

LIBERTY ADULT EDUCATION

Career and Educational Opportunities at our Brentwood Campus

SCHEDULE
OF CLASSES

SUMMER/FALL 2017



GED (General Education), p. 25



English as a Second Language (ESL), p. 23



Community Interest,
Genealogy, p. 20



Career Technical Education (CTE), p. 7



Community Interest, Acrylic Painting, p. 18



Adult Basic Education and GED (General Education), p. 24-25



It's never too late to learn!

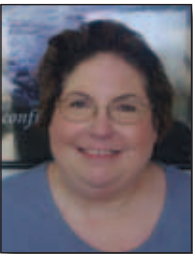
Classes August 1 - December 22, 2017
www.libertyadulthood.org
925.634.2565

Portraits of Success



Latoya Alexis: I took a wrong path in life and never completed high school. Honestly, I never felt the need to finish until I found myself having a “How important Education is” conversation with my son. At that moment I felt like a hypocrite. How can I say something to him when I had not even completed by own education, so I enrolled into the High School Diploma program at Liberty Adult Ed and earned credits needed to graduate. After Graduation I transferred over to the Medical Executive Assistant program at LAE. My children are my motivation and they give me the courage to keep going and continue my education and career goals. Always remember “Better late than never!”

Huan Lui: Hi, my name is Huan Lui. I am from China. I have been in the United States for three years. This is my first class in America. When I first came to America, I worked in Las Vegas as a chef. Now I work at Mikado Bistro in Brentwood, California. My ESL class has helped me to communicate better with the people around me. My goals for the future are to have a better life and a better job! Also to be able to tell my girlfriend whatever I want!



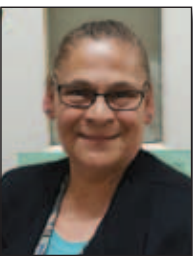
Sandra Koehler: My career got sidetracked when I was laid off. About the same time, my mother had leukemia and my husband passed away. With an aged father to take care of, I saw the need to go back to school to update my computer skills. I chose Liberty Adult Education (LAE). The teachers as well as Debbie Norgaard were exceptional in their support.

There were many ups and downs and twists and turns, but one of the constants in my life was LAE and the friends I made and support that I received. At first, I took courses piece meal; but eventually I moved toward and received a Microsoft Office Technician program certificate. (Note: This certificate program is no longer offered.) Through more adversity,

I continued at LAE and took intermediate and advanced courses in individual Microsoft Office applications. After much job searching and several interviews, I finally was offered a position.

I will miss LAE, but I know I have everyone’s support in wishing me great success on my new job. My special thanks go out to Debra Dye, Employment Specialist, for helping me craft my resume and her assistance and encouragement in getting me ready to re-enter the workforce. Thank you LAE!

Maria Lawrence: I moved here from Portugal 10 years ago. At that time, I could understand some English, but was not comfortable speaking or writing. While I learned some on my own, in 2014, I joined the Liberty Adult Education English Learning program. It made such a big difference in my life. Not only did I get to meet wonderful students and teachers, my confidence and ability to understand, speak and write English dramatically improved. This has also helped me progress through my citizenship process, which I’ll complete this year. It’s a terrific program and school. Thank you to all.



Velia Ramos: I am from Mexico, my native country is Cuquio Jalisco. I came to the United States in 1975. I only studied until the 3rd grade because we were poor and I had to work. When I came to the United States I started working overnight in the laundry business to raise my children. Now my youngest is 25 and I can go back to school to learn how to speak English. I thank Liberty Adult Education for finding good teachers that can teach me how to speak and pronounce words. They have patience with me. They explain the words I don’t understand and teach me how to read and write. I am now also learning how to do addition, subtraction and multiplication in my Math class. I’m very happy

with the ESL program. It is like a dream come true for me. My goal is to learn how to speak, read and write in English.

Message from Our Coordinator

Welcome to Liberty Adult Education (LAE).

As we enter into our 2017-2018 School Year, LAE proudly presents our Summer/Fall Catalog that is packed with educational opportunities to advance your education and enrich your life.

In March 2017, LAE welcomed the WASC Visiting Committee for our Mid-Term Western Association of Schools and Colleges (WASC) Visit. The Visiting Committee commended LAE on the excellent progress in our areas of growth, reorganization, and attention to the local community needs and how to respond. The Visiting Committee is always very impressed with the outstanding support we receive from our Governing Board, District Office, Local Businesses, Students, and Community Partnerships to offer a quality educational program. A special "thank you" to all of you! I would like to recognize a few of our Community Partners and let them know how much we appreciate their continued support.



- > **America's Job Center / Eastbay Works**
- > **Brentwood Chamber of Commerce**
- > **City of Brentwood**
- > **Brentwood Library**
- > **Brentwood Lions Club**
- > **Los Medanos College**
- > **Project Second Chance**
- > **Rubicon**
- > **A Place of Learning**
- > **California Human Development Corp.**
- > **Contra Costa County Community College District**
- > **Contra Costa County Office of Education**
- > **City of Oakley**
- > **Oakley Union Elementary School District**
- > **Department of Rehabilitation**
- > **EHSD Employment & Human Services/CalWORKs**
- > **Goodwill of Greater East Bay**
- > **La Clinica Oakley**
- > **Oakley Chamber of Commerce**
- > **Office of Assemblymember Jim Frazier**
- > **State Employment Development Dept (EDD)**
- > **Village Community Resource Center**

LAE is "Student Centered" and our staff is very supportive and motivating. We want to help you to succeed in whatever course you enroll. We sincerely appreciate your support and look forward seeing you in one of our classes.

– **Debbie Norgaard, Coordinator, Adult Education**

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LIBERTY ADULT EDUCATION COMMUNITY EDUCATION CENTER

929 Second Street • Brentwood, CA 94513
925-634-2565

LIBERTY UNION HIGH SCHOOL DISTRICT

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Sarah Singrin – Clerk Typist II



Liberty Adult Education is accredited by:

- Western Association of Schools and Colleges (WASC)
- California Department of Education (CDE)



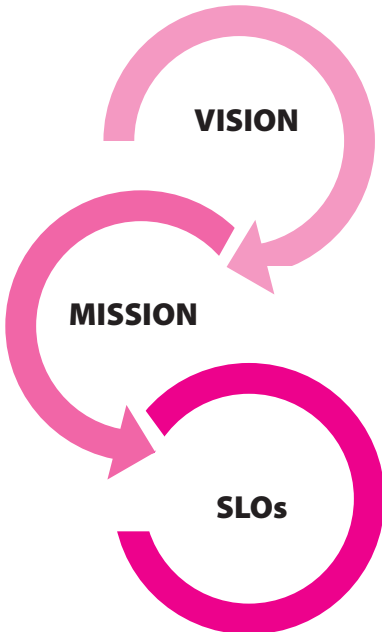
OUR VISION: The vision of Liberty Adult Education is to create a foundation for adult learners to develop the knowledge and 21st Century skills necessary to successfully transition into higher education and careers. In addition, our vision is to provide learning opportunities that enrich families and strengthen our community.

OUR MISSION: The mission of Liberty Adult Education Center is to be a catalyst in our community for all adult learners, by equipping them with the necessary 21st Century skills to compete and succeed in our global society. We achieve this through our comprehensive academic and enrichment programs, engaging curriculum, and dynamic instruction that inspires lifelong learning. This fosters our students' abilities to succeed in reaching their personal, educational, and career goals.

