

LIBERTY ADULT EDUCATION

Career and Educational Opportunities
at our Brentwood Campus

SCHEDULE
OF CLASSES

WINTER/SPRING 2015



GED (General Education), p. 21



Evening Computers, p. 14

*"Together
We Make
It Happen"*

Career Technical Education (CTE), p. 7



U.S. Citizenship, p. 19



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



Community Interest
Tole Painting,
p. 25



It's never too late to learn!

Classes January 5 - July 10, 2015
Brentwood • 925.634.2565
www.libertyadulthood.org



Welcome to Liberty Adult Education (LAE)

Our Winter/Spring 2015 Catalog includes a wide range of classes selected with our students' individual interests and needs in mind. LAE offers classes which focus on teaching students new skills or enhancing present skills for those who are currently unemployed or underemployed. In addition, LAE offers a variety of classes for personal enrichment: improving reading, math and English language skills, earning a high school diploma or a GED Certificate.



Joann Morrison and Debbie Norgaard

We say best wishes and thank you to Joann Morrison.

She will be retiring December 30, 2014 as the Lead Adult Education Secretary. She has been working for the Adult Education program for 26 years! I have had the pleasure of working with Joann for 20 of those years. She has been a tremendous asset to the program throughout her years of service. She will truly be missed by all, but especially by me.

LAE is very involved with the Contra Costa County Adult Schools Consortium. Our Consortium is part of a state-wide collaborative effort between regional adult schools and community college to ensure a seamless transition for students' academic and career success. This is the new direction for funding and re-designing the Adult Education System. Although we will receive funding from this process it is still vitally important for dedicated K-12 Adult Education funding to be included in the Governor's budget starting in 2015-16. Without dedicated K-12 funding, the essential services of adult schools will be threatened. Please contact your legislator before January 2015 at: findyourrep.legislature.ca.gov and let them know how vital adult schools are to their communities.

We sincerely appreciate your support. Don't forget your New Year's resolutions: Be kind to yourself and sign up for classes. I look forward in seeing you in one of our classrooms.

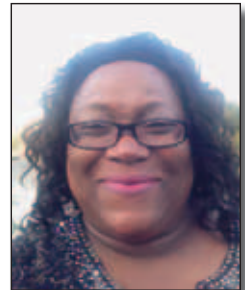
**Sincerely,
Debbie Norgaard, Adult Education Coordinator**



Portraits of Success

CTE – Roberta Hunter

I was laid off from my job after 25 years. Soon after, I realized while I had great administrative skills, they were not competitive in today's job market. I was also slowly losing confidence in myself. I decided to return to school to update my skills. After an extensive search I found Liberty Adult Education. They offered programs for an Administrative Assistant and an Executive Administrative Assistant. After meeting Debbie, Sudie and Cheryl, I was so excited about the opportunity to learn and develop marketable skills. I commuted daily to attend LAE because I truly believed in their program. I am so grateful for the training given to me, for the support from the staff, and for the chance to make lifelong friends with the other students. Because of the education and training I received, I was able to compete in the job market and I now have a great job. Thank you, Liberty Adult Education!



ESL/ABE – Karina Martinez

My name is Karina Martinez. I'm from Mexico and I've been living in the U.S. for 5 years. I went to college in Mexico and graduated with a degree in Business Administration. I have been studying at Liberty Adult Education for 2 years. I started in the Beginning ESL class, promoted to Intermediate ESL, both with Cindi Grovhoug, and now I am in the ABE class with Ms. Jackson. I also took a citizenship course with Lai Woudstra. I have learned a lot at this school and it helped me to pass my citizenship test. I became a United States citizen on June 25, 2014. Thank you Liberty Adult Education, but a special thanks to Cindi Grovhoug for her patience and dedication.



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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.

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 TBA

ADMINISTRATION AND STAFF

Eric L. Volta – Superintendent, Liberty Union High School District

Colleen Sanchez - Director, Community Education

Guy Rognlien – Assistant Principal, Alternative Education

Debbie Norgaard – Coordinator, Adult Education

Joann Morrison – Lead Secretary, Adult Education

Christy Huston – Clerk Typist II, Adult Education

Staff – 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

Winter/Spring 2015 - SESSION INFORMATION

Open Registration will begin the week of December 8, 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 January 5, 2015 through July 10, 2015

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

Holiday Hours:
 Dec. 22, 29 & 30, 2014 & Jan. 2, 2015
 9:00 AM - 4:00 PM
OFFICE CLOSED Dec. 23, 24, 25 & 26, 2014

Spring Break Office Hours:
 March 16, 2015 - March 20, 2015
 9:00 AM - 6:00 PM



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.libertyadulthood.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 prohíbe 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.

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.

