LIBERTY ADULT EDUCATION

Career and Educational Opportunities *at our* Brentwood Campus

SCHEDULE OF CLASSES

SUMMER/FALL 2015

English as a Second Language (ESL), p. 19

Career Technical Education (CTE), p. 7

Phlebotomy Technician, p. 16

"Together We Make It Happen"

GED (General Education), p. 21

Bodacious Bows!, p. 19

Pharmacy Technician, p. 16

LIBERTY ADULT EDUCATION

It's never too late to learn!

Classes July 28 - December 18, 2015

Brentwood • 925.634.2565

www.libertyadulted.org

Message from the Coordinator

Debbie Norgaard

Welcome to Liberty Adult Education (LAE). It is a new school year and time to rejuvenate yourself! Our Summer/Fall Catalog is packed with educational opportunities to advance your education and enrich your life.

LAE believes that our programs are of the highest quality and that our curriculum is designed to be relevant to your individual needs. Our mission is to serve our community as a center for lifelong learning. We are accredited by the Western Association of Schools and Colleges. (WASC), and the California Department of Education. (CDE).

Guy Rognlien

LAE is pleased to welcome our new Director of Community Education, Mr. Guy Rognlien. Guy has previously served as a site administrator for the Liberty Union High School District for nine years. We look forward to working with Guy in his new position.

We sincerely appreciate your support and look forward to seeing you in one of our classrooms.

Sincerely,
Debbie Norgaard, Adult Education Coordinator

Coming Soon!

Nurse Assistant Training Program (C.N.A program) Beginning Fall session

Adult School
Allied Health Educators, Inc.
Approved by California Department of Public Health and Bureau for Private Post-Secondary Education (BPPE), State of California.

Web site:
www.adultschoolhealth.com

Please send your contact information on the form included on the website.

Enrollment is limited to 15 students
Contact: (925) 255-3715

After successful completion of training program you will be eligible to take State certification exam, for Nurse Assistants

ATTENTION

Scholarships Available

LIBERTY ADULT EDUCATION

It's never too late to learn!

Delta Living Magazine Annual Scholarship **$100** *Applied towards CTE Courses at Liberty Adult Education only*

One page essay about why you want to continue education in Career Technical Education.

Deadline July 15, 2015

Michael Smith Annual Scholarship **$100** *Applied towards GED Testing at Liberty Adult Education only*

One page essay about why you want to complete your GED testing.

Deadline July 15, 2015

**Winners based on need, not writing ability.*

Pick up application at
Liberty Adult Education Community Education Center
929 Second Street • Brentwood, CA 94513
925.634.2565

Winner announced July 31, 2015

***Register:* 925.634.2565**

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What? My class is canceled?

We hate to do it, but if too many people wait until the last minute to register, we have no choice. Please Register Early to avoid disappointment for yourself and others.

Register: www.libertyadulted.org

COMMUNITY EDUCATION CENTER

LIBERTY UNION HIGH SCHOOL DISTRICT COMMUNITY EDUCATION CENTER

929 Second Street, Brentwood, CA 94513
Adult Education: 925-634-2565
Independence High School: 925-634-2589

GOVERNING BOARD OF TRUSTEES

Joanne Byer Roy Ghiggeri Yolanda Pena-Mendrek Ray Valverde Pauline Allred

ADMINISTRATION AND STAFF

Eric L. Volta – Superintendent, Liberty Union High School District
Guy Rognlien - Director, Community Education
Ilene Foster – Assistant Principal, Alternative Education
Debbie Norgaard – Coordinator, Adult Education
Christine Huston – Lead Secretary, Adult Education
Lynn Martinez – Clerk Typist II, Adult Education
Hermalinda Meraz – School Secretary, Independence High School
Nicki Pierce – Lead Secretary, Independence High School
Mary Warr - Registrar, Independence High School

Our Vision: **Center of lifelong learning, academic skills and enrichment opportunities**
Liberty Adult Education is committed to providing quality educational programs that meet the diverse lifelong learning needs of adults in order to be informed community members. Whether it is an academic, vocational, or special interest class, we provide a quality experience with our highly qualified instructors, support staff, and administration.

Our Mission: The mission of Liberty Adult Education Center is to serve our communities as a center for life long learning by providing a safe and supportive educational environment, which addresses the unique needs of all individuals.

Liberty Adult Education is accredited by:
- ***Western Association of Schools and Colleges (WASC)***
- ***California Department of Education (CDE)***

SLOs ◆ Schoolwide Learner Outcomes

Students will value and participate in lifelong learning opportunities.
- ◆ Have knowledge of and utilize community resources
- ◆ Participate in learning activities that enrich their career and personal life
- ◆ Set and achieve short and long term learning goals

Students will achieve measurable growth in knowledge and skills related to their educational/career goals.
- ◆ Demonstrate mastery of knowledge and skills
- ◆ Demonstrate a responsible work ethic and ability to work independently and collaboratively
- ◆ Demonstrate critical thinking and problem solving skills

Students will increase their ability to participate effectively as productive members of their community.
- ◆ Demonstrate understanding, acceptance and respect for others
- ◆ Communicate effectively
- ◆ Build a sense of community and civic responsibility

Register: **925.634.2565**

CLASS REGISTRATION INFORMATION

Summer/Fall 2015 - SESSION INFORMATION

Open Registration will begin the week of June 22, 2015. You may use the registration form on page 26 of this brochure to mail or fax for early registration. If you are currently enrolled or have previously completed an ASAP form, we also have on line registration for your convenience. This brochure covers July 28, 2015 through December 18, 2015.

Office Hours:
Monday - Thursday: 8:00 AM - 7:30 PM
Friday: 8:00 AM - 4:30 PM

Fall Break Office Hours:
October 5, 2015 – October 8
9:00 am-6:00 pm

October 9, 8:00am-4:30pm

WHAT? My class is canceled?
We hate to do it, but if too many people wait until the last minute to register, we have no choice. Please Register Early to avoid disappointment for yourself and others.

GENERAL INFORMATION: All registrations are taken on a first-come, first-served basis. Checks should be made payable to Liberty Adult Education. Returned checks will be assessed a Service Charge of $25.00. Participants must pre-register for all programs.

IT IS THE PARTICIPANT'S RESPONSIBILITY TO ATTEND THE CLASS OR CALL TO VERIFY HIS/HER ENROLLMENT STATUS. NOTE THE STARTING DATE OF YOUR CLASS ON THE CALENDAR; NO FURTHER NOTIFICATION WILL BE GIVEN.

ASAP registration form must be completed in person, prior to class by first time student.

PRE-REGISTRATION: WALK-IN/PHONE-IN/VISA/MC/FAX OR REGISTER ON-LINE
Registration will be taken at the Liberty Adult Education Office located at 929 Second Street, Brentwood. Registration will be taken Monday through Thursday, 8:00 AM to 7:30 PM, Friday, 8:00 AM to 4:30 PM.

◆ **925-634-2565** ◆ **Fax 925-634-5317** ◆ **https:/www.libertyadulted.org**

All mail-in or fax registrations must be accompanied with registration form (see page 26) and payment.

MAIL-IN REGISTRATION: Please do not send cash in the mail. Mail-in registration requires the pre-registration form (see page 26) to be completed and mailed in with a separate check for each class to Liberty Adult Education, Community Education Center, 929 Second Street, Brentwood, CA 94513.

CLASS SIZE/CLOSURE: Students must attend the first class session in order to establish the class. Fees are based on a minimum number of students listed in this brochure. Classes may be canceled, hours reduced, or fees increased if we do not have the minimum number of students listed in this brochure for all daytime and evening classes.

REFUND POLICY: Refunds will ONLY be given if the class is canceled by the Adult School. If a class is canceled due to insufficient enrollment, a full refund will be made. A minimum enrollment is required for each class. Refund checks will be mailed only to the registered party or individual who made the payment and may take 4-6 weeks for processing. Please select your classes carefully as there are no refunds after the first class meetings. No refunds for books or supplies.

UNIFORM COMPLAINT PROCEDURES/SEXUAL HARASSMENT POLICIES:
The District recognizes its responsibility to ensure compliance with state and federal laws and regulations governing educational programs and activities. Therefore, in accordance with state guidelines, the District has adopted Uniform Complaint Procedures. The District prohibits any form of sexual harassment. Contact the Liberty Adult Education Office for a copy of these policies.

PROCEDIMIENTOS UNIFORMES PARA PRESENTAR RECLAMACIONES/ACOSO SEXUAL: El distrito escolar reconoce su responsabilidad al asegurar conformidad con las leyes estatales y federales y con las regulaciones que gobiernan los programas y actividades educativos. Por lo tanto, el distrito ha adoptado procedimientos uniformes para presentar reclamaciones. El Distrito prohibe cualquier tipo de acoso sexual. Contacte a Liberty Adult School para obtener una copia de los reglamentos.

PROGRAMS at Liberty Adult Education are for adults of all ages, all educational backgrounds and all cultural heritages. Classes and programs are self-supporting, and registration fees pay the operating costs.

DISTRICT EMPLOYEES: Liberty Union High School District employees will receive 10% discount on class registration fee with the exception of contracted classes.