SLOS: SCHOOL WIDE LEARNER OUTCOMES

In order to improve skills, pursue lifelong learning, obtain career and educational advancement, access resources, and strengthen their community, Liberty Adult Education students will:

- Demonstrate career readiness skills for workplace success
- Communicate effectively
- Develop and apply problem solving and critical thinking skills
- Participate in learning activities that enrich their personal lives
- Demonstrate character traits of personal responsibility and respect for others
- Demonstrate knowledge of how to access program, community, and technology resources to support achievement of their career and educational goals



GENERAL INFORMATION

Registration Open: Enroll Now!

OFFICE HOURS:

The Liberty Adult Ed Office is located at 929 Second St., Brentwood
Monday - Thursday: 8:00 AM - 7:30 PM, Friday: 8:00 AM - 4:30 PM

HOLIDAY OFFICE HOURS:

Monday - Thursday: 8:00 AM - 6:00 PM, Friday: 8:00 AM - 4:30 PM

Summer: June 5-July 31

Fall Break: October 9-13 Winter Break: December 25-January 5

OFFICE CLOSED:

September 4, November 10, November 22-24, December 25-27, Jan 1, 2

CLASS REGISTRATION

- ◆ All registrations are taken on a first-come, first-served basis.
- ◆ Participants must pre-register for all programs.
- ◆ **New Students Must Register in person at the Adult Education Office to complete a Registration Form.**
- ◆ Checks should be made payable to Liberty Adult Education.
- ◆ **Returned checks will be assessed a Service Charge of \$25.00.**
- ◆ Visa/MasterCard/Discover accepted.

After you Register you will only hear from us if:

- ◆ The class is full or has been cancelled.
- ◆ There is a change in the time, day or date of the class.
- ◆ There is a change in the room or location.

ONLINE / FAX / MAIL REGISTRATION

Complete the Registration Form and send in via Online, Fax or by Mail.

- ◆ Register Online: Log onto www.libertyadulthood.org to register or complete the Registration Form in the brochure.
- ◆ Register by Fax - Fax completed Class Registration Form to: 925-634-5317.
- ◆ Register by Mail - Mail completed Class Registration Form to:
929 Second Street, Brentwood, CA 94513
- ◆ **New Students Must Register in person at the Adult Education Office to complete a Registration Form.**
- ◆ Incomplete Class Registration Forms cannot be processed.
- ◆ Visa/MasterCard/Discover accepted.
- ◆ Please do not send cash in the mail.

POLICIES AND PROCEDURES

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.

ADMISSIONS/ELIGIBILITY

Classes are open to all adult students regardless of residency or citizenship.

CHILDREN

Children under 18 yrs. old are not permitted in any Liberty Adult Education class unless specifically authorized.

PHOTOGRAPHY / VIDEO / RECORDING

Photographing, videotaping, or recording will only be permitted with Instructor approval. Liberty Adult Education reserves the right to photograph or video classes and program participants for promotional purposes.

CLASS CANCELLATION POLICY

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 cancelled, 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 cancelled by the Adult School. If a class is cancelled due to insufficient enrollment, a full refund will be given. 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 meeting. No refunds for books or supplies.

NON-DISCRIMINATION POLICY

Liberty Adult Education does not discriminate on the basis of race, color, national origin, religion, gender or handicap in any of its policies, procedure or practices.

PRIVACY STATEMENT

Liberty Adult Education is committed to maintaining the privacy of your personal information needed for registration and for student program records. All information collected will be protected within our agency and will not be sold for profit or shared with other schools, businesses, or government agencies for purposes other than what is required for maintaining mandatory student records. We strictly adhere to California Department of Education Privacy Policy, Government Code §11015.5, dated July 1, 2001 in our on-site and on-line registration procedures and management of student records.

Bridge to Your Future College and Career Readiness

Who is Eligible

High School Diploma Graduate

GED Completers

Other Community Members

Advanced ESL Students

Older Adults Work Force

Workforce

Career Training Programs

CAREER TRAINING ADVANCEMENT CENTER (CTAC)

Executive Administrative Assistant

Accounting Assistant

Administrative Assistant

Advanced MS Office Specialist

Microsoft Office Business Suite

General Office Support

Solar Technology

MEDICAL OFFICE ACADEMY (MOA)

Medical Executive Assistant

Medical Receptionist

Medical Insurance Coder/Biller

Future Possibilities!



Community College / University

(Continuing Your Education)

**COLLEGE TRANSITION
EMPLOYMENT READINESS**

Workforce

(I Got a Job!)



Register: 925.634.2565

CAREER TECHNICAL EDUCATION (CTE) GENERAL INFORMATION FOR DAYTIME CTE CLASSES

CLASS DATES:

SESSION I:	August 1 - September 1
SESSION II:	September 5 - October 6
SESSION III:	October 16 - November 17
SESSION IV:	November 20 - December 22

CTE CLASS 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

BREAKS:

Fall Break: October 9-13
Winter Break: December 25 - January 5

OFFICE WILL BE OPEN FOR REGISTRATION!



HOLIDAYS:

CAMPUS CLOSED - September 4;
November 10, 22-24; December 25-27, Jan 1, 2

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.

TYPING CERTIFICATES FOR EMPLOYMENT: Typing Certificates for employment are available (Includes a warm up and three 5-minute tests). Typing Certificates are FREE for students enrolled in the Daytime CTE Classes. By Appointment Only: Call 925-634-2565 to schedule. M/T/TH Appointments 2:00 PM, and Friday Appointments 1:00 PM. Cost: \$25 (Cash or Visa/MC/Discover). (No appointments during the first and last week of each session.)

CAREER CERTIFICATION PROGRAMS: Career Certification Programs prepare students for medical and business careers in today's workplace.

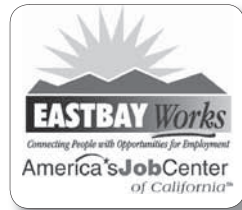
Start your new career by completing one of the programs listed on page 6.

**Textbook and USB Stick required first class meeting - not included in registration fee for Career Technical Classes. 15 student minimum requirement for all daytime classes.
See list of Career Training Programs on page 6.**

EASTBAY Works / CalWORKS

The **EASTBAY Works America's Job Center** **Housed on LAE's Campus**, (sponsored by the Workforce Development Board of Contra Costa County) 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



For more information, log onto www.eastbayworks.com, or call 925-634-2195 or stop by our offices at 281 Pine Street in Brentwood.

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.

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.

Liberty Adult Ed serves and understands how to work with a variety of clients.

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

Register: www.libertyadulthood.org

CAREER TRAINING ADVANCEMENT CENTER (CTAC) DAYTIME CLASSES

****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*

****MS Office Essentials**

Learn MS Office in just 5 weeks! Course includes Word, Excel, and PowerPoint. *Prerequisite: Basic Computer Skills. 5-week class*

****Building a Foundation with Microsoft Office**

Learn MS Office in just 10 weeks! Course includes Word, Excel, PowerPoint, and Access. *Prerequisite: Basic Computer Skills. 10-week class*



Programming and Systems Development

****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)**

Excel 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 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 and previous Excel skills. 10-15 week class.*

8:30-10:30 AM
1:00-3:00 PM

M-F
M-Th

See Page 7 for Class Dates/Fees
See Page 7 for Class Dates/Fees

Staff
Staff

CEC 8
CEC 8

Class times are for all listed classes. Classes start every five weeks.

*****USB drive and textbook required first class meeting***



Accounting I, Accounting II and Accounting III

See page 14 Register TODAY! www.libertyadulted.org.