Register: www.libertyadulthood.org

CAREER TECHNICAL EDUCATION (CTE) GENERAL INFORMATION FOR DAYTIME CLASSES

CLASS DATES:

SESSION I:	January 5 – February 6
SESSION II:	February 10 – March 13
SESSION III:	March 23 – April 24
SESSION IV:	April 27 – May 29
SUMMER SESSION:	June 8 – July 10

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

SPRING BREAK:	March 16 – March 20 – WE ARE OPEN FOR REGISTRATION
SPRING RECESS:	April 3 and April 6
HOLIDAYS:	January 19, February 9, February 16, May 25, and July 3
BREAK:	June 1 – June 5

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 Insurance Biller
- Medical Office Coding & Billing
- Medical Records Health Information Clerk
- Medical Receptionist
- 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



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

For more information, call 925-634-2195 or stop by our offices at 281 Pine Street in Brentwood. 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*

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)**

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*

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

M-F
M-Th

See Page 6 for Class Dates/Fees
See Page 6 for Class Dates/Fees

Whalen
Whalen

CEC 8
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.**

**Come check
out our new
computer labs!**

**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**

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: 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**



DON'T FORGET . . .
Keep this Brochure!

**It covers Winter (Jan 5-Mar 13),
Spring (Mar 23-May 29) AND
Early Summer (June 8-July 10)**

**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. **Textbook 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

**Medisoft Patient Accounting and Billing

Self-paced. Medisoft, an electronic health record program, is used in many medical offices to record patient procedures, diagnoses, insurance information, and other patient data. The student will enter patient data to prepare insurance claims, send statements, prepare reports, and perform accounting functions. After the student is familiar with the program there are several days of simulation practice. *5-week class*

*Medical Records Management

Self-paced. This course begins by teaching the basic filing rules using standard filing rules. Numeric filing, which is used in most medical practices to preserve patient privacy, is covered. Color coding, cross-referencing and governmental filing are also included. Plenty of hands-on filing practice is included. *5-week class*

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

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

DAYTIME MEDICAL CLASSES

**Medical Front Office Procedures

Self-paced. Get ready for your career in medical front office administration. You will learn patient registration and check-in procedures, triage scheduling, charting and recordkeeping, insurance basics, letter writing, transcription, and phone procedures. You will be familiar with HIPPA law and patient privacy. Pegboard and computer accounting will be covered. *Prerequisites: Keyboarding 30 wpm, knowledge of MS Word and Medisoft Patient Accounting and Billing. Strongly recommended: Medical Terminology. 5-week class*

**Electronic Health Records

Self-paced. Health care in the United States is rapidly being changed by the introduction of computer-based Electronic Health Records (EHRs). Your role in the medical community will require that you understand how EHRs support the office work flow. In this self-paced class you will work with simulations as you enter data into an EHR. *Prerequisite: Knowledge of basic computer concepts and keyboarding 25 wpm. 5-week class*

*Medical Coding Principles II

Self-paced. This class is a continuation of Medical Coding Principles I and will use the same text as Medical Coding Principles I. The course will cover chapters not covered in Medical Coding Principles I. Practice with ICD-10 will be included. *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**

*Medical Terminology

Medical Terminology is required to work in all aspects of the medical community. Whether working in patient care, coding and billing, front office, medical transcription, IT, or maintenance, knowledge of medical terminology is a must! This class will cover word roots, prefixes, suffixes and common abbreviations. This class will help provide a firm foundation for your healthcare career. *5-week class*

062300	1:00-3:00 PM	M-Th	1/5 – 2/6	Goetsch	CEC 22	\$130
062301	1:00-3:00 PM	M-Th	4/27 – 5/29	Goetsch	CEC 22	\$130

Holiday: January 19, May 25

*Human Anatomy & Physiology

This introductory course will cover the structures and functions of the major body systems. This course is geared to students wanting to work in the medical field and would be especially helpful for coding students. *Prerequisite: Medical Terminology strongly recommended. 5-week class*

062900	1:00-3:00 PM	M-Th	3/23 – 4/24	Goetsch	CEC 22	\$130
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Holiday: April 6

*Medical Coding Principles I

This updated course will emphasize procedural and diagnostic coding for the physician's office. HCPCS coding will also be introduced. This is the first part of a two part course that will help the student prepare to take the optional National Coding Exam. New to this session is **Diagnostic Coding with ICD-10**. ICD-10 becomes effective October 2015. Basic billing fundamentals will be covered. *Prerequisite: Medical Terminology, Anatomy strongly recommended. 5-week class*

062703	1:00-3:00 PM	M-Th	2/10 – 3/13	Goetsch	CEC 22	\$130
062707	1:00-3:00 PM	M-Th	6/8 – 7/10	Goetsch	CEC 22	\$130

Holiday: February 9, 16, and July 3

*Diagnosis Coding with ICD-10 – NEW!