ADMISSION: Classes are open to any district resident and adults of all ages. Non-district residents are encouraged to enroll. The Administration reserves the right to set minimum enrollment levels.

CAREER TECHNICAL EDUCATION (CTE)
GENERAL INFORMATION FOR DAYTIME CLASSES

CLASS DATES:

SESSION I: July 28 – August 28
SESSION II: August 31 – October 2
SESSION III: October 12 – November 13
SESSION IV: November 16 – December 18

FEES:
$130.00 for one 5 week class
$230.00 for one 10 week or 2 five week classes
$285.00 for three classes per 5 week session

FALL BREAK: October 5 – October 9 – **WE ARE OPEN FOR REGISTRATION**
HOLIDAYS: September 7, November 11, November 25, November 26, and November 27

CLASS CERTIFICATES

Class Certificates will be given to students who complete all class requirements. Students must maintain a minimum of 80% attendance for both day and evening classes. Specific Program Certificates available after completion of required classes.

SPEED VERIFICATION CERTIFICATES FOR EMPLOYMENT

Verification testing and certification for employment is available. This is by appointment only. Call 925-634-2565 to schedule. Cost: $25 (Cash or Master Card/Visa).

CAREER CERTIFICATION PROGRAMS

Career Certification Programs prepare students for medical and business careers in today's workplace. Start your new job by completing one of the programs listed below:

- Accounting Assistant
- Administrative Assistant
- Advanced Microsoft Office Specialist
- Executive Administrative Assistant
- General Office Support
- Medical Administrative Assistant
- Medical Receptionist
- Medical Insurance Coder/Biller
- Microsoft Office Business Suite

Textbook and USB Stick required first class meeting - not included in registration fee for Career Technical Classes. 15 students minimum requirement for all daytime classes.

EASTBAY Works / CalWORKS

EASTBAY Works
Connecting People with Opportunities for Employment
America's JobCenter of California℠

The **EASTBAY Works America's Job Center** in Brentwood offers a wide range of **no cost** services and resources to help you find and keep a job, including:

- Regularly updated listings of local and regional job opportunities
- Free workshops on resume writing, interviewing, and other job search essentials
- Employer recruitment services
- Information and referral to job training programs
- Labor market information
- Information and referral to other community resources

The EASTBAY Works America's Job Centers are sponsored by the Workforce Development Board of Contra Costa County. For more information, call 925-634-2195 or stop by our offices at 281 Pine Street in Brentwood. You may also visit us online at www.eastbayworks.com.

Liberty Adult Education Welcomes:

- Employment Development Department
- State Department of Rehabilitation
- Private Rehabilitation
- Veterans
- Unemployment Insurance (CTB)
- Workforce Innovation and Opportunity Act (WIOA)
- Workers Compensation clients

Our staff understands how to work with a variety of clients.

CalWORKS Liberty Adult School provides academic and vocational skills training for CalWORKS participants in partnership with the Contra Costa County Employment & Human Services Department.

For more information call 925-634-2565, extension 1011. Ask about our "FOCUS for Success Program." If you are participating in the CalWORKS program, please contact your caseworker to inquire about the classes and programs at Liberty Adult Education that are best for you.

DAYTIME CAREER TECHNICAL EDUCATION (CTE)

**Computer Concepts and Windows

Are you new to the computer world, or just need a review? Learn important file management skills, work with Windows, use word processors, and the Internet. *No prerequisite. 5-week class*

**Building a Foundation with Microsoft Office

Learn MS Office in just 10 weeks! Course includes Word, Excel, PowerPoint, and Access. *No prerequisite. 10-week class*

**Excel Level 1

Add to your workplace skills by learning data input and editing, working with formulas and functions, graphics, charts and more. *Prerequisite: Computer Concepts and Windows. 5-week class*

**Excel Level 2

Extend your skills by learning large worksheets, graphics, templates, managing multiple sheets, tables, and outlines. Practice exercises reinforce concepts learned and build mastery. *Prerequisite: Excel Level 1. 5-week class*

**Excel Level 3

Learn advanced skills such as pivot tables, macros, financial functions, data analysis tools, and program integration. *Prerequisite: Excel Level 2. 5-week class*

**Excel (Beginning through Advanced)

Above Levels 1, 2, and 3 are combined in this 10 week class. *Prerequisites: Computer Concepts and Windows. Beginning and Intermediate Excel is a 5-week class. Intermediate and Advanced Excel is a 5-week class. 10 weeks total for both classes*

**Excel 2013 Advanced

This course is designed to provide you with the necessary skills to use MS Excel in the workplace as an analysis and presentation tool. You will develop in-depth knowledge regarding formulas and functions, data tables, macros, pivot tables, and so much more! This class will take you beyond the average skill level of the typical user, thus making you a more attractive candidate in the job market. *Students must have basic computer skills and a high school diploma or G.E.D. 10-15 week class.*

8:30-10:30 AM	M-F	See Page 6 for Class Dates/Fees	Whalen	CEC 8
1:00-3:00 PM	M-Th	See Page 6 for Class Dates/Fees	Whalen	CEC 8

Class times are for all listed classes. Classes start every five weeks.
*****USB drive and textbook required first class meeting***

FOR DAYTIME CTE CLASSES,
SEE PAGE 6 FOR START DATES & FEES

DAYTIME CAREER TECHNICAL EDUCATION (CTE)

**QuickBooks Pro Level 1
Learn how QuickBooks can be practically applied to small businesses. Process customer and vendor transactions, reconcile a checking account, create financial reports, and set up a new company. Self-paced, not instructor led. *Prerequisites: File management skills, Excel, and Accounting I or equivalent experience. 5-week class*

**QuickBooks Pro Level 2
Extend your knowledge by managing inventory, working with balance sheet accounts, payroll, and customizing of QuickBooks. Self-paced, not instructor led. *Prerequisites: QuickBooks Pro Level 1 and Accounting 1 or equivalent experience. 5-week class*

**PowerPoint Level 1
Create and deliver your own professional presentations. Insert Excel charts, diagrams, work with outlines, add sound effects, and custom animation. *Prerequisite: Computer Concepts and Windows. 5-week class*

**PowerPoint Level 2
Continue this series by enhancing your presentations with hyperlinks, multimedia, tables, gradients and backgrounds. *Prerequisite: PowerPoint Level 1. 5-week class*

**PowerPoint Level 3
Add advanced skills such as creating online presentations and web pages, transporting, setting up a checklist, and integration with other office programs. *Prerequisite: PowerPoint Level 2. 5-week class*

**PowerPoint (Beginning through Advanced)
Plan, create, and modify your dynamic presentations. Incorporate outlines, hyperlinks, spreadsheets, tables, and graphics. Enhance with custom backgrounds, photographs, slide transitions, and animation. *Prerequisite: Computer Concepts and Windows. 5-week class*

**Access (Beginning and Intermediate)
This useful database management program will enable you to create and modify tables, forms, reports, and queries, as well as import and export data. *Prerequisites: Computer Concepts and Windows and Excel. 5-week class*

**Access (Advanced)
Access is an effective business information management program. Create professional-looking reports and forms, and generate queries to make data easy to retrieve and manage. *Prerequisites: Computer Concepts and Windows and Excel. 10-week class*

**Outlook
Outlook can assist you in effectively managing your business and personal contacts, appointments, and information. *Prerequisite: Computer Concepts and Windows, or equivalent experience. 2.5-week class*

8:30-10:30 AM	M-F	See Page 6 for Class Dates/Fees	Whalen	CEC 8
1:00-3:00 PM	M-Th	See Page 6 for Class Dates/Fees	Whalen	CEC 8

Class times are for all listed classes. Classes start every five weeks.
****USB drive and textbook required first class meeting***

We are now offering Microsoft Office 2013 and Windows 7.

FOR DAYTIME CTE CLASSES,
SEE PAGE 6 FOR START DATES & FEES

***Register:* 925.634.2565**

DAYTIME CAREER TECHNICAL EDUCATION (CTE)

**Word Level 1
Learn to create and edit business letters, press releases, memos, and simple reports. Develop skill in formatting with tabs, bulleted and numbered lists, and borders and shading. Use the mail merge feature to create form letters, address lists, envelopes, and labels. *Prerequisites: Computer Concepts and Windows, and Keyboarding 25 wpm. 5-week class*

**Word Level 2
Continue your skills with Word Level 2. Create and format tables, newsletters, navigate long documents with hyperlinks and bookmarks. Produce promotional brochures and work with shapes, basic picture editing, and smart art. *Prerequisite: Word Level 1. 5-week class*

**Word Level 3
Advance to working with long documents to create tables of contents, multiple headers and footers, cross references, indexes, macros and forms. Collaborate with tracked changes and file sharing. *Prerequisite: Word Level 2. 5-week class*

**Word (Beginning through Advanced)
Become skilled in creating professional and personal documents such as flyers, resumes, tables, forms, and multiple page documents. Learn mail merge, document security, and integration. Beginning and Intermediate Word is a 10-week class. Beginning through Advanced Word is a 15- week class. *Prerequisites: Computer Concepts and Windows, keyboarding 25 wpm. 10-15 week class*

**Word (Advanced)
Create your own professional documents such as letterheads, business cards, flyers, brochures, promotional documents, newsletters, Web pages and more. *Prerequisites: Computer Concepts and Windows, Beginning and Intermediate Word. 15-week class*

**Publisher (self-paced)
Use templates to create newsletters, brochures, letterhead, tables, business cards and more. *Prerequisites: Computer Concepts and Windows and familiarity with the Internet. 10-15 week class*

8:30-10:30 AM	M-F	See Page 6 for Class Dates/Fees	Goetsch	CEC 10
10:30-12:30 PM	M- F	See Page 6 for Class Dates/Fees	Goetsch/Whalen	CEC 8

Class times are for all listed classes. Classes start every five weeks.
*****USB drive and textbook required first class meeting***

Typing Certification

Need a certificate verifying your typing speed?
We provide that service for only $25 (warm-up and three 5-minute tests). Daytime appointments: Call 634-2565. No appointments during the first and last week of each session.