**FOR DAYTIME CTE CLASSES,
SEE PAGE 7 FOR START DATES & FEES**

CAREER TRAINING ADVANCEMENT CENTER (CTAC)

DAYTIME CLASSES

****QuickBooks Pro 2016 Beginning – Intermediate**

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 2016 Intermediate – Advanced**

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 7 for Class Dates/Fees	Staff	CEC 8
1:00-3:00 PM	M-Th	See Page 7 for Class Dates/Fees	Staff	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 7 FOR START DATES & FEES**



Register: www.libertyadulted.org

CAREER TRAINING ADVANCEMENT CENTER (CTAC)

DAYTIME CLASSES



**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*

*Records Management

Become proficient in the key filing systems including alphabetic, subject, geographic, and numeric. Textbook required. *5-week class*

*Proofreading and Editing

Learn to recognize and correct common formatting, content, grammatical, punctuation, and sentence construction errors. *Prerequisite: English for the Workplace. 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. *(No textbook required) 10-15 week class depending on student*

8:30-10:30 AM

M-F

See Page 7 for Class Dates/Fees

Goetsch

CEC 10

10:30-12:30 PM

M-F

See Page 7 for Class Dates/Fees

Goetsch/Staff

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**

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 complete the course requirements to be eligible for the certificate of completion.

CAREER TRAINING ADVANCEMENT CENTER (CTAC)

DAYTIME CLASSES

Customer Relations, Communications, and Career Strategies

This course will focus on customer service strategies for employees in all segments of industry. Customers expect prompt, courteous verbal or written communication regarding their concerns. We will practice quality, concise, and accurate communication skills using various scenarios that may arise in business. A second large component of the course will be the "One Minute Me" which is the answer to the "Tell Me About Yourself" question that is asked at almost every interview. Students will have the opportunity to practice their "One Minute Me" and receive feedback on how to improve their answer. Students will participate in group work, discussion, demonstrations, and will also work with a variety of business machines. **Material Fees and USB required.** 5-week class.



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602601	10:30-12:30 PM	M-F	08/01-09/01	Goetsch	CEC 10	\$130
602602	10:30-12:30 PM	M-F	10/16-11/17	Goetsch	CEC 10	\$130

Holidays: September 4, November 10

Breaks: Fall October 9-13

English for the Workplace (Teacher Directed)

This course offers the reading comprehension, grammar, spelling, and punctuation expertise you will need to succeed in the workplace. Brush up on your oral and written communication skills essential for career advancement in today's business environment. **Textbook required.** 5-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602701	10:30-12:30 PM	M-F	09/05-10/06	Staff	CEC 10	\$130

Holidays: September 4

Breaks: Fall October 9-13

Workplace Math (Teacher Directed)

Build a solid foundation in the fundamentals of math for success in the workplace and daily living. Increase your confidence with fractions, percentages, decimals, and more. This class offers practical, real-world uses for mathematics and provides excellent preparation for career placement. **Textbook required.** 5-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602801	10:30-12:30 PM	M-F	11/20-12/21	Staff	CEC 10	\$130

Breaks: Winter December 25 - January 5

Career Readiness Certificate Program

This all-encompassing 6-week Employment Readiness Certificate Program will train and prepare you to compete in the 21st century work seeker's market. Update your resume for today's hiring manager that will get you invited to that job interview. You'll be prepared for success as the "candidate to hire" in any style of interview. Fifty-percent of the reason a candidate gets the job is due to the "Likability Factor". Learn what that is, how to show it, and get the job! *Prerequisite: Basic Computer Skills required.* **Workbook and USB Flash Drive required. (10 student minimum requirement.)** 6-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
603601	1:30-3:00 PM	T/W/Th	08/15-09/21	Dye	CEC 17	\$125
603602	1:30-3:00 PM	T/W/Th	10/24-12/07	Dye	CEC 17	\$125

Breaks: Winter December 25 - January 5

MEDICAL OFFICE ACADEMY (MOA) DAYTIME CLASSES

**Medical Office Procedures Using Medisoft Electronic Health Record Software



This course will simulate the work of a Medical Front Office Administrative Assistant. Students will learn how to use Medisoft Patient software to enter patient demographics, billing information, procedure and diagnostic codes. The student will then begin several days of simulations to complete tasks such as: triage, reports, banking, claims, travel arrangements, charting, proofreading and other critical thinking exercises. This course would be excellent preparation for any front office position in a medical office. *Prerequisites: Medical Terminology, Medical Coding Principles I, and 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. *5-week class*

Electronic Health Records using SimChart for the Medical Office (self-paced)

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. **Purchase of software is 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. *Prerequisites: Medical Coding Principles I. 5-week class*

8:30-10:30 AM M-F See Page 7 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**

MEDICAL OFFICE ACADEMY (MOA) ADDITIONAL DAYTIME 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
607501	1:00-3:00 PM	M-Th	08/01-08/31	Goetsch	CEC 10	\$130
607502	1:00-3:00 PM	M-Th	11/20-12/21	Goetsch	CEC 10	\$130

Holidays: September 4

Breaks: Fall October 9-13, Winter December 25 - January 5

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
607601	1:00-3:00 PM	M-Th	09/05-10/05	Goetsch	CEC 10	\$130

Holidays: September 4

Breaks: Fall October 9-13

MEDICAL OFFICE ACADEMY (MOA)

ADDITIONAL DAYTIME CLASSES

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
607701	1:00-3:00 PM	M-Th	10/16-11/16	Goetsch	CEC 10	\$130

MEDICAL OFFICE ACADEMY (MOA)

ADDITIONAL MORNING AND EVENING CLASSES

DIABLO MEDICAL TRAINING

Phlebotomy Technician CPT 1

Liberty Adult Education in partnership with Diablo Medical Training is offering Phlebotomy Technician Training Program. 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
609001	5:00-9:00 PM	T/Th	08/01-09/05	Staff	CEC 18	Call
609002	5:00-9:00 PM	T/Th	09/12-10/24	Staff	CEC 18	Call
609003	5:00-9:00 PM	T/Th	10/31-12/07	Staff	CEC 18	Call

Breaks: Fall October 9-13

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

ALLIED HEALTH EDUCATORS

Nurse Assistant Training Program (C.N.A. Training)

Liberty Adult Education in partnership with Allied Health Educators is offering Nurse Assistant (CNA) Training Program. This is a 150 + hour class for students who wish to work in long-term care facilities. Successful completion of the program makes students eligible to take the state certification exam. Upon passing the exam, a passing student will be credentialed as a Certified Nurse Assistant by the CA Department of Public Health. **For program and class schedule information, please visit our website: www.adultschoolhealth.com or call Allied Health Educators. You can also contact us by email at: asahe.edu@gmail.com.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
609101	9:00-2:30 PM	M-F	09/21-11/03	Staff	CEC 22	Call

Holidays: September 4, November 10

Breaks: Fall October 9-13, Winter December 25 - January 5

For information call Allied Health Educators, Inc.: 925-255-3715
or visit our website www.adultschoolhealth.com

Cultural Competency and LGBTQ Sensitivity in Residential Care Homes - **NEW CLASS!**

This class will cover different cultures, ageing, LGBTQ, and other underserved groups living in residential care homes. The class will focus on issues related to the underserved LGBTQ community, ethics and staff training requirements. **(12 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
609201	1:30-3:30 PM	W/Th	10/17-10/18	Curry	CEC TBD	\$80

Register: www.libertyadulthood.org

CAREER TRAINING ADVANCEMENT CENTER (CTAC)

ADDITIONAL DAY AND EVENING CLASSES

BOOKKEEPING/ACCOUNTING

****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: Workplace Math class or equivalent experience.* **Textbook, Online Workbook, and Automated Accounting Access Card required first class meeting. (12 student minimum requirement.) 9-week class**



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
603201	6:00-9:00 PM	Th	08/10-10/05	Schliesman	CEC 10	\$125
603202	6:00-9:00 PM	Th	10/19-12/21	Schliesman	CEC 10	\$125