If you need help in converting from ICD-9 to ICD-10, join us as we explore the changes in this new coding system. ICD-10 is mandatory effective October 2015. *Prerequisites: Medical Coding Principles I and/or previous coding experience. 3-week class*

062704	1:00-3:00 PM	M-Th	2/10 – 2/26	Goetsch	CEC 22	\$ 80
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***Textbook required first class meeting**

Register: www.libertyadulthood.org

ADDITIONAL DAYTIME CLASSES

Customer Relations, Communication & Business Machines

This newly updated course will cover the very important concepts surrounding customer service in the business environment. All jobs require customer service and businesses now require strong skills in this area. Course will include discussion, group work, demonstrations, interviewing skills, as well as some written communications. Students will have the opportunity to work with various office machines (copier, postage machine, laminator, etc.), as well as complete general office projects. **Textbook required at first class meeting.** *5-week class*

064001	10:30-12:30 PM	M-F	1/5 – 2/6	Goetsch	CEC 10	\$130
064003	10:30-12:30 PM	M-F	3/23 – 4/24	Goetsch	CEC 10	\$130

Holiday: January 19, April 3, April 6

Cashier/Retail Clerk

Self-paced. This course will familiarize the student with the keypad on a simple cash register while entering basic transactions. Opening/closing procedures, balancing cash drawer to receipts, and handling money will be covered. **Textbook required at first class meeting.** *5-week class*

064001	10:30-12:30 PM	M-F	1/5 – 2/6	Goetsch	CEC 10	\$130
064003	10:30-12:30 PM	M-F	3/23 – 4/24	Goetsch	CEC 10	\$130

Holiday: January 19, April 3, April 6

Business 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. **Text/workbook required.** *5-week class*

063906	10:30-12:30 PM	M-F	2/10 – 3/13	Whalen	CEC 10	\$130
063907	10:30-12:30 PM	M-F	6/8 – 7/10	Whalen	CEC 10	\$130

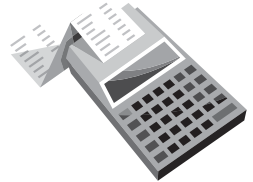
Holiday: February 16, and July 3

Business English

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*

063405	10:30-12:30 PM	M-F	4/27 – 5/29	Whalen	CEC 10	\$130
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Holiday: May 25



Accounting I, Accounting II and Accounting III

See Page 15

EVENING CAREER TECHNICAL EDUCATION (CTE)

Computacion Basica y Microsoft Office I & II

Ve la Página 20

How to Start a Small Home Business

Explore the possibilities for starting a small business from your home, such as auto detailing, crafts or artwork, 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 students minimum requirement.)**

066700	6:00-9:00 PM	T	1/13	Jensen	CEC TBA	\$25
066701	6:00-9:00 PM	T	3/24	Jensen	CEC TBA	\$25



DON'T FORGET . . .
Keep this Brochure!

**It covers Winter (Jan 5-Mar 13),
 Spring (Mar 23-May 29) AND
 Early Summer (June 8-July 10)**

EVENING CAREER TECHNICAL EDUCATION (CTE)



Basics of Selling on eBay

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. **(8 students minimum requirement.)**

066702	6:00-9:00 PM	T	1/20	Jensen	CEC 16	\$25
066703	6:00-9:00 PM	T	4/7	Jensen	CEC 16	\$25

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 students minimum requirement.)**

066704	6:00-9:00 PM	T	1/27	Jensen	CEC TBA	\$25
066705	6:00-9:00 PM	T	4/14	Jensen	CEC TBA	\$25

Civil Litigation for the Legal Secretary – Part I

This will be an interactive class in which you will learn to prepare the forms necessary to establish foundational skills to work as a legal secretary. Part I will take you from filing a summons and complaint through discovery. **Textbook required.** Textbook information available at time of registration. **(10 students minimum requirement.)**

066601	6:30-9:00 PM	M	1/12 – 3/30	Low	CEC 10	\$90
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Holiday: January 19, February 9, February 16

Spring Break: March 16, 2015 – March 20, 2015

Civil Litigation for the Legal Secretary – Part II

This class is the second part of civil litigation which will take you from discovery through trial and then you will learn how to collect on your judgment. **(10 students minimum requirement.)**

066602	6:30-9:00 PM	M	4/13 – 6/8	Low	CEC 10	\$90
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Holiday: April 6, May 25

Office Procedures for the Legal Secretary – Part I

You will get an introduction to the procedures in several types of law so that you can specialize as a legal secretary. The first part will include family law; probate. **Textbook required.** Textbook information available at time of registration. **(10 students minimum requirement.)**

066603	6:30-9:00 PM	Th	1/15 – 3/5	Low	CEC 8	\$90
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Office Procedures for the Legal Secretary – Part II

In Part II of Legal Office Procedures you will be introduced to criminal law, real estate law and corporate law. You will also be introduced to legal research as well as the basics of creating a resume, cover letter, and preparing for an interview. **(10 students minimum requirement.)**

066604	6:30-9:00 PM	Th	4/2 – 5/21	Low	CEC 8	\$90
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Register: www.libertyadulthood.org

EVENING CAREER TECHNICAL EDUCATION (CTE)

****Microsoft Office Suite/Building a Foundation with Microsoft Office**

This self-paced program of individualized instruction with the support of the teacher is geared to prepare students to use the Microsoft Office application 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. Another option is the Building a Foundation with Microsoft Office book that covers Level 1 for the MS Office Suite. **Textbook and USB Memory stick required the first class meeting. (12 students minimum requirement.)**