FOR DAYTIME CTE CLASSES,
SEE PAGE 6 FOR START DATES & FEES

Register: **www.libertyadulted.org**

DAYTIME CAREER TECHNICAL EDUCATION (CTE)

*Records Management (self-paced)
Become proficient in the key filing systems including alphabetic, subject, geographic, and numeric. T**extbook required.** *5-week class*

**Proofreading and Editing (self-paced)
Learn to recognize and correct common formatting, content, grammatical, punctuation, and sentence construction errors. *Prerequisite: Business English. 5-week class*

*Ten-Key
Learn proper operation of the ten-key calculator effectively without looking at the keys. Improve skill and speed through timed drills. *5-week class*

**Keyboarding
Learn keyboarding basics on a computerized tutorial and progress to speed and accuracy drills. This class will help the student to achieve the proper techniques for keyboarding competency. *10-15 week class depending on student*

8:30-10:30 AM	M-F	See Page 6 for Class Dates/Fees	Goetsch	CEC 10
10:30-12:30 PM	M- F	See Page 6 for Class Dates/Fees	Goetsch/Whalen	CEC 8

Class times are for all listed classes. Classes start every five weeks.
*****USB drive and textbook required first class meeting *Textbook required first class meeting***

DAYTIME MEDICAL CLASSES

*Medical Office Procedures Using Medisoft Electronic Health Record – *NEW CLASS!*
This new self-paced course begins by teaching the student how to use the Medisoft Electronic Health Record (EHR) software using a series of exercises. Students will enter procedure and diagnostic codes, patient demographics, and accounting data. As the student's knowledge of the software progresses, several days of simulations begin. The office procedures portion of the course covers scheduling, triage, reports, banking, travel, charting, phone procedures, etc. while reinforcing Medisoft skill. This course will prepare the student for an administrative position in a medical environment. **Textbook and USB stick required at first class meeting.** *Prerequisites: Knowledge of word processing software and ability to type 30 WPM. 10- week class*

*Medical Records Management (self-paced)
Although the medical community is moving to an electronic records environment, there is still a need for filing of paper medical records. This self-paced course will teach you the filing rules for alphabetic, geographic, correspondence, and business filing. Color coding will also be covered. **Textbook required.** *5-week class*

**Electronic Health Records using SimChart for the Medical Environment
This software is similar to EPIC software that is used at many clinics and hospitals for patient charting, billing, correspondence, etc. You will work independently to complete tasks that simulate tasks in a hospital or clinic setting. **Material required.** *Prerequisite: Knowledge of basic computer concepts and keyboarding 25 wpm. 5-week class*

*Medical Coding Principles II (self-paced)
Continue your new coding skills with this course. You will cover the balance of the textbook used in Coding Principles I in a self-paced environment (with teacher assistance). Coding practice in such topics as cardiology, gynecology, hematology, etc. are covered. After completion of this course you will be prepared to take the optional American Association of Professional Coders National Exam. **Textbook required.** *Prerequisites: Medical Coding Principles I. 5-week class*

8:30-10:30 AM	M-F	See Page 6 for Class Dates/Fees	Goetsch	CEC 10

Class times are for all listed classes. Classes start every five weeks.
*****USB drive and textbook required first class meeting *Textbook required first class meeting***

DAYTIME MEDICAL CLASSES

Medical Terminology

Join us as we discover the language of medicine. You will learn how to decode and encode medical terms. Using simple techniques you will become proficient in understanding medical terms. We will discuss current topics in health and medicine as well as diseases. This is an enjoyable course that will be the foundation of your medical career. A must for all persons interested in working in the medical field. *5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
062300	1:00-3:00 PM	M-Th	7/28-8/27	Goetsch	CEC 22	$130
062301	1:00-3:00 PM	M-Th	11/16-12/17	Goetsch	CEC 22	$130

HOLIDAY: November 25, November 26, and November 27

*Human Anatomy & Physiology

Are you interested in the body or do you want to work in the medical community? This lecture course will introduce you to the structures and functions of the major body systems. Diseases and surgeries related to each system are discussed. Prerequisite: Medical Terminology strongly recommended. **Textbook required.** *5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
062900	1:00-3:00 PM	M-Th	08/31-10/01	Goetsch	CEC 22	$130

HOLIDAY: September 7

*Medical Coding Principles I

This basic course covers the fundamentals of coding using the ICD-10, CPT-4, and HCPCS coding manuals. Upon completion of the course the student will be able to successfully code the doctor's diagnosis and the procedures performed to complete insurance claim forms. **Textbook required.** *Prerequisite: Medical Terminology, Anatomy strongly recommended. 5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
062703	1:00-3:00 PM	M-Th	10/12-11/12	Goetsch	CEC 22	$130

HOLIDAY: November 11

*Advanced Medical Coding/ CPC Coding Exam Review – *NEW CLASS!*

CPC®

Learn advanced coding concepts while preparing for the Certified Professional Coder Exam as administered by the American Association of Professional Coders (AAPC). This course will review terminology, anatomy and physiology, pathophysiology, practice management, and all three coding manuals. Practice coding packets will be available. *Prerequisite: Medical Coding Principles II or 1 year coding experience.* **Textbook required at first class meeting.** *5-week course*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
062705	3:30-5:00 PM	M-Th	10/12-11/12	Goetsch	CEC 10	$130

Textbook required first class meeting

Register: www.libertyadulted.org

ADDITIONAL DAYTIME CLASSES

Accounting I, Accounting II and Accounting III

Register Now! www.libertyadulted.org
See Page, 15

Income Tax Preparation

Learn the basics of income tax preparation. Lessons cover the latest in tax changes and will expose you to all the schedules, credits, and forms that can be filed with individual tax returns. After successful completion, you will be eligible to apply for the California Tax Education Council Registered Tax Preparer Certificate and eligible for employment as a tax preparer. **Textbook required, purchase from teacher on first day of class. Please see page 13 for PM class.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
204300	9:00 –12:00 PM	T/Th	09/01-11/19	Hopkins	CEC TBA	$50

FALL BREAK: October 5 – October 9

Customer Relations, Communications, and Career Strategies

This newly updated course will cover important concepts related to customer service in all businesses. Students will participate in discussion, group work, demonstrations, and practice written communication skills related to providing excellent customer service. New this session will be career strategies including interview techniques. Students will work with a variety of business machines to complete projects. **Textbook and USB required.** *5-week class.*

Got a Job! Contra Costa County

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
064001	10:30-12:30 PM	M-F	7/28-8/28	Goetsch	CEC 10	$130
064003	10:30-12:30 PM	M-F	10/12-11/13	Goetsch	CEC 10	$130

HOLIDAY: November 11

Workplace Math

Build a foundation in the fundamentals of math for success in today's business world and everyday living. Improve your confidence with fractions, percentages, decimals, and more. Excellent preparation for job placement exams. **Textbook required.** *5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
063906	10:30-12:30 PM	M-F	11/16-12/18	Whalen	CEC 10	$130

HOLIDAY: November 25, November 26, and November 27

English for the Workplace

This course will offer you all the grammar, spelling, and punctuation expertise you will need to succeed on the job. Brush up on your oral and written communication skills essential in today's business world. **Text/workbook required.** *5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
063405	10:30-12:30 PM	M-F	8/31-10/02	Whalen	CEC 10	$130

HOLIDAY: September 7

Introduction to Administration of Residential Care Facilities - *NEW CLASS!*

This class is designed for individuals interested in becoming an administrator of a residential care facility or to start their own residential care facility. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
205100	9:00-11:00 AM	T/Th	10/13-10/27	Curry	CEC TBA	$80

Income Tax Preparation

Learn the basics of income tax preparation. Lessons cover the latest in tax changes and will expose you to all the schedules, credits, and forms that can be filed with individual tax returns. After successful completion, you will be eligible to apply for the California Tax Education Council Registered Tax Preparer Certificate and eligible for employment as a tax preparer. **Textbook required, purchase from teacher on first day of class. Please see page 12 for AM Class.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
204301	6:00-9:00 PM	T/Th	09/01-11/19	Hopkins	CEC TBA	$50