Breaks: Fall October 9-13, Winter December 25 - January 5

****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. (12 student minimum requirement.) 9-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
603301	6:00-9:00 PM	Th	08/10-10/05	Schliesman	CEC 10	\$125
603302	6:00-9:00 PM	Th	10/19-12/21	Schliesman	CEC 10	\$125

Breaks: Fall October 9-13, Winter December 25 - January 5

****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 student minimum requirement.) 9-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
603401	6:00-9:00 PM	Th	08/10-10/05	Schliesman	CEC 10	\$125
603402	6:00-9:00 PM	Th	10/19-12/21	Schliesman	CEC 10	\$125

Breaks: Fall October 9-13, Winter December 25 - January 5

****QuickBooks Pro 2016 Beginning-Advanced**

Instructor led course on how to use QuickBooks to effectively deal with customers, vendors, and banking transactions. Create your own company file. Extend your knowledge by managing inventory, working with balance sheets accounts, payroll, and sales tax. Learn how to work with class, estimate, and time tracking features. Also, learn how to customize reports and create custom templates. *Prerequisite: Windows class and Excel or equivalent experience.* **Textbook and USB flash drive required first class meeting - not included in registration fee. (12 student minimum requirement) 12-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602901	6:00-9:00 PM	M	08/21-11/27	Schliesman	CEC 10	\$150

Holidays: September 4, October 9, 16

Breaks: Fall October 9-13

What?

My class is cancelled?

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
EARLY!



CAREER TRAINING ADVANCEMENT CENTER (CTAC)

ADDITIONAL DAY AND EVENING CLASSES

COMPUTER/TECHNOLOGY

Computer Basics

Are you tired of asking others to show you how to use your computer? Do you want to know how to email friends far and near? Come join the fun and learn how to be independent! This class will teach you the basic techniques and skills you need to join the fun in the land of computers. **Textbook and USB Flash Drive required. (10 student minimum requirement.) 8-week class**

The following topics will be covered:

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

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604501	3:30-5:30 PM	T	08/08-09/26	Chisholm	CEC 10	\$79
604502	3:30-5:30 PM	T	10/24-12/12	Chisholm	CEC 10	\$79

Computer Basics Plus!

Want to take your computer by storm? This class will help you search the internet faster and learn to navigate your email smoother. We will also explore Microsoft Office Suite 2013 (Word, Excel, and PowerPoint) so you can become independent and confident creating documents from Word to Excel. **Textbook and USB Flash Drive required. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604601	6:00-8:00 PM	T	08/08-09/26	Chisholm	CEC 10	\$79
604602	6:00-8:00 PM	T	10/24-12/12	Chisholm	CEC 10	\$79

*Microsoft Office (Word, Excel, PowerPoint, Access, Outlook)

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 workplace settings. Students of all levels will be able to improve their marketability. Students select which MS Office Application to focus on in class from Word, Excel, Access, PowerPoint, and Outlook Levels 1 through 3. **Textbook and USB Flash Drive required the first class meeting. (12 student minimum requirement.) 9-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
600000	6:00-9:00 PM	W	08/09-10/04	Schliesman	CEC 8	\$125
600000	6:00-9:00 PM	W	10/18-12/20	Schliesman	CEC 8	\$125

Holiday: November 22

SOLAR TECHNOLOGY

Solar Jobs, Energy, Power, and Safety - NEW CLASS!

This course covers the following aspects of solar jobs within the solar industry: Installation of photovoltaic (PV) systems and Introduction to residential, commercial and utility scale use. Students will learn calculations for residential and commercial systems. Calculator is recommended. Class is being taught by Martin Hertzfeld, Interstate Renewable Energy Council (IREC) Certified Master Trainer for Photovoltaics (PV) Installation Professional - one of the few Master Trainers in California. This course may qualify for continuing education units (CEU). **(6 student minimum requirement.) 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604201	6:00-9:00 PM	W	08/16-09/13	Herzfeld	CEC TBD	\$90

TAX PREPARATION

Income Tax Preparation - NEW CLASS!

Learn the Basics of income tax preparation using form 1040. 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. **Textbook required, purchase from the instructor on first day of class. (10 student minimum requirement.) 11-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
610901	9:00-12:00 PM	T/Th	09/12-12/05	Hopkins	CEC TBD	\$55
610902	6:00-9:00 PM	T/Th	09/12-12/05	Hopkins	CEC TBD	\$55

Breaks: Fall October 9-13

CAREER TRAINING ADVANCEMENT CENTER (CTAC) ADDITIONAL EVENING CLASSES

WOODWORKING

Introduction to Woodworking

This class is designed to provide a safe introduction to working with hand and power tools in a fun and creative environment. Remember that woodshop class you took in Jr. High or High School? Your friends won't be there so you will be able to finish your project and enjoy it! Learn safe operation of power tools, which tools to use for each step of your project, production, and get involved in the crazy world of woodworking. You won't regret it! **(10 student minimum requirement)** *8-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604301	6:30-9:00 PM	T	08/08-09/26	English	LHS-K1	\$110
604302	6:30-9:00 PM	T	10/17-12/12	English	LHS-K1	\$110

Holiday: November 21

CAREER TRAINING ADVANCEMENT CENTER (CTAC) AFTERNOON AND EVENING WORKSHOPS

COMPUTER/TECHNOLOGY WORKSHOPS

PivotTables using Microsoft Excel - Workshop

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 student minimum requirement)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
610101	6:00-9:00 PM	M	08/14	Schliesman	CEC 8	\$25
610102	6:00-9:00 PM	M	12/04	Schliesman	CEC 8	\$25

How to use your SmartPhone (iPhone and Android) - Workshop

"What's an app?", or "Why does my battery run out before lunch?", or "How do I upload this video clip to Facebook?" Explore the basic functionality of your new smartphone. Learn common tasks like sending a text message, watching a video clip on YouTube, or surfing the Web. This workshop also covers fundamentals like configuring the security options, adjusting the brightness of the display, and setting the device up to work with a wireless network. Bring your iPhone, Android, Blackberry, or other smartphone to class fully charged and bring your charging "leash." You also will need your phone and email user ID's and passwords to download phone images to your account and desktop. Class list Available at Registration. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805101	6:00-9:00 PM	W	08/09	Jensen	CEC 10	\$25
805102	6:00-9:00 PM	W	10/25	Jensen	CEC 10	\$25

Basics of Selling on eBay - Workshop

Learn the right way to sell on eBay with a class conducted by an Education Specialist trained by eBay. Create and enhance listings with photo editing and attractive descriptions, open and use PayPal and set pricing to maximize profits. Class list available at registration. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
610001	6:00-9:00 PM	W	08/16	Jensen	CEC 10	\$25
610002	6:00-9:00 PM	W	11/01	Jensen	CEC 10	\$25

How to Start a Small Home Business - Workshop

Explore the possibilities for starting a small business from your home, such as auto detailing, crafts or art-work, freelance writer, wedding consultant and more. Earn extra money part-time. This is a simple, easy class to get started – no computer required! Learn about business licenses, resale permits, insurance and trademarks. Learn how to market your business, gain clientele and keep accounting records. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
610401	6:00-9:00 PM	W	09/06	Jensen	CEC 10	\$25

Register: 925.634.2565

CAREER TRAINING ADVANCEMENT CENTER (CTAC)

AFTERNOON AND EVENING WORKSHOPS

Intro to Social Media - Workshop

Want to join friends and family on Facebook? Do you know what a # or tweet is? Want to find people who enjoy your hobbies on Pinterest? Come join the fun learning what social media is about. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805201	3:30-5:30 PM	T/Th	10/03 & 10/05	Chisholm	CEC 10	\$30