068300	6:00-9:00 PM	W	1/14 – 3/11	Schliesman	CEC 8	\$110
068301	6:00-9:00 PM	W	4/1 – 5/27	Schliesman	CEC 8	\$110

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 Memory stick required the first class meeting. (8 students minimum requirement.)**

068307	6:00-9:00 PM	M	1/26	Schliesman	CEC 8	\$25
068311	6:00-9:00 PM	M	4/13	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 Memory stick required the first class meeting. (8 students minimum requirement.)**

068306	6:00-9:00 PM	M	2/2	Schliesman	CEC 8	\$25
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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 Memory stick required the first class meeting. (8 students minimum requirement.)**

068308	6:00-9:00 PM	M	3/9	Schliesman	CEC 8	\$25
068310	6:00-9:00 PM	M	5/11	Schliesman	CEC 8	\$25

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 Memory stick required – not included in registration fee. (8 students minimum requirement.)**

068303	6:00-9:00 PM	M	5/4	Schliesman	CEC 8	\$25
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Record Keeping for Small Business – Workshop – NEW!

This class will reveal the mysteries of accounting in plain language and give you everything a non-accountant saddled with keeping “the books” needs to know. Concepts and processes covered in this class will include: the bookkeeping cycle, accrual vs. cash vs. tax accounting, and the chart of accounts, journals and general ledger. Double entry and single entry bookkeeping will be explained without the pain of “debit and credit” journal entries. Learn accounting concepts, FASB and GAAP all in one class. **(8 students minimum requirement.)**

066706	6:00-9:00 PM	T	2/3	Jensen	CEC TBA	\$25
066707	6:00-9:00 PM	T	4/21	Jensen	CEC TBA	\$25

Medical Office Skills – NEW!

These self-paced courses allow the students 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, Medical Records Management, Medical Front Office Procedures, or Keyboarding. Medical Terminology highly recommended. **Some courses may require an additional session to complete. Textbook and USB stick required at first class meeting. (12 students minimum requirement.)**

062203	6:00-9:00 PM	W	1/14 – 3/11	Goetsch	CEC 22	\$110
062204	6:00-9:00 PM	W	4/1 – 5/27	Goetsch	CEC 22	\$110

Spring Break: March 16, 2015 – March 20, 2015

Register: 925.634.2565

EVENING CAREER TECHNICAL EDUCATION (CTE)

Medical Terminology

Medical Terminology is required to work in all aspects of the medical community. Whether working in patient care, coding and billing, front office, medical transcription, IT, or maintenance, knowledge of medical terminology is a must! This class will cover word roots, prefixes, suffixes and common abbreviations. This class will help provide a firm foundation for your healthcare career. **Textbook required. (12 students minimum requirement.)**

062200 6:00-9:00 PM T 1/27 – 3/31 Goetsch CEC 22 \$115

Spring Break: March 16, 2015 – March 20, 2015

*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 account, as well as to apply basic rules of generally accepted accounting principles. *Prerequisite: Business Math class or equivalent experience.* **(12 students minimum requirement.)**

*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.* **(12 students minimum requirement.)**

*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.* **(12 students minimum requirement.)**

063804 6:00-9:00 PM Th 1/15 – 3/12 Schliesman CEC 10 \$110

063805 6:00-9:00 PM Th 4/2 – 5/28 Schliesman CEC 10 \$110

***Textbook, Online Workbook, Automated Accounting Access Card and USB flash drive 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, however, complete the course requirements to be eligible for the certificate of completion.

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.**

5:30-9:00 PM M/W 2/2 – 6/24 Hayes CEC 18 \$2,399

Holidays: February 9, February 16, April 6, May 25

Spring Break: March 16, 2015 – March 20, 2015

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.**

5:30-9:00 PM T/Th 3/10 – 8/18 Vasquez CEC 24 \$1,999

Spring Break: March 16, 2015 – March 20, 2015

Summer Break: July 14, 2015 – July 25, 2015

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

EVENING CAREER TECHNICAL EDUCATION (CTE)



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**

5:00-9:30 PM	T/Th	1/6 – 2/5	Staff	CEC 18
5:00-9:30 PM	T/Th	3/3 – 4/9	Staff	CEC 18
5:00-9:30 PM	T/Th	5/5 – 6/4	Staff	CEC 18

Spring Break: March 16, 2015 – March 20, 2015

**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)**

6:00-9:00 PM	T/Th	1/20 – 3/12	Fejarang	CEC 17	\$2,500
6:00-9:00 PM	T/Th	4/7 – 5/28	Fejarang	CEC 17	\$2,500

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

ACTIVE ADULTS

Technology

Introduction to Basic Computer Skills – **NEW!**

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

080100	3:30-5:30 PM	T	1/13 – 3/3	Dallara	CEC 8	\$69
080101	3:30-5:30 PM	T	3/24 – 5/12	Dallara	CEC 8	\$69