FALL BREAK: October 5, 2015 – October 9, 2015

Microsoft Office (Word, Excel, Powerpoint, Access) (Self-Paced)

This self-paced program of individualized instruction with the support of the teacher is geared to prepare students to use the Microsoft Office Suite in work settings. Students of all levels will be able to improve their marketability. Students can focus on any of the applications in the MS Office Suite; Word, Excel, Access, PowerPoint, and Outlook Levels 1 through 3. **Textbook and USB Flash Drive required the first class meeting. (12 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
068300	6:00-9:00 PM	W	08/05-9/30	Schliesman	CEC 8	$110
068301	6:00-9:00 PM	W	10/14-12/16	Schliesman	CEC 8	$110

HOLIDAY: November 11, November 25

Computacion Basica Y Microsoft Office I & II ** Computers In Spanish

Vea la Página 20

Managing Computer Files Using Windows (Teacher Directed)

Do you have a hard time finding files on your computer? Learn how to manage your computer files by using folders. Also, learn how to take charge of your desktop and how to back up your files. **USB Flash Drive recommended. (8 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
068307	6:00-9:00 PM	M	8/10	Schliesman	CEC 8	$25
068304	6:00-9:00 PM	M	10/19	Schliesman	CEC 8	$25

Contact Lists and Calendars Using Microsoft Outlook (Teacher Directed)

Learn how to use the Contact List and Calendar in Outlook. Be ahead of the others by knowing the electronic communication tool that is preferred by many companies. **USB Flash Drive recommended. (8 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
068306	6:00-9:00 PM	M	8/17	Schliesman	CEC 8	$25
068305	6:00-9:00 PM	M	10/26	Schliesman	CEC 8	$25

PivotTables using Microsoft Excel (Teacher Directed)

Learn how to use PivotTables and PivotCharts like an expert. We will look at data in a variety of ways without the need to sort and lay out the data manually. **USB Flash Drive recommended. (8 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
068308	6:00-9:00 PM	M	9/14	Schliesman	CEC 8	$25
068310	6:00-9:00 PM	M	11/2	Schliesman	CEC 8	$25

DON'T FORGET . . .
Keep this Brochure!

It covers Summer (July 28-October 2), AND Fall (October 12 - December 18)

Register: **www.libertyadulted.org**

EVENING CAREER TECHNICAL EDUCATION (CTE)

Create Labels, Form Letters, and Envelopes using Microsoft Word (Teacher Directed)

Learn how to use mail merge like an expert. Set-up data sources where you store contact information and create form letters to produce personalized letters. Also, learn how to create personalized envelopes, labels, and other documents. **USB Flash Drive recommended. (8 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
068301	6:00-9:00 PM	M	9/21	Schliesman	CEC 8	$25
068303	6:00-9:00 PM	M	11/9	Schliesman	CEC 8	$25

Create a Presentation Using Microsoft Powerpoint (Teacher Directed)

Need to quickly create dynamic, professional presentations using Powerpoint? This course is for you. You can also create a personal slide show of your favorite pictures. **USB Flash Drive recommended. (8 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
068313	6:00-9:00 PM	M	9/28	Schliesman	CEC 8	$25
068314	6:00-9:00 PM	M	11/16	Schliesman	CEC 8	$25

Medical Office Skills - *NEW CLASS!*

These self-paced classes allow the student to explore a medical subject of their choice. This class will allow you to work on one of the following courses: Medisoft Patient Accounting and Billing, Electronic Health Records Using Simchart For The Medical Office, Medical Records Management, Medical Front Office Procedures Using Medisoft Electronic Health Record, or Keyboarding. Medical Terminology highly recommended. **Textbook and USB drive required at first class meeting. (12 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
062203	6:00-9:00 PM	W	8/5-9/23	Goetsch	CEC 10	$115
062204	6:00-9:00 PM	W	10/14-12/16	Goetsch	CEC 10	$115

HOLIDAY: November 11, 25

Medical Terminology

Join us as we discover the language of medicine. You will learn how to decode and encode medical terms. Using simple techniques you will become proficient in understanding medical terms. We will discuss current topics in health and medicine as well as diseases. This is an enjoyable course that will be the foundation of your medical career. A must for all persons interested in working in the medical field. **Textbook required. (12 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
062200	6:00-9:00 PM	T	8/18-10/20	Goetsch	CEC 22	$115

NO CLASS: October 6

Freelance Writing and How to be Published - *NEW CLASS!*

Love to write? Want to be published in magazines and newspapers? Learn how to become a freelance writer, pitch stories to editors and ultimately get published and paid! Charleen Earley, publisher of Delta Living Magazine is a 15-year freelance writer and taught high school journalism. She currently writes for The Record and SF Chronicle.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
069133	6:00-8:00 PM	Th	8/6-9/24	Earley	CEC TBD	$50

Public Speaking - *NEW CLASS!*

Have a presentation to give at work, but start to sweat just thinking about it? Learn how to lose the nerves and fear and speak confidently at business meetings, to a group of strangers, or even at parties. Charleen Earley is a stand-up comedienne with over 15 years of stage time and confidence when it comes to effective verbal communications.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
069134	6:00-8:00 PM	Th	10/15-12/17	Earley	CEC TBD	$50

Holiday: November 26

COMING SOON! Nurse Assistant Training Program (C.N.A program) Beginning Fall Session

Adult School Allied Health Educators, Inc. Approved by California Department of Public Health and Bureau for Private Post-Secondary Education (BPPE), State of California. Web site: www.adultschoolhealth.com Please send your contact information on the form included on the website. Enrollment is limited to 15 students..Contact: (925) 255-3715. After successful completion of training program you will be eligible to take State certification exam, for Nurse Assistants

Bookkeeping/Accounting I

This course covers terms, concepts, and applications of a double-entry accounting system for a service business. Students learn to deal effectively with the chart of accounts, assets, liabilities, and equity accounts, as well as to apply basic rules of generally accepted accounting principles. *Prerequisite: Business Math class or equivalent experience.* **Textbook, Online Workbook, and Automated Accounting Access Card required first class meeting.**

*Bookkeeping/Accounting II

Continue learning about terms, concepts, and applications of a bookkeeping/accounting system for a corporation. Students learn to deal effectively with accounts receivable, accounts payable, payroll, and dividends. *Prerequisite: Accounting I or equivalent experience.* **Textbook, Online Workbook, and Automated Accounting Access Card required first class meeting.**

*Bookkeeping/Accounting III

Continue learning about terms, concepts, and applications of a bookkeeping/accounting system for a merchandising business organized as a corporation. Students learn to deal effectively with bad debt, inventory, depreciation, and loans. *Prerequisite: Accounting II or equivalent experience.* **Textbook, Online Workbook, and Automated Accounting Access Card required first class meeting. (12 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
063804	6:00-9:00 PM	Th	8/06-10/01	Schliesman	CEC 10	$110
063805	6:00-9:00 PM	Th	10/15-12/17	Schliesman	CEC 10	$110

HOLIDAY: November 26

*SELF-PACED CLASSES

These classes are designed for the working adult to be open entry and open exit. Students are required to pay at the beginning of each session. Students must, however, complete the course requirements to be eligible for the certificate of completion.

Home Improvement and Woodworking

Home Improvement and Repair - *NEW CLASS!*

Save $1000's on the cost of home ownership by learning how your house is built and how to do minor repairs and maintenance yourself. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
069200	6:30-9:00 PM	T	8/4-9/22	English	LHS- K1	$110
069201	6:30-9:00 PM	T	10/13-12/08	English	LHS- K1	$110

Introduction to Woodworking - *NEW CLASS!*

Learn how to safely operate power woodworking tools and the proper procedures needed to develop skills for the building of shop projects. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
069202	6:30-9:00 PM	Th	08/06-9/24	English	LHS- K1	$110

Woodworking II Advanced Skills and Procedures - *NEW CLASS!*

Learn advanced joining techniques, finish procedures, and furniture building skills. Students will also learn drying and milling different types or wood for projects. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
069203	6:30-9:00 PM	Th	10/15-12/10	English	LHS- K1	$110

HOLIDAY: November 26

What?
My class is canceled?

We hate to do it, but if too many people wait until the last minute to register, we have no choice.
Please Register Early to avoid disappointment for yourself and others.

EVENING CAREER TECHNICAL EDUCATION (CTE)

THE LEARNING OASIS
Start a New Career as a Clinical Medical Assistant!

Liberty Adult Education in partnership with The Learning Oasis is offering a Clinical Medical Assistant Training Program. Learn to assist the physician in a clinical setting with procedures, provide care for patients, perform simple laboratory tests, practice injections and venipuncture (phlebotomy), and administer medications. This program includes 134 hours of classroom instruction (including online quizzes and activities); plus 160 hours externship in a medical facility. Tuition includes scrubs, CPR certification and national certification examination. **Textbooks sold separately.** ***For Information please call: 888-766-1770***

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
	5:30-9:00 PM	M/W	9/14-2/17	Hayes	CEC 18	$2,399

FALL BREAK: October 5, 2015 – October 9, 2015
HOLIDAYS: November 11, November 25, January 18, February 15
WINTER BREAK: December 21, 2015- January 1, 2016

THE LEARNING OASIS
Start a New Career as a Pharmacy Technician!