Internet 101 - Workshop

Do you ask family and friends to look things up on the internet? This workshop will teach you how to search and find what you are looking for on your own. Come join the fun as we explore the internet together. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805301	3:30-5:30 PM	T/Th	10/17 & 10/19	Chisholm	CEC 10	\$30

Got Email? - Workshop

This workshop will help you navigate your email, and teach you how to send pictures and files to friends and family. If you are a novice or someone who uses email daily this workshop has something for every level. Come join the adventure as we explore our email. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805401	3:30-5:30 PM	M/W	09/18 & 09/20	Chisholm	CEC 8	\$30

Voice-Overs... Now Is Your Time! - Workshop

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

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
610501	6:30-8:30 PM	T	11/07	Foster	CEC TBD	\$40

PROPERTY MANAGEMENT

Tips to Successful LandLording - Workshop

If you are a landlord, or thinking about becoming one, this class will provide you with the tools to become a smart and legal landlord with knowledge of both landlord and tenant's rights. Avoid becoming a frustrated landlord. You will learn about the best practices in preparing your space to rent, setting your price according to current marketplace value, how to choose the right tenant, communication skills to create win-win solutions to tenant and landlord problems, financing strategies, mediation services, and legal references, plus choosing property managers and outside contractors. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
610601	6:00-9:00 PM	W	09/20	Jensen	CEC 10	\$25

COLLEGE TRANSITION PREPARATION

MORNING AND EVENING WORKSHOPS

Upwardly Global - Workshop - NEW CLASS!

Training and job search assistance for immigrant professionals. Come find information on how to use your foreign degree and credentials to find a job in your field here in the United States. *Must be 18 years of age or older.*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604101	6:30-8:30 PM	Th	09/07	Morgan	CEC 17	No Charge

College Information - Workshop - NEW CLASS!

Students interested in taking classes at Los Medanos (LMC) are encouraged to attend an informational meeting. Representatives from LMC will present on courses, training programs, financial aid, and other areas of interest. *Must be 18 years of age or older.*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604102	10:00-12:00 PM	M	09/11	Morgan	CEC 17	No Charge
604103	6:30-8:30 PM	Th	09/14	Morgan	CEC 17	No Charge

COLLEGE TRANSITION PREPARATION MORNING AND EVENING WORKSHOPS

College Applications - Workshop - **NEW CLASS!**

Get assistance with filling out applications for both attending college and online orientation. *Must be 18 years of age or older.*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604104	10:00-12:00 PM	M	09/25	Morgan	CEC 17	No Charge
604105	6:30-8:30 PM	Th	09/28	Morgan	CEC 17	No Charge

Financial Aid - Workshop - **NEW CLASS!**

Find out how to pay for college. You can find out about the FAFSA, BOG Waiver, CalGrant, and Scholarships, bring tax information and get help filling out the FAFSA. *Must be 18 years of age or older.*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604106	10:00-12:00 PM	M	10/16	Morgan	CEC 17	No Charge
604107	6:30-8:30 PM	W	10/18	Morgan	CEC 17	No Charge

College Tour - Workshop - **NEW CLASS!**

Tour LMC campus with student ambassadors, visit different departments and classes, and get familiar with the campus. *Must be 18 years of age or older.*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604108	10:00-12:00 PM	T	10/24	Morgan	CEC 17	No Charge
604109	6:30-8:30 PM	W	10/25	Morgan	CEC 17	No Charge

COMMUNITY INTEREST

ART

Tole and Decorative Painting

Designed to teach how to complete a wood, tin, or fabric project by learning the use of color, brush strokes, acrylic paints, etc. **(12 student minimum requirement.)** *8-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801501	10:00-12:00 PM	T	08/08-09/26	Doran	CEC 24	\$65
801502	10:00-12:00 PM	T	10/17-12/05	Doran	CEC 24	\$65

Acrylic Painting

Immerse yourself in color, learn to see with wonder and release your creativity! Acrylic Painting is designed to equip students with basic skills to paint. This class will introduce painting materials, techniques, color theory, composition, and value. We will also focus on texture, brush strokes, perspective and design. We will apply concepts learned to create landscapes, seascapes, and still life paintings. **Supply list available at time of registration. (10 student minimum requirement.)** *8-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801601	6:30-8:30 PM	W	08/09-09/27	Greig	CEC 24	\$65
801602	6:30-8:30 PM	W	10/25-12/20	Greig	CEC 24	\$65

Watercolor Painting - **NEW CLASS!**

Watercolor Painting will introduce you to the paints, brushes and papers necessary to paint in watercolor. The progressive lessons will allow you to apply concepts learned in still life landscape, seascape and other subjects. We will explore the fundamentals of washes, brushes, color theory, developing brushwork and water color paper handling. Join us and immerse yourself in the beauty of watercolor. **Supply list available at time of registration. (10 student minimum requirement.)** *8-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801401	6:30-8:30 PM	M	08/07-10/02	Greig	CEC 24	\$65
801402	6:30-8:30 PM	M	10/23-12/11	Greig	CEC 24	\$65

CRAFTS

Bodacious Bows! - **NEW CLASS!**

Learn the basic techniques to transform yards of wired ribbon into awesome bows! Use them to decorate your wreaths, baskets, and gifts for the holidays. **Supply list available at time of registration. (6 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802401	10:00-12:00 PM	W	10/04	Hayano	CEC TBD	\$15

COMMUNITY INTEREST

Bodacious Fall Wreath! - **NEW CLASS!**

Fall is in the air! Create a beautiful fall grapevine wreath for your door or wall. Your creativity will shine with your choice of silk florals and ribbon. **Supply list available at time of registration. (6 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802501	10:00-12:00 PM	W	10/18	Hayano	CEC TBD	\$15

Bodacious Christmas Wreath! - **NEW CLASS!**

Create a festive holiday wreath for your door or wall. Bring your personal silk florals, picks and ribbons to adorn your pine wreath. **Supply list available at time of registration. (6 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802601	10:00-12:00 PM	W	11/08	Hayano	CECTBD	\$15

FITNESS & HEALTH

Beginning/Intermediate Yoga!

Come improve your flexibility, breathing, balance and strength - all while having fun! Modifications will be used to ensure your comfort and safety. This class is for anyone who has wanted to start a yoga practice or for those with some experience. **(Bring: Yoga mat, and blanket.) Please wear comfortable clothes. (10 student minimum requirement) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801701	5:30-6:30 PM	W	08/02-10/04	Cabusas	CEC MPR	\$60
801702	5:30-6:30 PM	W	10/25-12/20	Cabusas	CEC MPR	\$60

Holiday: September 6, 27, November 22

Bone Health and Osteoporosis - Workshop - **NEW CLASS!**

Do you want to learn more about how to keep your bones healthy? Come join us in this workshop to learn about the importance of bone health and lifestyle steps you can take such as exercise, no smoking and so on for better bone health. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805801	2:00-4:00 PM	W	08/16	Lalami	CEC TBD	\$15

The Importance of Physical Activity - Workshop - **NEW CLASS!**

Do you sometimes ask yourself why should I be physically active? Come join us in this workshop to learn about the benefits of physical activity on your health and mind. After this session, you will be motivated to incorporate physical activity in your daily life and enhance your wellness. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805501	2:00-4:00 PM	W	09/20	Lalami	CEC TBD	\$15

Take Control of your Cholesterol - Workshop - **NEW CLASS!**

Are you having a hard time lowering your cholesterol levels? Do you know what cholesterol means? How it can put you at a higher risk for heart disease? Come join us in this workshop to learn the difference between "good" HDL cholesterol and "bad" LDL cholesterol and changes you can make for a better health. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805701	6:00-8:00 PM	W	11/08	Lalami	CEC TBD	\$15

Stress Management for Women - Workshop - **NEW CLASS!**

Breathe in and out!!!! Come to learn about effective coping mechanisms to handle stress on a daily basis. During this workshop we will explain the types of stress, the effects of stress on health and relaxation techniques. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805601	6:00-8:00 PM	W	12/06	Lalami	CEC TBD	\$15

DON'T FORGET . . .
Keep this Brochure!