Register: 925.634.2565

ACTIVE ADULTS

Introduction to Digital Photography – **NEW!**

Enroll in this class to learn fun, easy ways to use **digital cameras** and **digital phones** for taking pictures. Learn how to save, send, and upload your photos! **Textbook and USB Flash Drive required. (10 students minimum requirement.)**

081500	3:30-5:30 PM	Th	1/15 – 3/5	Dallara	CEC 8	\$69
081501	3:30-5:30 PM	Th	3/26 – 5/14	Dallara	CEC 8	\$69

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. **(10 students minimum requirement.)**

081505	6:00-9:00 PM	T	3/10	Jensen	CEC TBA	\$25
081506	6:00-9:00 PM	T	5/12	Jensen	CEC TBA	\$25

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.)**

081100	2:00-4:30 PM	W	1/21	McIntosh	CEC MPR	No Charge
081103	2:00-4:30 PM	W	2/18	McIntosh	CEC MPR	No Charge
081104	2:00-4:30 PM	W	3/18	McIntosh	CEC MPR	No Charge
081105	2:00-4:30 PM	W	4/15	McIntosh	CEC MPR	No Charge
081106	2:00-4:30 PM	W	5/20	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.

Bodacious Bows

Learn the basic techniques to transform yards of wired ribbon into awesome bows. Decorate your baskets, wreaths, 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.)**

081200	10:00-12:00 Noon	T	4/21	Hayano	BSAC	\$20
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Bodacious Spring Wreath

Spring is in the air! Design a beautiful spring 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.)**

081201	10:00-12:00 Noon	T	5/19	Hayano	BSAC	\$20
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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. 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.)**

085100	8:30-9:30 AM	W	1/7 – 2/25	Cabusas	BSAC	\$50
085101	8:30-9:30 AM	W	4/1 – 5/20	Cabusas	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.

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.

085000	10:00-11:30 AM	M/W/F	1/5 – 3/13	Ghiggeri	BSAC	\$50
085001	10:00-11:30 AM	M/W/F	3/30 – 5/29	Ghiggeri	BSAC	\$50
085002	10:00-11:30 AM	M/W/F	6/8 – 7/1	Ghiggeri	BSAC	\$25

Holiday: January 19, February 9, February 16, April 3, April 6, May 25 and July 3

Spring Break: March 16, 2015 – March 27, 2015

Health and Fitness Literacy

“Premiers” Exercise Program

This popular class offers stretching, light weights, and low impact aerobics for our active seniors who are interested in staying fit, feeling youthful, and having fun. In partnership with the City of Brentwood, Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444.

085003	8:00-9:00 AM	T/Th	1/6 – 3/12	Zanassi	BSAC	\$40
085004	8:00-9:00 AM	T/Th	3/31 – 5/28	Zanassi	BSAC	\$40

Spring Break: March 16, 2015 – March 27, 2015

Meditation Fundamentals

Collect your thoughts and increase your perception. Calm your emotions and achieve inner peace. Ease pain and stress in your body as you learn techniques to transform, direct, and manage your energy through the art of meditation. In partnership with the City of Brentwood, Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. **(8 students minimum requirement.)**

084004	10:30-11:30 AM	T	1/13 – 2/10	Kinsch	BSAC	\$35
084005	10:30-11:30 AM	T	3/31 – 4/28	Kinsch	BSAC	\$35

Health and Fitness Literacy

Meditation Aura Healings

See and feel your electromagnetic energy around your body. Learn to transform, direct, and manage the energy in your seven layers of your aura bubble through the art of meditation, color therapy and crystals. In partnership with the City of Brentwood, Brentwood Community Center Parks and Recreation Department. For more information, call 925-516-5444. **(8 students minimum requirement.)**

084009	11:30-12:30 PM	T	1/13 – 2/10	Kinsch	BSAC	\$35
084008	11:30-12:30 PM	T	3/31 – 4/28	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.

084000	1:00-4:00 PM	W/Th	1/7 – 3/12	Cosby/Joaquin	BSAC	\$5
084001	1:00-4:00 PM	W/Th	4/1 – 5/28	Cosby/Joaquin	BSAC	\$5

Spring Break: March 16, 2015 – March 27, 2015



DON'T FORGET . . .
Keep this Brochure!

**It covers Winter (Jan 5-Mar 13),
Spring (Mar 23-May 29) AND
Early Summer (June 8-July 10)**

Register: 925.634.2565

ACTIVE ADULTS

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.)**

084010	2:00-4:00 PM	Th	1/8 – 2/12	Reed	BSAC	\$50
084011	2:00-4:00 PM	Th	4/2 – 5/7	Reed	BSAC	\$50



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.)**

Date: January 5, 2015 – May 29, 2015

SECTION	LEVEL	DAY	TIME	ROOM	FEE	INSTRUCTOR
030500	Beginning	M/W/F	8:30-11:00 AM	CEC 12	\$30	Grovhoug
030501	Int	T/Th	8:30-11:30 AM	CEC 12	\$30	Grovhoug
031300	Int/Adv	T/Th	8:30-11:30 AM	CEC 9	\$30	Woudstra
030400	Beginning	T/W/Th	6:00-8:30 PM	CEC 12	\$30	Woudstra
030600	Int/Adv	T/W/Th	6:00-8:30 PM	CEC 9	\$30	LeVeque

