



SUTTER COUNTY ONE STOP



Adult Ed. & ESL 2009-2010

256 Wilbur Avenue/PO Box F • Yuba City, CA 95992
www.sutteronestop.com • 530.822.5120 • 530.822.5104 TTY



ADULT EDUCATION **GED, COMPUTER AND CAREER DEVELOPMENT**

The purpose of the Adult Education classes is to assist students desiring to upgrade their business skills; improve their language skills; their reading or math skills; work towards taking the GED test, or complete their adult high school diploma.

Adult Education classes are open entry/open exit courses, which means that there is no specific time limit. Students progress at their own rate, according to their willingness to do homework, as well as work in class.

ABE

Adult Basic Education offers classes at the pre-high school level.

GED

General Educational Development offers high school level instruction to prepare students for the GED exam.

Adult High School Diploma

Students over 18 can work on English, math, life science, physical science, geography or world history, US history, American government, economics, fine arts, computer skills, or a variety of electives to complete the requirements to obtain an adult high school diploma.

Are there any fees?

There are no registration fees for these courses.

Where can I take my GED test?

For local testing site information contact:

- Marysville Adult Education Center, 1919 B Street - Room 115, Marysville - (530)749-6153

For other testing site information go to www.cde.ca.gov/ta/tg/qd/.

Business Communications

The purpose of the Business Communication class is to assist students in overcoming barriers to employment and/or advancement on the job, and to help new students bring their test scores up to the minimum requirements for the classes they wish to participate in. This class is also for those students desiring to work on GED curriculum.

Students will learn business math skills, such as; addition, subtraction, multiplication, division and how to apply all these skills to fractions, decimals, and percents, and use them in a variety of business applications. They will also study business English skills in all areas of language arts and how to apply them in a variety of business applications. Communication skills will be taught, reviewed and applied.

Each student progresses at their own rate, according to their willingness to do homework, as well as work in class. Students will be tested to demonstrate competency in math and English skills. If competency is not shown they will be taught these skills. When the student demonstrates the competency level required they will be issued a certificate of completion, showing the grade level achieved; referred to the GED office, or issued a high school diploma.

Prerequisites: None

Supplies/Books Required: Students need to supply their own paper, pencils, and pens.

Length of Course: Open Entry/Open Exit. Depends on students rate of progress, average length is 3 to 6 months per component.

Introduction to Computers

Our Computer Applications class is for those desiring to learn computer skills for the job market, or upgrade their computer skills for home or the workforce. Microsoft Specialist Certification is also offered through this class. It is also the class for the adult high school diploma student who needs to earn the required 10 credits for their diploma. And it's for those who have a new computer and just don't know what to do with it. It will be followed by the intermediate level, for those interested.

▶ **ADULT EDUCATION**

ENGLISH AS A SECOND LANGUAGE (ESL)

ESL classes are designed for those whose native language is not English. Classes start at beginning level for those who neither read nor write English and progress to the final level before entry into regular Adult Education English classes.

Citizenship classes are available to adults who have an alien registration card, have resided in the United States for at least five years, meet the necessary requirements, and wish to become citizens of the United States.

There is no time limit on ESL classes. Nor is there a time limit for citizenship classes. The courses are free.

Prerequisites: None

Supplies/Books Required: Students need to supply their own paper, pencils, and pens.

Length of Course: Open Entry/Open Exit, depends on students rate of progress, average length is 3 to 6 months per component.

ESL

English as a Second Language program emphasizes practical English for daily life and employment situations.

EL Civics

For ESL learners to gain language, knowledge, and experiences they can use in the community tomorrow.

Citizenship

For high beginning, intermediate and advanced level ESL students who are preparing to pass the INS citizenship examination.

Distance Learning

Expand your learning horizons using the Distance Learning Program at home and/or in the classroom. Using technology to expand the traditional approach for the student unable to participate in traditional programs for a variety of reasons. Not to be confused with Independent Studies for the high school student.