It covers **SUMMER** (Aug. 1 - Oct. 6)
and **FALL** (Oct. 16 - Dec. 22)

Register: www.libertyadulthood.org

COMMUNITY INTEREST

GENEALOGY

Beginning Genealogy

Do you want to find out more about your family heritage? Interested in leaving a legacy of knowledge for future generations? If so, Beginning Genealogy is the class for you! We will explore strategies for building your family tree, organizing data, along with preserving your family's records and history using Census, vital, military records, and a variety of other genealogical sources. We will discover the ease of using resources to access records, which saves time and money. We will also explore traditional research methods. **Material list will be provided the first day of class. (10 student minimum requirement) 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802201	3:30-5:30 PM	T	09/05-10/03	Brooks	CEC 8	\$40

Intermediate Genealogy

Have you already been bitten by the genealogy bug? Are you in need of a healthy dose of tools, techniques and strategies to take you to the next step in your research? In Intermediate Genealogy, we will dig deeper into a variety of records, some that you may have never heard about, and where they may be accessed. You will also examine options for using DNA testing to supplement your research. **Material list will be provided the first day of class. (10 student minimum requirement) 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802301	3:30-5:30 PM	T	10/24-11/21	Brooks	CEC 8	\$40

MUSIC

Brentwood Concert Band

Come and be a part of this very special season of music. All wind and percussion instruments are welcome. So find that old clarinet, flute, sax, trombone, trumpet, baritone or tuba instrument, and join us every Monday night at the Liberty High School band room. Prepare to have fun. College and High School students are also welcome to join us on all the fun making music! **(12 student minimum requirement). *Students Must Register at the Adult Ed Office or Online before attending class. Instructor will not collect registrations! 17-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801801	7:00-9:00 PM	M	08/07-12/18	Hurst	LHS PAC 3	\$60

Holidays: September 4, October 2

Breaks: Fall October 9-13

Brentwood Community Chorus

Lift your voice in song and meet lively, fun people who share a common love - the joy of making music together. The Brentwood Community Chorus invites beginners, professionals, and everyone in between. We sing a wide variety of music and at least two performances are scheduled. No Audition Required! Feed your soul and fill your heart - Just SING! Sue Stuart, Conductor (stuart.susan@gmail.com) **(12 student minimum requirement.) 15-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801901	7:00-9:00 PM	T	08/22-12/05	Stuart	CEC MPR	\$50

Breaks: Fall October 9-13

WORLD LANGUAGE

Conversational French

Come and explore the language and culture of the French world. We will interact and dialogue using common French expressions and learn simple grammar. Topics covered include greetings, farewells, and activities. This will be an interactive class which will build confidence in speaking and discussing daily activities in French. Sign up today for this exciting adventure. **Textbooks required. Purchase online. (10 student minimum requirement) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802001	6:30-8:30 PM	T	08/08-09/26	Greig	CEC 22	\$55

Conversational Portuguese - NEW CLASS!

Enter the world of carnival, samba, and beautiful beaches. Come and learn from natives themselves; their phrases, greetings and everyday topics as we explore the culture and beauty of Brazil. This course uses Chamsky's idea of universal grammar along with conventional methods to develop language in a natural non-stage setting. The interactive class uses media to learn Portuguese in a fun and easy way. Topics covered include family, daily life, leisure, as well as work activities. The class is a must-have for people thinking of traveling to Brazil. **Textbook required. Purchase online: Berlite Portuguese Phrase Book & Dictionary - ISBN No. 9789812681591 (10 student minimum requirement) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802901	5:00-7:00 PM	M	08/07-10/02	Ortega	CEC 22	\$55
802902	5:00-7:00 PM	M	10/16-12/04	Ortega	CEC 22	\$55

Holiday: September 4

COMMUNITY INTEREST

Conversational Spanish I

Expand your possibilities in the marketplace and in your personal growth. Join us as we learn to communicate in Spanish with confidence! Our fun filled Interactive class will strengthen your ability to converse in Spanish. Topics covered include daily conversation phrases and relevant vocabulary used at the workplace and in social settings as well as travels. **Textbooks required. Purchase online: Pearson Prentice Hall Realidades 1, Vocabulary and Grammar Workbook - ISBN No. 13: 9780133692686. (10 student minimum requirement)** 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802101	6:30-8:30 PM	Th	08/10-9/28	Greig	CEC 22	\$55

Conversational Spanish II - **NEW CLASS!**

We will continue to build vocabulary and expand our conversational skills. We will utilize grammar concepts such as verb conjugation with present tense verb adjectives and much more... **Textbooks required. Purchase online: Pearson Prentice Hall Realidades 1, Vocabulary and Grammar Workbook - ISBN No. 13: 9780133692686. (10 student minimum requirement)** 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802701	6:30-8:30 PM	Th	10/26-12/21	Greig	CEC 22	\$55

Holiday: November 23

RETIREMENT

Welcome to Medicare - Workshop

Do you have questions about MEDICARE? During this session we will explain and answer questions about Medicare benefits, prescription medication coverage, Medicare Advantage plans (HMO's), Medicare Supplemental insurance and will discuss how Medicare coordinates with retiree benefits or veterans' benefits. After this session, you will be able to make informed decisions on how best to address your needs for health insurance coverage with Medicare. Contra Costa County Health Insurance Counseling and Advocacy Program (HICAP) a third-party impartial program, presents the Free workshop. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805001	2:00-4:30 PM	W	09/13	McIntosh	CEC 11	No Charge
805002	2:00-4:30 PM	W	11/08	McIntosh	CEC 11	No Charge

ACTIVE ADULTS

IN PARTNERSHIP WITH THE CITY OF BRENTWOOD

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.**

FITNESS

Gentle Yoga

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. Join and enjoy. **Please bring a yoga mat and blanket. (10 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800101	8:30-9:30 AM	M	08/07-10/02	Cabusas	BSAC	\$50
800102	8:30-9:30 AM	W	08/02-10/04	Cabusas	BSAC	\$50
800103	8:30-9:30 AM	M	10/23-12/18	Cabusas	BSAC	\$50
800104	8:30-9:30 AM	W	10/25-12/20	Cabusas	BSAC	\$50

Holidays: September 4, 6, 27, 20-24, November 22-24

Fall Break: October 9-13

"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. (40 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800201	10:00-11:30 AM	M/W/F	08/02-09/29	Ghiggeri	BSAC	\$50
800202	10:00-11:30 AM	M/W/F	10/18-12/15	Ghiggeri	BSAC	\$50

Holidays: September 4; November 10, 22-24

ACTIVE ADULTS

IN PARTNERSHIP WITH THE CITY OF BRENTWOOD

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.**

“Premiers” Fitness 2

Get up and get moving! A popular class for active seniors! Come join us for a little cardio, strength training, and balance. A great way to start your day! **Please bring a mat and light weights to class. (15 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800301	8:30-9:30 AM	T/F	08/08-09/29	Zanassi	BSAC	\$45
800302	8:30-9:30 AM	T/F	10/17-12/15	Zanassi	BSAC	\$45