Holiday: January 19, February 9, February 16, April 3, April 6, May 25

Spring Break: March 16, 2015 – March 27, 2015

Preparation for U.S. Citizenship

This class is designed for adults who have applied (or in the process) for U.S. Citizenship. This class will cover U.S. government, history, the "100 questions," and interview skills. Students must be able to speak, read, and write basic English. Students will attend orientation and testing before starting class. **(12 students minimum requirement.)**

040100	6:00-8:00 PM	M	1/12 – 4/27	Woudstra	CEC 12	\$30
040101	8:30-11:00 AM	F	2/6 – 5/1	Woudstra	CEC 9	\$30

Holiday: January 19, February 9, February 16, April 3 and April 6

Spring Break: March 16, 2015 – March 27, 2015

Register: www.libertyadulthood.org

ENGLISH AS A SECOND LANGUAGE



Computacion Basica 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, y 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)

061801 6:00-8:30 PM M 1/12 – 3/9 Martínez CEC 15 \$50

Holiday: January 19, February 9, February 16

Computacion Basica y Microsoft Office II

Los alumnos podrán diseñar con el paquete de Microsoft Office: 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 aprenderán a utilizar y diseñarán presentaciones para sus fiestas, sus trabajos escolares, de ventas, de productos, etc. **(Se requiere mínimo 12 estudiantes.)**

061802 6:00-8:30 PM M 3/23 – 5/18 Martínez CEC 15 \$65

Holiday: April 6

ADULT BASIC & SECONDARY EDUCATION

Critical Thinking and Problem Solving

Adult Basic Education (Open Entry/Open Exit)

If you haven't been to school for a while and need to brush up on the basics, this class covers subjects like Math, Reading comprehension, Grammar and Writing. We also go to the computer lab to learn more on these subjects online. Instruction includes whole class and some independent study. **(15 students minimum requirement.)**

010001 8:30-11:00 AM M/W/F 1/5 – 5/29 Jackson CEC 11 No Charge
010002 6:00-9:00 PM M/W 1/5 – 5/27 Cusack CEC 11 No Charge

Holiday: January 19, February 9, February 16, April 6, and May 25

Spring Break: March 16, 2015 – March 27, 2015

GED TEST PREPARATION

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 (150 minutes)
- Science (90 minutes)
- Social Studies (90 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.**



Test Preparation

GED Test Preparation (Open Entry/Open Exit)

Improve your skills and prepare for the "New" GED 2014 exam. Group instruction focuses on Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. The "New" GED is evidenced based, aligned with Career and College Readiness, and has more emphasis on understanding and reasoning. For more information on the GED Preparation class, call our office at 925-634-2565. **Textbook required not included in registration fee. (Cash, Money Order, Visa/MasterCard only. 15 students minimum requirement.)**



010000	8:30-11:30 AM	T/Th	1/6 – 5/28	Jackson	CEC 11	\$30
010005	6:00-9:00 PM	T/Th	1/6 – 5/28	Riley	CEC 11	\$30

Spring Break: March 16, 2015 – March 27, 2015

Online GED Academy

The Online GED Academy has been modified to the New GED 2014 curriculum. Students will be trained online to pass this new test. **Students must register with the Adult Education Office. (Cash, Money Order, Visa/MasterCard only.) Orientation: Via Email**

010006	Online	1/5 – 3/13	Riley	\$35
010007	Online	3/23 – 5/29	Riley	\$35
010008	Online	6/1 – 6/30	Riley	\$20

**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 EARLY!

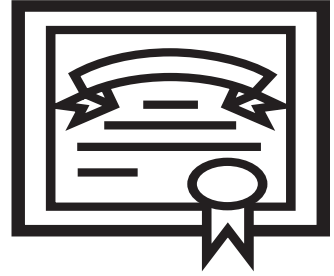


ADULT SCHOOL AND HIGH SCHOOL DIPLOMA

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

021300 T 6:00-8:00 PM Staff CEC 4 No Charge

Spring Break: March 16, 2015 – March 27, 2015

Counseling services are available

Liberty Adult Education Learning Center

Required and Elective Courses for Adult School or High School Diploma

Seat time Multi-Subject (excluding Math)

020100 TBA M - Th 1:00-3:00 PM Hitchens CEC 13 No Charge

Seat time Math

020401 TBA T/Th 3:30-5:30 PM 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)

Holidays: January 19, February 9, February 16, April 3, April 6, May 25, and July 3

Spring Break: March 16, 2015 – March 27, 2015

Counseling services are available.