Liberty Adult Education in partnership with The Learning Oasis is offering a comprehensive Pharmacy Technician Training Program. Assist the pharmacist with mixing and packaging prescriptions, referring clients to the pharmacist for counseling, inventory control and purchasing, as well as collecting payment, and coordinating billing. This program includes 182 hours of classroom instruction (including quizzes and activities online) plus 120 externship hours. Tuition includes lab coat, CPR certification, and certification examination. **Textbooks sold separately.** ***For Information please call: 888-766-1770***

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
	5:30-9:00 PM	T/Th	9/15-2/25	Vasquez	CEC 24	$1,999

FALL BREAK: October 5, 2015 – October 9, 2015
HOLIDAY: November 26
WINTER BREAK: December 21, 2015- January 1, 2016

For more information call The Learning Oasis: 888-766-1770
www.thelearningoasis.com

Phlebotomy Technician CPT 1

This is a 5-week program for persons wishing to become entry level professionals in the field of Phlebotomy. The program includes 40 hours of classroom and laboratory didactic and practical training, plus an 80 hour externship for those individual students at designated and approved clinical sites. Students successfully completing the program will sit for the National Exam. Classes taught by **Diablo Medical Training.**
For information please call: 925-586-2532

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
	5:00-9:00 PM	T/Th	08/04-09/03	Staff	CEC 18	Call
	5:00-9:00 PM	T/Th	11/03-12/10	Staff	CEC 18	Call

HOLIDAY: November 26

For more information call: 925-586-2532
or go to www.diablomedicaltraining.org

Start a New Career as a Dental Assistant

Liberty Adult Education in partnership with Horizon College is offering an 8-week Clinical Dental Assisting program providing 48 hours of lecture/lab preparation and a 40-hour internship with a practicing dentist. This course covers the basic skills necessary to assist the dentist in an entry level position in the various operative procedures performed in a dental practice. The program utilizes a hands on educational approach where students will learn by doing. Upon successful completion of all course and clinical requirements students will receive a Dental Assisting Certificate of Completion. ***Course Fee:*** *$2,500.00 (Includes supplies and textbook)* **For information call 925-516-3600**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
	6:00 - 9:00 PM	T/Th	08/04-09/24	Fejarang	CEC 17	$2,500

Registration with Horizon College is required. ***For information call: 925-516-3600***
or visit our website www.horizonfdc.com

Technology

Introduction to Basic Computer Skills - *NEW CLASS!*

Are you tired of asking others to show you how to use your computer? Become independent! This class will teach you the basic techniques and skills you'll need. **Textbook and USB Flash Drive required. (10 students minimum requirement.)**

The following topics will be covered:

◆ Computer Concepts ◆ Microsoft Windows ◆ The Web ◆ E-mail ◆ Word Processing

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
080100	3:30-5:30 PM	T	08/04-09/22	Chisholm	CEC 8	$69
080101	3:30-5:30 PM	T	10/13-12/08	Chisholm	CEC 8	$69

Retirement

Welcome to Medicare

Questions about Medicare? Welcome to Medicare is designed especially for people new to Medicare. It covers all parts of Medicare, low-income Medicare support programs, Medicare supplements policies, Medicare Advantage plans, and prescription drug plans. Contra Costa County Health Insurance Counseling and Advocacy Program (HICAP) a third-party impartial program, presents the free workshop. **(8 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
081100	2:00-4:30 PM	W	9/16	McIntosh	CEC MPR	No Charge
081103	2:00-4:30 PM	W	10/14	McIntosh	CEC MPR	No Charge
081104	2:00-4:30 PM	W	11/18	McIntosh	CEC MPR	No Charge
081105	2:00-4:30 PM	W	12/02	McIntosh	CEC MPR	No Charge

ACTIVE ADULTS

Active Adult classes in partnership with the City of Brentwood. Classes will be taught at the Brentwood Senior Activity Center. Register at the Brentwood Community Center Parks and Recreation Department, 35 Oak Street. For more information call (925) 516-5444.

Health and Fitness Literacy

Gentle Yoga Stretch

This fun and supportive class is for everyone. We'll explore yoga poses to increase your flexibility, tone your body, and improve your breathing and your balance. Modifications will be used to ensure your comfort and safety. Please bring a yoga mat and blanket. Join and enjoy, in partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
085102	8:30-9:30 AM	M	08/03-09/21	Cabusas	BSAC	$50
085100	8:30-9:30 AM	W	08/05-09/23	Cabusas	BSAC	$50
085103	8:30-9:30 AM	M	10/12-12/14	Cabusas	BSAC	$50
085101	8:30-9:30 AM	W	10/14-12/16	Cabusas	BSAC	$50

HOLIDAY: September 7, November 11, November 25

Health and Fitness Literacy

"Premiers" Exercise Program

This popular class will offer stretching, light weights, and low impact aerobics for our Active Older Adults. Please bring a mat and light weights. In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
085000	10:00-11:30 AM	M/W/F	08/03-09/25	Ghiggeri	BSAC	$50
085001	10:00-11:30 AM	M/W/F	10/12-12/18	Ghiggeri	BSAC	$50

HOLIDAY: September 7, November 11, November 25-27

ACTIVE ADULTS

Health and Fitness Literacy

"Premiers Fitness 2"

This class combines directed instruction with encouragement and music that motivates older adults to stay active, fit, and ready to move! Come join us for warm-up's and cool down stretching, guided resistance training, and light cardio fun!. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
085003	8:30-9:30 AM	T/F	08/04-09/25	Zanassi	BSAC	$40
085004	8:30-9:30 AM	T/F	10/13-12/18	Zanassi	BSAC	$40

Holiday: November 27

Health and Fitness Literacy

Meditation For A Good Night Sleep

Learn healing techniques to guide yourself into a peaceful state of rest and relaxation as you calm your mind, soothe your emotions, and stimulate your body's natural ability to heal itself while you sleep so you can wake up feeling rejuvenated and ready to start your day with happiness and appreciation for your ability to create and heal yourself in this life. In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
084004	10:30-11:30 AM	T	7/28-8/25	Kinsch	BSAC	$35

Health and Fitness Literacy

Meditation For Wellness

Enhance your wellness while being guided into a focused meditation that gathers your energy inward to increase your memory, embrace your emotions, and improve your overall health and longevity as you shift into the vibration of your true self while appreciating your reflection of past experiences that created your expansion into this present moment and encourages you to continue to see your value of your existence in this life.In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
084005	10:30-11:30 AM	T	09/01-09/29	Kinsch	BSAC	$35

Meditation

Soothe yourself through a guided meditation that helps you clear your mind, calm your emotions, and relax your body as you learn to transform your energy back into its natural state of well-being
In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
084008	10:30-11:30 AM	T	10/13-11/10	Kinsch	BSAC	$35

The Arts

Arts & Crafts ("Oldies But Goodies")

This program is specifically designed to offer fun, easy activities and socialization for the frail elderly or adults who find themselves homebound, isolated or alone. Active seniors are also welcome to enjoy crafts, socializing, and helping other seniors. A snack is provided along with weekly art and craft projects, music, field trips, guest speakers, bingo, and parties. In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
084000	1:00-4:00 PM	W/Th	7/29-9/24	Cosby/Joaquin	BSAC	$5
084001	1:00-4:00 PM	W/Th	10/14-12/17	Cosby/Joaquin	BSAC	$5

The Arts

Tell Your Story!

Turn your memories and photos into a book for your family – or for the world. Learn about different approaches to memoir writing and decide what works for you. Learn to write so that your readers feel and see what you've experienced. In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
084010	2:00-4:00 PM	Th	7/30-9/03	Reed	BSAC	$50
084011	2:00-4:00 PM	Th	10/15-11/19	Reed	BSAC	$50

ACTIVE ADULTS

ACTIVE ADULTS

Active Adult classes in partnership with the City of Brentwood. Classes will be taught at the Brentwood Senior Activity Center. Register at the Brentwood Community Center Parks and Recreation Department, 35 Oak Street. For more information call (925) 516-5444.

Bodacious Bows!

Learn the basic techniques to transform yards of wired ribbon into awesome bows. Decorate your wreaths, baskets and gifts for the Holidays! In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. Supply list available at time of registration. **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
081200	10:00-12:00 PM	T	10/20	Hayano	BSAC	$20
081201	10:00-12:00 PM	Th	11/19	Hayano	BSAC	$20

Bodacious Fall Wreath!

Fall is in the air! Design a beautiful fall grapevine wreath for your door or wall. Your creativity will shine with your choice of silk florals and ribbon. In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. Supply list available at time of registration. **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
081203	10:00-12:00 PM	T	10/27	Hayano	BSAC	$20

Bodacious Christmas Wreath!