Holidays: November 10, 22-24

Fall Break: October 9-13

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. **(15 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800401	1:00-4:00 PM	W/Th	08/02-10/05	Cosby	BSAC	\$5
800402	1:00-4:00 PM	W/Th	10/25-12/14	Cosby	BSAC	\$5

Holidays: November 22-24

Acrylic Painting

Immerse yourself in color, learn to see with wonder and release your creativity! Acrylic Painting is designed to equip students with basic skills to paint. This class will introduce painting materials, technique, color theory, composition and value. We will also focus on texture, brush strokes, perspective and design. We will apply concepts to create a landscape, a seascape and a still life painting. **Supply list available at time of registration. (10 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800501	9:00-11:00 AM	M	08/07-10/02	Greig	BSAC	\$65
800502	9:00-11:00 AM	Th	08/10-09/28	Greig	BSAC	\$65
800503	9:00-11:00 AM	M	10/23-12/11	Greig	BSAC	\$65
800504	9:00-11:00 AM	Th	10/26-12/21	Greig	BSAC	\$65

Holidays: September 4; November 22-24

Fall Break: October 9-13

Watercolor Painting - **NEW CLASS!**

Watercolor Painting will introduce you to the paints, brushes and papers necessary to paint in watercolor. The progressive lessons will allow you to apply concepts learned in still life landscape, seascape and other subjects. We will explore the fundamentals of washes, brushes, color theory, developing brushwork and water color paper handling. Join us and immerse yourself in the beauty of watercolor. **Supply list available at time of registration. (10 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800601	9:30-11:30 AM	F	08/11-09/29	Greig	BSAC	\$65
800602	9:30-11:30 AM	F	10/20-12/8	Greig	BSAC	\$65

Holidays: November 10, 22-24

Fall Break: October 9-13

Travel Spanish - **NEW CLASS!**

Have you ever wanted to learn just enough Spanish to feel comfortable traveling and have fun doing it? Minimal grammar, interactives and cultural! Some topics include: Tipping, Money Exchange, Asking Directions, Ordering, Local Foods, etc. Please join me! **(10 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802801	1:00-3:00 PM	W	08/09-09/27	Fernandez	BSAC	\$65
802802	1:00-3:00 PM	W	10/18-12/06	Fernandez	BSAC	\$65

Holidays: November 22-24

ENGLISH AS A SECOND LANGUAGE



English As A Second Language (ESL)

Learn English to improve employment opportunities, continue your education to 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. **(15 student minimum requirement.)**

Class Dates: August 1 - December 22, 2017

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
300101	Beginning	8:30-11:30 AM	M/W/F	Grovhoug	CEC 12	No Charge
300301	Intermediate	8:30-12:00 PM	T/Th	Grovhoug	CEC 12	No Charge
300501	Advanced	8:30-11:30 AM	T/W/Th	Hilburn	CEC 9	No Charge
300201	Beginning	6:00-8:30 PM	T/W/Th	Carey	CEC 12	No Charge
300601	Int/Adv	6:00-8:30 PM	T/W/Th	Staff	CEC 9	No Charge

Holidays: September 4, November 10, 20-24

Breaks: Fall October 9-13, Winter December 25 - January 5

English As A Second Language (ESL)

NOW OFFERED IN OAKLEY

O'HARA PARK MIDDLE SCHOOL (OPMS)

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. **(15 student minimum requirement.)**

SEC#	LEVEL	HOURS	DAYS	INSTRUCTOR	ROOM	FEE
300701	Beg/Int	6:00-8:30 PM	T/Th	Staff	OPMS	No Charge

Holidays: November 20-24

Breaks: Fall October 9-13, Winter December 25 - January 5

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. **(15 student minimum requirement.)** *5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301001	6:00-9:00 PM	M/W	08/21-09/27	Hilburn	CEC 18	No Charge
301002	6:00-9:00 PM	M/W	10/23-11/29	Hilburn	CEC 18	No Charge

Holidays: September 4, November 20, 22

Speak English! - Level 1

Conversation and Pronunciation - **NEW CLASS!**

In this class, you will have a weekly opportunity to speak and listen to English! You will increase your confidence and English fluency for communicating in practical day to day situations, employment, and academic life. You will also make new friends and have fun! This class is a prerequisite to enrolling the Level 2 Class. **(15 student minimum requirement.)** *8-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
300801	12:00-2:00 PM	M	08/07-10/02	Grovhoug	CEC 12	No Charge

Holidays: September 4

Breaks: Fall October 9-13

Speak English! - Level 2

Conversation and Pronunciation - **NEW CLASS!**

In this class, you will build on communication skills learned in Level 1. You will continue to increase your confidence and English fluency for communicating in practical day to day situations, as well as employment and academic life. This class will include making individual and group presentations. *Prerequisites: Completion of Speak English! - Level 1* **(15 student minimum requirement.)** *8-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
300901	12:00-2:00 PM	M	10/16-12/04	Grovhoug	CEC 12	No Charge

ADULT BASIC EDUCATION

Brush-Up English, Writing and Math - **NEW CLASS!**

This class is for community members and currently enrolled Career Technical Education (CTE), and English As A Second Language (ESL) students (ESL students must have a minimum 230 CASAS Score) who are looking to brush up on your reading, writing, math, spelling, pronunciation, and vocabulary skills in order to transition into your future goals. This program will increase your employability, help you move up in your current career, or prepare for your college education. This class gives you the proper foundation for all of your future goals. This teacher-led class will include lecture, hands on exercises, as well as blended learning using our in-class laptop computers. So stop making excuses and start making plans to enhance these workforce and academic development skills today!

Class Dates: August 1 - December 21, 2017 – 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
100301	12:30-2:30 PM	T/Th	08/01-12/21	Partain	CEC 11	No Charge

Holidays: November 20-24

Breaks: Fall October 9-13, Winter December 25 - January 5

Adult Basic Education

Sometimes we all have to brush up on our academic skills such as Language Arts (Reading/Writing), Social Studies, Science, and Math, whether enrolling for personal reasons to help the kids with their homework, or to prepare for the GED Test Preparation Class. This class will offer the practice needed on the academic disciplines, as well as weekly in-class Computer Lab where you will get practice using our laptop computers, or enhancing the skills you already have on the computer. You will be working with two programs in the Computer Lab: LearnZillion (Language Arts, Science, Social Studies) and CatchupMath.com. So come on down and register for class Today! **Textbook required (15 students minimum requirement.)**

Class Dates: August 1 - December 22, 2017 – 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
100101	8:30-11:30 AM	M/W	08/02-12/22	Jackson	CEC 11	No Charge
100201	6:00-9:00 PM	M/W	08/02-12/20	Partain	CEC 11	No Charge

Holidays: September 4, November 10, 20-24

Breaks: Fall October 9-13, Winter December 25 - January 5

ADULT SCHOOL AND HIGH SCHOOL DIPLOMA

Liberty Adult Education - High School Diploma Program

Learning Center:

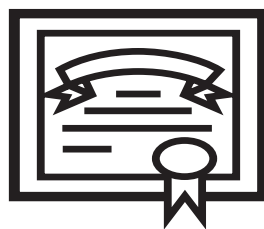
Classes are ongoing. It's not too late to reach your goal of earning your High School Diploma! Please drop by the Adult Education Office to complete the required registration paperwork. If you have a copy of your High School transcript bring it with you, if not, we will request a copy.

