are allowed as long as they come in containers with lids and are stored away from the computers

Publicity and Photo Release:

We want to celebrate our students' success by taking photographs and sharing them through social media and marketing materials. Therefore, you will need to indicate if you do not want to be photographed when relevant

GENERAL INFORMATION

Sexual Harrasment:

Any student who engages in the sexual harassment may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature:

- is made either explicitly or implicitly a term or condition of an individual's educational status or employment;
- is used as a basis for educational or employment decisions affecting an individual;
- has the purpose or effect of unreasonably interfering with an individual's educational or work performance or creating an intimidating, hostile or offensive educational or working environment.

Any person who feels that he/she is being harassed is advised to immediately report such incidents to their instructor/director.

Uniform Complaint Procedure:

We have the primary responsibility to insure compliance with applicable state and federal laws and regulations. We shall investigate complaints alleging failure to comply with applicable state and federal laws and regulations including, but not limited to, allegations about discrimination, harassment, intimidation, bullying and noncompliance with laws relating to pupil fees for participation in an educational activity and seek to resolve those complaints in accordance with our Uniform Complaint Procedures.