Create a festive pine wreath for your door or wall. Add your favorite decorations to make it unique! In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. Supply list available at time of registration. **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
081204	10:00-12:00 PM	T	11/17	Hayano	BSAC	$20

ENGLISH AS A SECOND LANGUAGE

English As A Second Language (ESL)

Learn English to improve employment opportunities, help your children with schoolwork and to be more involved in your community. ESL classes teach grammar, vocabulary, reading, writing, listening, speaking, and life skills. **(Cash, Money Order, Visa/MasterCard only.) (15 students minimum requirement.)**

Class Dates: July 28, 2015 – December 18, 2015 – This is an Open Entry/Open Exit class
New Students and students not enrolled by the 1st week of classes will be required to attend an orientation meeting and take a placement test.

SEC#	LEVEL	HOURS	DAYS	INSTRUCTOR	ROOM	FEE
030500	Beginning	8:30 - 11:00 AM	M/W/F	Grovhoug	CEC 12	$30
030501	Int	8:30 - 11:30 AM	T/Th	Grovhoug	CEC 12	$30
031300	Int/Adv	8:30 - 11:30 AM	T/Th	Staff	CEC 9	$30
030400	Beginning	6:00 - 8:30 PM	T/W/Th	Staff	CEC 12	$30
030600	Int/Adv	6:00 - 8:30 PM	T/W/Th	Staff	CEC 9	$30

HOLIDAY: September 7, November 11, November 25-27
FALL BREAK: September 28- October 9

Speak English! English Conversation Group - *NEW CLASS!*

Join our new English Conversation Group to have a weekly opportunity to speak and listen to English! You will increase your confidence, practice speaking English for practical day to day situations, make new friends, and have fun! Our group will be a safe and comfortable place for you to increase your English pronunciation and conversation skills. All are welcome! **(Cash, Money Order, Visa/MasterCard only.) (12 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
201444	11:30-1:00 PM	M	08/03-09/28	Grovhoug	CEC 12	$35
201445	11:30-1:00 PM	M	10/12-11/30	Grovhoug	CEC 12	$35

HOLIDAY: September 7
FALL BREAK: September 28- October 9

ENGLISH AS A SECOND LANGUAGE

Preparation for U.S. Citizenship

Learn U.S. History and Government, the "100 Questions", and interview skills to pass the Citizenship Test. **Students must be able to speak, read, and write basic English (High Intermediate ESL). Students will take an English Skills Test on the first day in class to determine level.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
040100	6:00–08:30 PM	M	08/03-10/19	Grovhoug	CEC 9	$30

HOLIDAY: September 7
FALL BREAK: September 28- October 9

Computación Básica y Microsoft Office I

En este curso aprenderán la historia de las computadoras y sus generaciones. El alumno será capaz de utilizar los periféricos de la computadora (mouse, monitor y teclado), los sistemas operativos tales como Microsoft Windows, Apple, Google, Linux, etc. Aprenderán a navegar en las redes sociales, el uso del internet. **(Se requiere mínimo 12 estudiantes)**

- **Word** (Crear todo tipo de textos y documentos)
- **Excel** (Hoja de calculo para administrar datos y organizar resultados)
- **PowerPoint** (Presentaciones con movimiento, y animaciones graficas)

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
202600	9:00-11:30 AM	M	8/3-9/28	Martinez	CEC 15	$65
202601	6:00- 8:30 PM	M	8/3-9/28	Martínez	CEC 15	$65

HOLIDAY: September 7

Computación Básica y Microsoft Office II

Los alumnos podrán con el paquete de Microsoft Office, diseñar: volantes publicitarios, trípticos, catálogos, etiquetas, tarjetas de visita; Efectuar cálculos, ordenar todo tipo de datos, hacer presupuestos, cotizaciones, su contabilidad casera o de un pequeño negocio; Ordenar y clasificar sus fotografías, su música, sus videos, etc. Con las herramientas que aprenderán a utilizar diseñarán presentaciones de diapositivas para sus fiestas, sus trabajos escolares, de ventas, de productos, etc. **(Se requiere mínimo 12 estudiantes.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
202602	9:00-11:30 AM	M	10/19-12/07	Martinez	CEC 15	$65
202603	6:00- 8:30 PM	M	10/19-12/07	Martínez	CEC 15	$65

ADULT BASIC EDUCATION/

Critical Thinking and Problem Solving

Adult Basic Education

Reading/Writing & Arithmetic brings back memories of olden times, but these disciplines are still very much needed in our society today. This class will give you a good foundation on these three as well as Social Studies and Science. In addition, you will also spend time in our computer lab where you will learn more about these subjects online via Learn Zillion and Khan Academy. So quit making excuses and make a decision to join one of our classes today! **Textbook required. (15 students minimum requirement.)**

Class Dates: July 29, 2015 – December 18, 2015 – This is an Open Entry/Open Exit class
New Students and returning students not enrolled by the 1st week of classes will be required to attend an orientation meeting and take a placement test prior to starting class.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
010001	8:30-11:00 AM	M/W/F	7/29-12/18	Jackson	CEC 11	No Charge
010002	6:00-9:00 PM	M/W	7/29-12/16	Staff	CEC 11	No Charge

HOLIDAY: September 7, November 11, November 25-27
FALL BREAK: September 28- October 9

DON'T FORGET . . . ***Keep this Brochure!*** **It covers Summer (July 28-October 2), AND Fall (October 12 - December 18)**

Register: **925.634.2565**

Test Preparation

GED Test Preparation

The GED 2014 Examination has been in existence for almost a year, and you can prepare for passing this exam at one of our two classes we offer. Your preparation will include group activities for the Reasoning through Language Arts (RLA), Math (50% of the test is Algebra), Social Studies, and Science. This exam is evidenced based and Career and College Readiness. Training will be given on short and extended response answers for the Science and Social Studies disciplines. In addition to the classroom training, you will also have Computer Lab time to prepare for this computer based examination. For more information on the GED Preparation class, call our office at 925-634-2565. **Textbook required. (15 students minimum requirement.)**

Class Dates: July 28, 2015 – December 18, 2015 – This is an Open Entry/Open Exit class
New Students and returning students not enrolled by the 1st week of classes will be required to attend an orientation meeting and take a placement test prior to starting class.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
022001	8:30-11:30 AM	T/Th	7/28-12/17	Jackson	CEC 11	No Charge
022002	6:00-9:00 PM	T/Th	7/28-12/17	Riley	CEC 11	No Charge

HOLIDAY: November 25-27
FALL BREAK: September 28- October 9

Online GED Academy

This class is for all the students who are computer literate and don't have the time to attend our Classroom Offerings. You will get everything that the classroom offers and more, because you will be able to train at your convenience. You will have an online Tutor who will guide you through assessment tests, practice tests, and let you know when you are ready to take the real GED tests. **Students must register with the Adult Education Office. (Cash, Money Order, Visa/MasterCard only.)** Orientation: Via Email

SEC#	HOURS	DATES	INSTRUCTOR	FEE
022006	Access Anytime	7/28-10/02	Riley	$25
022007	Access Anytime	10/12-12/18	Riley	$25

Test Preparation

NEW GED 2014 TESTING INFORMATION

1. **The Website to Register, Pay, and Schedule a time and date to take the test is:**
   - PearsonVue.com
2. **Testing time and dates:**
   - Wednesdays - 3:30 p.m. to 7:30 p.m.
   - Fridays - 10:00 a.m. to 3:00 p.m.
3. **For questions regarding the website please call:**
   - 1-877-392-6433
4. **The price for the GED TEST is:**
   - $35.00 per each module (4 Modules)
     - Mathematical Reasoning (120 minutes)
     - Reasoning through Language Arts (155 minutes)
     - Science (95 minutes)
     - Social Studies (95 minutes)
5. **Students must arrive 30 minutes before the test to finish the registration process. If you miss your appointment or are late you must reschedule the appointment. Please bring two forms of identification, one with a photo, and both with signature.**

PEARSON VUE-Authorized Test Center

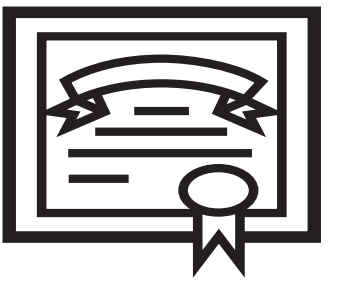
Register: www.libertyadulted.org

ADULT SCHOOL AND HIGH SCHOOL DIPLOMA

High School Diploma Program

Classes are ongoing.

It's not too late to reach your goal of earning your Diploma! Work at your own pace in a supportive and caring environment with credentialed teachers.



California High School Exit Exam (CAHSEE)

The California Department of Education (CDE) requires all students, including adults to pass the CAHSEE in order to receive a high school diploma.

CAHSEE English/CAHSEE Math

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
021300	6:00-8:00 PM	T	8/11-12/15	Schneider	CEC 4	No Charge

FALL BREAK: September 28 – October 9, 2015
Counseling services are available

Liberty Adult Education Learning Center

Required and Elective Courses for Adult School or High School Diploma

Seat time **Math (Algebra I, Geometry 1A, Geometry and Math Electives)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
020401	3:30-5:30 PM	T-Th	8/11-12/15	Garcia	CEC 1	No Charge

Independent Study **Multi Subject (priority to concurrently enrolled high school students)**
M-Th 3:30-5:30 PM (by appointment)

HOLIDAY: September 7, November 11, November 25-27
FALL BREAK: September 28 – October 9, 2015
Counseling services are available.