After your transcript has been evaluated each student is given information regarding the necessary classes that are needed to fulfill graduation requirements. All students will be required to attend mandatory Orientation and meeting with Administration prior to enrollment in program.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
400001	5:30-8:30 PM	M	09/11-12/18	Tinder	CEC 6	No Charge
400002	5:30-7:30 PM	T/W/Th	09/05-12/21	Garcia	CEC 6	No Charge
400003	6:00-8:00 PM	T/Th	09/05-12/21	Schneider	CEC 7	No Charge

Holidays: November 20-24

Breaks: Fall October 2-13, Winter December 25 - January 5



GED TEST PREPARATION



High School Equivalency (HSE) Test Preparation

(Previously GED Preparation)

So you did not get your High School Diploma; for various reasons, this happens to a lot of people. So instead of making excuses, make a decision to complete that goal by joining one of our HSE classes. Currently, California has approved three types of exams to get this done: GED (General Educational Development), HiSET (High School Equivalency Test), and TASC (Test Assessing Secondary Completion). We currently offer The GED High School Equivalency Test Preparation, and will soon be offering HiSET in the near future. This class is offered during the morning and evening hours, so you have no excuse for not preparing to get your HSE Certificate. The certificate will prepare you for promotions on your job, a better position, or even keep your job. You will also have Computer Lab time because the GED test requires that you use a computer, but HiSET and TASC gives you a choice. For more information on these classes call us today at 925.634.2565. This class fully prepares students for career readiness, and supports our Schoolwide Learning Outcomes (SLOs). **Textbook required (15 students minimum requirement.)**

**Class Dates: August 1 - December 21, 2017 – 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
200101	8:30-11:30 AM	T/Th	08/01-12/21	Jackson	CEC 11	No Charge
200201	6:00-9:00 PM	T/Th	08/01-12/21	Carey	CEC 11	No Charge

Holidays: November 10, 20-24

Breaks: Fall October 9-13, Winter December 25 - January 5

Online GED Academy

You didn't get your High School Diploma, and because of your work schedule you don't have time to enroll in one of our classes here at the school. With this 10-week online course you can prepare for your GED at your convenience (24x7) in your own home. In addition, you will have an online Tutor, who will guide you through the whole process; from helping you take assessment tests, to recommendations on what to do to improve your test scores; and finally, let you know when you are ready to take the official GED tests. **There is no FEE for this class. Students will be required to attend two (2) Mandatory Orientation/Assessment meetings for Pre/Post Testing. Orientations to be scheduled at time of Registration, AM and PM times will be available. Students must register with the Adult Education Office. (25 student maximum per class.) 10-week class**

SEC#	HOURS	DATES	INSTRUCTOR	FEE
200501	Access Anytime	08/01-10/06	Carey	No Charge
200502	Access Anytime	10/16-12/22	Carey	No Charge

Test Preparation

GED 2014 TESTING INFORMATION

1. The Website to Register, Pay, and Schedule a time and date to take the test is:

◆ www.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 (75 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.



Register: www.libertyadulthood.org

CLASS REGISTRATION FORM

***FIRST TIME STUDENTS MUST REGISTER IN PERSON AT THE ADULT ED OFFICE.**

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.

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 the Community Education Center at 925-634-2565 or stop by:

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



Portraits of Success



Lei Lei: I am from Xi'an, China. Xi'an is the perfect combination of an ancient and modern city. I have been in the United States for almost 3 years. After I graduated from Northwest University in China with a Bachelor of Arts degree, I spent 10 years in the financial industry. Even though I studied English in China for many years, I was not fluent in English because I didn't have the chance to practice speaking it. By taking ESL classes at Liberty Adult Education, I have had the opportunity to practice English. Consequently, my speaking and listening skills have improved a lot. My teacher, Ms. Hilburn, is a very nice person. She has lots of patience and has taught me many things. Our classmates are very

friendly and we have a strong bond. The learning environment is a positive one. I have had the chance to promote in the ESL program, but I chose not to advance because I feel I can still benefit from practicing my listening and writing in this class. My future goal is to further my education by becoming a graduate student.

Maria Gonzalez Martinez: When I came to this country, I didn't know how to read or write, I didn't even know the ABC's. I continued my life like this, each month and each year. I always needed a translator or always had to wait for a Spanish speaker. 14 years later, I decided that I needed to change. I decided to go to school to learn English. When I finished my first year, they gave me a certificate and said I was becoming better at English and my attendance was good. I was very excited and happy. For ten days, I'd look at it every day and feel happy with tears of joy in my eyes. I would always tell myself, "Keep working hard." I wanted my dream to come true with my dream job. Now I give thanks to God and my teacher because I can speak a lot better. I've learned that in the world, anything can happen. Now I can go by myself to appointments, speak to my doctors, my kid's teachers, and employees at work. I even got a new job where I make a little bit more money. I want to let people know who think they can't do it, that you can if you put your mind to it! I work two jobs, I'm a mom of four, I'm a wife, and I care for my house. But I still make time to learn.



Hai Nguyen: I am from Hungary. My native country is Vietnam. I have been in the US five months. I graduated college and I lived in Hungary over ten years working in the clothing business. I thank Liberty Adult Education so much because it gave us a great opportunity to learn English. When I was in high school I learned English, but I did not use it much. Now I have a little bit of trouble when hearing the pronunciation of native teachers, which is very different from teachers in Vietnam. I remember the first day of school for testing, when the teacher reminded me, "Turn off the cell phone", but I cannot understand because I do not realize the word "cell phone". A simple word and very popular, right? Now, after one month everything is better. I tried listening to pronunciation

and can hear more. "It's never too late to learn!" is a slogan of LAE. I am very happy because English classes have helped me communicate with everybody better. I think these results will help me a lot in business in the future. Thank you teachers Lyndsie and Cindi a lot for helping me learn English. They are very lively and easy to remember.



Join our growing list
of success stories –
ENROLL TODAY!

Register: www.libertyadulthood.org

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

Non-Profit Org.
U.S. Postage
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Brentwood, CA 94513

ECRWSS-EDDM

Postal Customer

LIBERTY ADULT EDUCATION

College and Career Readiness Educational Opportunities

SUMMER/FALL SCHEDULE OF CLASSES

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

CAREER CONNECTIONS EMPLOYMENT READINESS & COLLEGE TRANSITION HELP CENTER

Work Shops Available

FREE to Liberty Adult Ed
Students Currently Enrolled

CAREER CONNECTIONS

- Resumes
- Interviewing
- Work Search Techniques
- Employment Readiness Certificate Program
- Employment Job Board

COLLEGE TRANSITION

- College Information
- College Application
- Financial Aid
- LMC College Tour
- College Assessment

For Information Call:
925-634-2565 x 1055

Everyone is talking about the Career Connections Career Center and College Transition Center at Liberty Adult Education!

When students get jobs the Career Connections Staff do a shout-out, and the **"I Got a Job!"** posting goes up on the Work News wall. When students transition to college we give a shout-out that says **"Moving on - Moving up!"** on the College News wall. Over 30 students have established employment last year. A BIG shout out to all!



Debra Dye

Career Connections served over 400 members of the community in 2016. We receive emails and thank you notes from students who have **"Moved On and Moved Up"** and from those who have gotten jobs. Here are some of the things students are saying:

◆ Thank you so much for the time you spent with me giving me tips on everything from my elevator speech to resume changes. I truly appreciate all your help - **I Got a Job!!**



Nick Morgan

◆ Thank you so much for your help & support with getting me ready for re-entry into the workforce. I feel blessed to have you in my life - **I Got a Job!!**

Our students are excited and appreciative of the help they receive in the career center. Debra Dye, Employment Specialist and Nick Morgan, Transition Specialist work to support students in their path to success. Our stats on grads moving forward into college and career is awe-inspiring. We'd love to hear from you!! Give us a call; let's see what we can do for you!