ADULT EDUCATION CLASS OVERVIEW

Office Room B-1
Phone 530.822.5810
Fax 530.822.5309

There is no fee for enrollment into any of the Adult Education Classes offered at Sutter County One Stop. In some cases there could be fees for books and materials.

CLASS	INSTRUCTOR/ROOM	DAYS	TIMES
HIGH SCHOOL DIPLOMA/GED Open Entry/Open Exit	V. Katten-Perez Sutter County One Stop Room B-10 256 Wilbur Avenue, Yuba City	Mon/Wed or Tues/Thurs	8:00 AM - 11:00 AM
		Mon/Wed or Tues/Thurs	11:30 AM - 2:30 PM
HIGH SCHOOL DIPLOMA Open Entry/Open Exit	D. Sharp Sutter County One Stop Room B-10 256 Wilbur Avenue, Yuba City	Monday and Wednesday or Tuesday and Thursday	3:30 PM - 5:30 PM
		Monday and Wednesday or Tuesday and Thursday	5:30 PM - 8:30 PM
ABE/GED/High School Diploma	L. VanOosterhout/P. Repka Sutter County One Stop Room B-10 256 Wilbur Avenue, Yuba City	Monday and Wednesday or Tuesday and Thursday	5:30 PM - 8:30 PM
ISP For High School Diploma ONLY	Staff - as assigned Sutter County One Stop Room B-8 256 Wilbur Avenue, Yuba City	Open	Open
BUSINESS COMMUNICATIONS	D. Sharp Sutter County One Stop Room B-2 256 Wilbur Ave, Yuba City	Mon/Wed or Tues/Thurs	11:00 AM - 1:00 PM
COMPUTER APPLICATIONS Beginning/Intermediate	D. Moore Sutter County One Stop Room E-10 256 Wilbur Ave, Yuba City	Mon/Wed or Tue/Thurs	9:00 AM - 12:00 PM
		Tuesday and Thursday	6:00 PM - 9:00 PM
DISTANCE LEARNING	Staff - as assigned Sutter County One Stop Room B-8 256 Wilbur Avenue, Yuba City	Open	Open
ESL Beginning High/Intermediate Low	P. Repka/S. Patton Sutter County One Stop Room B-4 256 Wilbur Avenue, Yuba City	Monday through Friday	10:00 AM - 12:00 PM
ESL Beginning Low	P. Repka/S. Patton Sutter County One Stop Room B-4 256 Wilbur Avenue, Yuba City	Monday through Friday	12:30 PM - 2:30 PM
ESL/DISTANCE LEARNING/CITIZENSHIP/VESL	P. Repka Sutter County One Stop Room B-4 256 Wilbur Avenue, Yuba City	Open	As assigned
ESL Intermediate/Advanced	P. Repka Sutter County One Stop Room B-4 256 Wilbur Avenue, Yuba City	Tuesday and Thursday	8:00 AM - 10:00 AM
ESL Intermediate Low	S. Patton Sutter County One Stop Room B-4 256 Wilbur Avenue, Yuba City	Monday Wednesday Friday	8:00 AM - 10:00 AM
ESL Beginning/Intermediate CITIZENSHIP	L. Dolan Live Oak High School, Room 62 2351 Pennington Road, Live Oak	Tuesday Wednesday Thursday	6:00 PM - 8:00 PM
ESL Beginning/Intermediate CITIZENSHIP GED/High School Diploma	D. Smith East Nicolaus High School, Room 201 2454 Nicolaus Avenue, Trowbridge	Tuesday and Thursday	4:00 PM - 7:00 PM
ESL Beginning/Intermediate CITIZENSHIP	B. Davies Robbins Elementary School 17451 Pepper Street, Robbins	Tuesday Wednesday Thursday	8:30 AM - 10:30 AM



ABE = Adult Basic Education
ESL = English as a Second Language
GED = General Educational Development
ISP = Independent Study Program