PARENTING, FAMILY, and CONSUMER AWARENESS

Parent Education

Workshops that are designed to help you improve your relationship with our family through healthy communication, positive discipline, boundary setting, self-care, and much more. You will learn motivational tools and discipline strategies while connecting with other parents. **There is a \$5 materials fee due to the instructor at the beginning of each workshop. A certificate of completion for court is available with the completion of all 5 workshops. (4 students minimum requirement.)**

Healthy Communication

070201	5:30-7:30 PM	W	1/7	070206	5:30-7:30 PM	W	2/11
070211	5:30-7:30 PM	W	4/1	070216	5:30-7:30 PM	W	5/6

Effective Discipline

070202	5:30-7:30 PM	W	1/14	070207	5:30-7:30 PM	W	2/18
070212	5:30-7:30 PM	W	4/8	070217	5:30-7:30 PM	W	5/13

Family Dynamics & Self-Care

070203	5:30-7:30 PM	W	1/21	070208	5:30-7:30 PM	W	2/25
070213	5:30-7:30 PM	W	4/15	070218	5:30-7:30 PM	W	5/20

Co-Parenting – Part 1

070204	5:30-7:30 PM	W	1/28	070209	5:30-7:30 PM	W	3/4
070214	5:30-7:30 PM	W	4/22	070219	5:30-7:30 PM	W	5/27

Co-Parenting – Part 2

070205	5:30-7:30 PM	W	2/4	070210	5:30-7:30 PM	W	3/11
070215	5:30-7:30 PM	W	4/29	070220	5:30-7:30 PM	W	6/10

Schroeder, MFTI CEC TBA \$15

PARENTING, FAMILY, and CONSUMER AWARENESS

Retire Wisely and Wealthy – **NEW!**

Retire wisely 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.)**

204801	6:30-8:30 PM	Th	1/29	Alvarez	CEC TBA	\$10
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Women and Wealth – **NEW!**

Learn the fundamentals of compound interest, how money grows, and how money is taxed to ensure you can become a wealthy woman. This will be a fun class. (5 students minimum requirement.)

204802	6:30-8:30 PM	Th	2/5	Alvarez	CEC TBA	\$10
204803	6:30-8:30 PM	Th	4/9	Alvarez	CEC TBA	\$10

ABCs of College Planning – **NEW!**

Do you want to help pay for your child's college but have no idea how you are going to pay for it. Even if your child is only in pre-school the time to start preparing is now. Come learn about some options you have to start planning now. **(5 students minimum requirement.)**

204804	6:30-8:30 PM	Th	3/26	Alvarez	CEC TBA	\$10
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HEALTH AND SAFETY EDUCATION

Health, Fitness, Nutrition, and Safety

Basic Life Support (BLS) for the Healthcare Provider

(American Heart Association)

This course is designed to provide healthcare professionals and those training for careers in the healthcare field. Learn two-rescuer CPR, management of foreign-body airway obstruction (FBAO), and use of the Automated External Defibrillator (AED). Fee includes materials and CPR card. **(4 students minimum requirement.)**

As Dental Board of California Continuing Education Registered Provider #: RP 4738, we are authorized to issue 4CE units to Dental Professionals & Auxiliaries who successfully complete the above course.

200103	1:00-4:30 PM	M	2/23	Fejarang	CEC 22	\$80
200105	1:00-4:30 PM	M	4/13	Fejarang	CEC 22	\$80

CPR & First Aid for Childcare Providers

(American Heart Association) Also recommended for Community CPR.

Learn the skills of CPR and basic state required First Aid for the adult, child and infant, including AED training. Fee includes materials and CPR card. **(4 students minimum requirement.)**

200107	1:00-6:30 PM	M	1/26	Fejarang	CEC 22	\$140
200109	1:00-6:30 PM	M	3/30	Fejarang	CEC 22	\$140
200111	1:00-6:30 PM	M	5/18	Fejarang	CEC 22	\$140

Yoga Everyone!

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.)**

206300	5:30-6:30 PM	W	1/14 – 3/4	Anthony	CEC MPR	\$50
206301	5:30-6:30 PM	W	4/1 – 5/20	Anthony	CEC MPR	\$50

Meditation Fundamentals

Collect your thoughts and increase your perception. Calm your emotions and achieve inner peace. Ease pain and stress in your body as you learn techniques to transform, direct, and manage your energy through the art of meditation. **(8 students minimum requirement.)**

200226	6:00-7:00 PM	Th	1/15 – 2/12	Kinsch	CEC TBA	\$35
200227	6:00-7:00 PM	Th	3/26 – 4/23	Kinsch	CEC TBA	\$35

Register: www.libertyadulted.org

HEALTH AND SAFETY EDUCATION

Meditation Aura Healings

See and feel your electromagnetic energy around your physical body, Learn to transform, direct, and manage the energy in your seven layers of your aura bubble through the art of meditation, color therapy and crystals. **(8 students minimum requirement.)**

200229	7:00-8:00 PM	Th	1/15 – 2/12	Kinsch	CEC TBA	\$35
200230	7:00-8:00 PM	Th	4/30 – 5/28	Kinsch	CEC TBA	\$35