HEALTH AND SAFETY EDUCATION

Health, Fitness, Nutrition, and Safety

Yoga for Beginners/Intermediate

Beginning and continuing students will enjoy classes building strength and flexibility through a moderately paced asana class. Yoga mat required and props are welcome. **Students must bring to class: a mat, towel, and water. Please wear comfortable clothing. (10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
206300	5:30-6:30 PM	W	8/5-9/23	Anthony	CEC MPR	$50
206301	5:30-6:30 PM	W	10/14-12/09	Anthony	CEC MPR	$50

HOLIDAY: November 11, November 25

Health, Fitness, Nutrition, and Safety

Meditation For A Good Night Sleep

Learn healing techniques to guide yourself into a peaceful state of rest and relaxation as you calm your mind, soothe your emotions, and stimulate your body's natural ability to heal itself while you sleep so when you wakeup you feel rejuvenated. **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200226	6:00-7:00 PM	Th	8/06-9/03	Kinsch	CEC 22	$30

Meditation For Wellness

Enhance your wellness while being guided into a focused meditation that gathers your energy inward for you to view, feel, and heal yourself. You'll learn to awaken your senses, understand how your body generates female/male energy and increase your awareness about the function of your adrenal glands as you bring your energy back into balance through self-healing techniques.. **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200227	6:00-7:00 PM	Th	9/17-10/15	Kinsch	CEC 22	$30

HEALTH AND SAFETY EDUCATION

"Free" Zumba, In Partnership with La Clinica, Oakley - *NEW CLASS!*

Get your exercise while dancing in this medium impact Latin inspired Zumba class. It is sure to be a winner and it's going to be a blast! No experience is needed. Wear tennis shoes, comfortable clothing and bring water. Great way to get fit and have some fun! **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200911	7:00-7:45 PM	M	8/3-9/28	Dalbey	CEC MPR	No Charge

Fly Fishing - *NEW CLASS!*

Learn the basics of Flyfishing including casting, equipment selection and use, fly selection, and basic fish and insect behavior **(6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200777	6:00-9:00 PM	W	8/26	English	LHS-K1	$25
200778	6:00-9:00 PM	W	11/18	English	LHS-K1	$25

Boating Safety

Best known safe boating course. Covers boat equipment, operation, navigation, tide, and currents. Boating laws and procedures with emphasis on safety. Taught by the U.S. Coast Guard Auxiliary. Join other men and women boaters for this 1-day class. You do not need to own a boat, just have an interest. Lower fee for couples and families. Provides the student with a U.S. Coast Guard Auxiliary Certificate and wallet card, and proof of completion of this basic safety course. This class will give you the knowledge needed to obtain a boat license or safety certification in many states. Many insurance companies will offer discounts on boating insurance too. **A $35 per student ($50 per couple) textbook and material fee payable to the instructor on the first day of class.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200100	8:00-4:00 PM	F	8/7	Campbell	CEC TBA	$20
200101	8:00-4:00 PM	M	10/19	Campbell	CEC TBA	$20

COMMUNITY INTEREST

Beginning Conversational Spanish 1

Come learn basic Spanish in a relaxed environment. Topics covered include: greetings, farewells, telling time and much more! **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
202600	6:30-8:30 PM	T	8/11-9/29	Hunter	CEC TBA	$55

Beginning Conversational Spanish 2

We will continue to build on our basic vocabulary and Spanish grammar learned in Beginning Conversational Spanish 1. Topics covered include present verb conjugation, adjectives, days and months, and much more!. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
202601	6:30-8:30 PM	T	10/13-12/08	Hunter	CEC TBA	$55

Retirement Planning for School Employees

This seminar is designed to help you make informed choices about your retirement. Please bring your PERS/STRS statements, a recent pay stub, and your Social Security Statement. **Must pre-register a minimum of 2 days prior to class. Class limited to 10 students.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
204200	4:00-6:00 PM	Th	11/5	Rhodes	CEC TBA	$15

DON'T FORGET . . .
Keep this Brochure!

It covers Summer (July 28-October 2), AND Fall (October 12 - December 18)

Register: www.libertyadulted.org

Family Finance - *NEW CLASS!*

This class will be for families to come up with a budget, savings, and investment plan. Please bring your whole family to make sure you have a plan the whole family will follow! **(5 students minimum requirement.) Cost is per family**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
204805	6:00- 7:30 PM	Th	08/13	Alvarez	CEC TBD	$25
204807	6:00- 7:30 PM	Th	10/01	Alvarez	CEC TBD	$25

Retire Wisely and Wealthy

Do you ask yourself: Will I have enough to retire? Will my retirement income last? Are my assets protected? Manage six key risks all retirees face: Outliving their income, inflation, unpredictable events, market volatility, income taxes and rising healthcare costs. **(5 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
204802	6:30- 8:00 PM	Th	09/17	Alvarez	CEC TBD	$20
204804	6:30- 8:00 PM	Th	11/12	Alvarez	CEC TBD	$20

Money Consciousness - *NEW CLASS!*

How to break through your subconscious blocks and become money conscious instead of poverty conscious. **(5 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
204808	6:00- 7:00 PM	T	10/13	Alvarez	CEC TBD	$20
204809	6:00- 7:00 PM	T	11/03	Alvarez	CEC TBD	$20

Young Latina Leadership Development - *NEW CLASS!*

This class will provide young Latina's aged 11-18 with professional leadership development skills. **(5 students minimum requirement.) Cost is per family, you can bring multiple kids from your family ages 11-18.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
204810	5:00- 7:00 PM	Th	9/10	Alvarez	CEC TBD	$20
204813	5:00- 7:00 PM	Th	11/05	Alvarez	CEC TBD	$20

Brentwood Concert Band

The Brentwood Concert Band turns 10 in 2015!! Come and be a part of this very special season. All wind and percussion instruments are welcome. So dig out that old clarinet, sax, trombone, etc. and join us every Monday night at the Liberty High School band room. Prepare to have fun. **(12 students minimum requirement). *Fee to be paid on the first day of class. Instructor will collect fee.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
083100	7:00-9:00 PM	M	7/20-12/14	Stuart/Hurst	LHS PAC 3	$60

HOLIDAY: September 07

Brentwood Community Chorus

The Brentwood Community Chorus is for you if you love to sing. We will be singing appropriate music from the choral repertoire, culminating in a performance on the Brentwood Concert Band's Toys for Tots concert on December 7. Other performance opportunities may be included. **(12 students minimum requirement)**.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
083101	7:00-9:00 PM	T	08/18-12/08	Stuart	CEC MPR	$40

BREAK: October 5 – October 9, November 23-27

What?
My class is canceled?

We hate to do it, but if too many people wait until the last minute to register, we have no choice.
Please Register Early to avoid disappointment for yourself and others.

Register: **925.634.2565**

Voice-Overs... Now Is Your Time!

YOU'VE HEARD LISA FOSTER ON TV AND RADIO COMMERCIALS! Now hear Lisa LIVE as she illustrates how YOU could actually begin using your speaking voice for commercials, films, and videos! Most people go about it the wrong way. Lisa will show you a unique, outside the box way to cash in on one of the most lucrative full or part-time careers out there! This is a business that you can handle on your own terms, on your own turf, in your own time, and with practically no overhead! And NOW is the best time to make this happen as new companies are looking for new voices like never before. This exciting and fun class could be the game changer you've been looking for! Lisa Foster's voice can be heard on commercials and narrations for such clients as: Crest Toothpaste, Olay, Café Appassionato, LA Weight Loss, Advanced Laser Clinics and Sleep Train. **(3 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
208700	6:30-8:30 PM	T	11/10	Foster	CEC TBA	$40

Crochet Mid-Day, The Easy Way

Bring your own project or follow along with the class on our quick and easy pattern. Beginning through intermediate students learn basic techniques and brush up on current skills. You will learn about different yarns, hooks, and stitches. Expect good wholesome fun! **Pick up a supply list in the office when you register.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
202500	10:00-12:00 PM	Th	08/06-09/24	Bordelon-Camp	CEC 24	$30
202501	10:00-12:00 PM	Th	10/15-12/03	Bordelon-Camp	CEC 24	$30

Bodacious Bows!

Learn the basic techniques to transform yards of wired ribbon into awesome bows. Decorate your wreaths, baskets and gifts for the Holidays. **Supply list available at time of registration. (6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200220	6:00-8:00 PM	Th	10/22	Hayano	CEC TBA	$15
200221	2:00-4:00 PM	Th	11/12	Hayano	CEC TBA	$15

Bodacious Fall Wreath!

Fall is in the air! Design a beautiful fall grapevine wreath for your door or wall. Your creativity will shine with your choice of silk florals and ribbon. In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. **Supply list available at time of registration. (6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200222	6:00-8:00 PM	Th	10/29	Hayano	CEC TBA	$15

Bodacious Christmas Wreath!

Create a festive pine wreath for your door or wall. Add your favorite decorations to make it unique! In partnership with the City of Brentwood. Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. **Supply list available at time of registration. (6 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200223	6:00-8:00 PM	W	11/18	Hayano	CEC TBA	$15

Tole and Decorative Painting

Designed to teach how to complete a wood or tin project by learning the use of color, brush strokes, acrylic paints, etc. **(12 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200500	10:00-12:00 PM	T	08/11-09/29	Doran	CEC 24	$65
200501	10:00-12:00 PM	T	10/13-12/01	Doran	CEC 24	$65

Tell Your Story!

Turn your memories and photos into a book for your family – or for the world. Learn about different approaches to memoir writing and decide what works for you. Learn to write so that your readers feel and see what you've experienced. **(10 students minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
201900	6:30-8:30 PM	Th	08/06-09/10	Reed	CEC TBA	$50

CLASS REGISTRATION FORM

TO REGISTER BY FAX OR BY MAIL

Complete the information below and return with your check or charge card information or fax together with your charge card information. Register as early as possible to ensure a reserved space in class. ***First time students must register in person to complete ASAP Form.**

FAX: (925) 634-5317 • TELEPHONE: (925) 634-2565

Please Print or Type. *Please Copy this Registration Form for a Friend!*

Last Name _____ First Name _____ MI ____

Social Security No: _____

Sex: ❑ M ❑ F Birthdate: _____/_____/_____

Email: _____

Home Phone: _____ Work Phone: _____

Home Address: _____

City _____ Zip _____

Signature: _____ Date: _____

Course Title: _____

Section No: _____ Start Date: _____

Registration Fee: $ _____ Materials Fee: $ _____

Course Title: _____

Section No: _____ Start Date: _____

Registration Fee: $ _____ Materials Fee: $ _____

Total Amount to be Charged: $_____ ❑ VISA ❑ MASTERCARD

Charge Acct. No: _____

Expiration Date: _____ Signature: _____

Share Your Talent!
Interested in Teaching? *We need you!!!*

Qualifications Needed to Teach:

ESL (English as a Second Language) • BA or BS Degree

GED (General Education Development) • BA or BS Degree

Career Technical • Vocational or Adult Education Teaching Credential/Degree

Community Enrichment Classes • No college degree – just a talent to share

If you have any questions on how to qualify, call Debbie Norgaard at the Community Education Center at 925-634-2565 or stop by:

Community Education Center, 929 Second Street, Brentwood, CA 94513

Celebrating Excellence in Adult Education

Cindi Grovhoug and Michelle Stewart

Congratulations to **Cindi Grovhoug** who was selected as the California Council for Adult Education (CCAE), Contra Costa Chapter "Teacher of Excellence". Cindi has been teaching for Liberty Adult Education (LAE) for five years. She teaches in our English as a Second Language (ESL) Program. She is truly deserving and a fine example of what excellent teachers are all about: dedication, enthusiastic, caring and all around "good person"

Liberty Adult Education would also like to offer congratulations to **Michelle Stewart** who was also selected as CCAE, Contra Costa Chapter "Friend of Adult Education" award. Michelle is the Economic Empowerment Re-entry Coach and Skills Development Specialist for Rubicon Programs. Rubicon is one of five organizations nationwide to be awarded a special federal grant (AB109). To make sure that parents that fall under AB109 are provided financial and emotional support for their children. LAE teaches ABE/GED and Computers Skills at Rubicon to their participants.

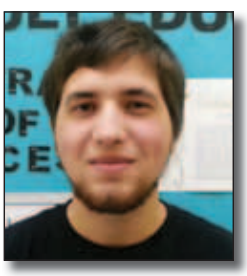
Liberty Adult Education is very proud of Cindi and Michelle for their recognition and their positive impact on the lives of our students. **Congratulations to both of you!**

Portraits of Success

CTE – Rachel Murphy

I want to start by saying, "Thank you Liberty Adult Education"! My story is much the same as many other people. I previously worked at a company for over 20 years and was informed that I would be laid off due to the sell and relocation of the company. As a result, I decided to go back to school and take some medical and administrative courses at Liberty Adult Education. I started taking classes at night while I was still employed. Upon my layoff, Liberty Adult Education staff and teachers helped me through this difficult time, and worked with me in creating a schedule that worked for me, and my children… I became a full-time student. Liberty Adult Education has courses that work in today's world, with up to date programs. The teachers work with you, with patience and encouragement. I looked forward to going to school daily. I met wonderful people who were a great source of support and inspiration throughout my classes. We had lots of laughter, and since, have become the best of friends. Liberty Adult Education teachers and staff helped me regain my confidence and to believe in myself. With all of this, I realized goals and accomplishments can be met...and while having a good time. I can't say enough how much Liberty Adult Education brought me back to life and taught me no matter what age, there's always time to learn new things. I've since earned many certificates, and have landed a great job. Many thanks, especially to Cheryl, Sudie and Debbie… and my classmates that cheered me on!

GED – Tylor Picinich



I spent a lot of time at different schools, and found I often lacked direction. I procrastinated too much and did too little. Instead of finishing high school late I decided to get my GED. After joining the GED program and attending Mr. Riley's classes, I found that I was able to focus and that I still remembered most of what I learned in school. With enough patience and the support of those around me I earned my GED. Afterwards I used my GED to get a job so I can move forward with my life.

ESL – Mavel Velin

I have been a student at Liberty Adult Education since September, 2014. I am from Ecuador and I have been in the United States for 7 months. I studied in Ecuador and got my Master's Degree in Strategic Management. I worked in Ecuador for 9 years at a Chevrolet dealership. I came to the U.S.A. with my husband so he can continue his studies. My main goal is to learn more English and to improve my speaking skills. My ESL class has helped me to be more confident in myself. Also, I feel more prepared to write, understand and maintain a conversation with people. I am grateful to my teacher Cindi because she is a wonderful woman who loves her job. Additionally, she shows her passion for teaching every day in class. ESL class for me is the best place where I can learn the English language.

Liberty Union High School District
Community Education Center
929 Second Street
Brentwood, CA 94513

Non-Profit Org.
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ECRWSS

Postal Customer

LIBERTY ADULT EDUCATION

Career and Educational Opportunities

SUMMER/FALL

SCHEDULE OF CLASSES

929 Second Street
Brentwood, CA 94513
Adult Education Center: 925.634.2565
https://www.libertyadulted.org

FEATURED CLASSES in this Brochure

START A NEW CAREER

For a complete list of our Certification Programs, please see page 6

Clinical Medical Assistant, p. 16
Dental Assisting Program, p. 16
Pharmacy Technician, p. 16
Phlebotomy Technician CPT, p. 16
CNA Class, p. 14 *NEW*

ENHANCE YOUR BUSINESS OR CAREER

Advanced Medical Coding/ CPC Coding Exam Review, page, p. 11 *NEW*
Bookkeeping/Accounting I-III, p. 15
Building a Foundation with MS Office, p. 7
Create Labels, Form Letters, & Envelopes using MS Office, p. 14
Contact Lists & Calendars Using MS Outlook, p. 13
Create a Presentation Using MS PowerPoint, p. 14
English for the Workplace, p. 12
Freelance Writing and How to be Publised, p. 14 *NEW*
Human Anatomy & Physiology, p. 11
Income Tax Preparation, p. 12
Mail Merge Using MS Word, p. 9
Managing Computer Files Using Windows, p. 13
Medical Coding Principles I, p. 11
Medical Office Procedures Using Medisoft Electronic Health Record, p. 10 *NEW*
Medical Office Skills, p. 14
Medical Terminology, p. 14
Microsoft Office (Word, Access, Excel, PowerPoint), p. 13
Pivot Tables Using MS Excel, p. 13
Public Speaking, p. 14 *NEW*
Workplace Math, p. 12
Home Improvement and Repair, p. 15 *NEW*
Introduction to Woodworking, p. 15 *NEW*
Woodworking II Advanced Skills and Procedures. p. 15 *NEW*

SHARPEN YOUR MIND - ACTIVE ADULT CLASSES

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GET HEALTHY ACTIVE ADULT CLASSES- IN PARTNERSHIP WITH THE CITY OF BRENTWOOD

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ADVANCE YOUR EDUCATION

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Computacion Basica Y Microsoft Office, I & II, p. 20
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ENRICH YOUR LIFE

Beginning Conversational Spanish Part 1 & 2, p. 23 *NEW*
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Bodacious Christmas Wreath, p. 25 *NEW*
Bodacious Fall Wreath, p. 25 *NEW*
Brentwood Concert Band, p. 24
Brentwood Community Chorus, p. 24 *NEW*
Crochet Mid-Day, The Easy Way, p. 25
Family Finance, p. 24 *NEW*
Fly Fishing, p. 23 *NEW*
Introduction to Administration of Residential Care Facilities, p. 23 *NEW*
Meditation for a Good Night Sleep, p. 18 - *NEW*
Meditation for Wellness, p. 18
Money Consciousness, p. 24 *NEW*
Retire Wisely & Wealthy, p. 24
Retirement Planning for School employees, p. 23
Tell your Story, p. 25
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Yoga for Beginners/ Intermediate, p. 22
Young Latina Leadership Development, p. 24 *NEW*
You're on the Air....How to Really Make it in Voice-Overs, p. 25
Zumba, p. 23 *NEW*