Meditation Self Healing

Look within yourself to access your life force energy and sustain your natural essence of well-being. Learn techniques to transform, direct, and manage the energies in your mind, body, and emotions through the art of meditation. **(8 students minimum requirement.)**

200228	7:00-8:00 PM	Th	3/26 – 4/23	Kinsch	CEC TBA	\$35
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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.**

200100	8:00-4:00 PM	M	2/2	Campbell	CEC TBA	\$20
200101	8:00-4:00 PM	F	4/10	Campbell	CEC TBA	\$20

COMMUNITY INTEREST

Beginners Guide to Couponing – **NEW!**

Learn how to maximize your grocery budget with couponing to the max! Become money managers of your household. **(5 students minimum requirement.)**

204806	6:30-8:00 PM	T/Th	1/13 – 1/15	Soghomonian	CEC TBA	\$20
204807	6:30-8:00 PM	T/Th	3/24 – 3/26	Soghomonian	CEC TBA	\$20

Beginning Conversational Spanish 1

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

202600	6:00-7:30 PM	M	1/12 – 3/9	LeVeque	CEC 9	\$50
202601	6:00-7:30 PM	M	3/30 – 5/18	LeVeque	CEC 9	\$60

Holiday: January 19, February 9, and February 16, and April 6

Beginning Conversational Spanish 2

We will continue to build on our basic vocabulary and Spanish grammar learned in Beginning Conversational Spanish. Topics covered include present verb conjugation, adjectives, days and months, and much more! *A textbook is available if you would like to purchase it. Spanish Is Fun, 3rd Edition, ISBN# 978-1-56765-464-6. Textbook is not mandatory.* **(10 students minimum requirement.)**

202603	7:30-9:00 PM	M	1/12 – 3/9	LeVeque	CEC 9	\$50
202602	7:30-9:00 PM	M	3/30 – 5/18	LeVeque	CEC 9	\$60

Holiday: January 19, February 9, February 16, and April 6

Bodacious Bows

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

200220	6:00-8:00 PM	T	4/21	Hayano	CEC TBA	\$15
200221	1:00-3:00 PM	T	5/19	Hayano	CEC TBA	\$15

Register: 925.634.2565

COMMUNITY INTEREST

Bodacious Spring Wreath

Spring is in the air! Design a beautiful spring 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 students minimum requirement.)**

200222 6:00-8:00 PM T 4/28 Hayano CECTBA \$15

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.**

083100 7:00-9:00 PM M 1/5 – 5/18 Stuart/Hurst LHS PAC 3 \$60

Holiday: January 19, February 9, February 16, and April 6

Break: March 16, 2015 – March 27, 2015

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! And NOW is the best time to make this happen as new companies are looking for new voices like never before. 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.)**

208700 6:30-8:30 PM T 2/10 Foster CECTBA \$40

208701 6:30-8:30 PM T 6/8 Foster CECTBA \$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.**



202500 10:00-12:00 Noon Th 1/15 – 3/5 Bordelon-Camp CEC 24 \$30

202501 10:00-12:00 Noon Th 4/2 – 5/21 Bordelon-Camp CEC 24 \$30

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.)**

200500 10:00-12:00 Noon T 1/20 – 3/10 Doran RM 24 \$65

200501 10:00-12:00 Noon T 3/31 – 5/19 Doran RM 24 \$65

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.**

204200 4:30-6:30 PM Th 4/23 Rhodes CECTBA \$15

DON'T FORGET . . .
Keep this Brochure!



**It covers Winter (Jan 5-Mar 13),
Spring (Mar 23-May 29) AND
Early Summer (June 8-July 10)**

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



CTE – Lakisha Ruffin

My time at Liberty Adult Education was absolutely a blessing. I will recommend LAE to anyone and everyone deciding to go back to school, either for a skills update or to embark on a new career change. The medical courses are great and the staff and teachers truly care about your success. I came to Liberty Adult Education while researching which school would be best for me; the school was the third I visited. From the first meeting with Debbie Norgaard, she assured me that she would be there at every step of the way through my courses. I went on a walkthrough and was introduced to all the teachers and staff. The previous year I had been laid off from my employment with Bank of America after 10 years and was so afraid to start over. I later discovered my high school transcript and diploma were lost and unable to be located so I knew I had to start classes for GED on top of medical field courses. After meeting with Debbie, I signed myself up for the morning GED class, and signed a plan to have that completed by June so that I could begin medical courses during the summer session. I was successful in doing that. I started out with the Medical Secretary Program which was scheduled to last 40 weeks. By the end of the 40 weeks, which was the following July, I completed all of the medical program courses and walked away graduating with every medical certificate that was offered. I was ready to embark on my career goals at that point. While doing the medical programs, I also took phlebotomy courses and completed national certification to be licensed as a phlebotomist. Each and every staff member was there for me, encouraging me to continue. There were times I was ready to give up. If it wasn't for them believing in me, I would have given up on myself. Thanks everyone for all your help. I truly was blessed to have had so many of you rooting me on.



ESL/Citizenship – Diane Nguyen

My name is Diane Nguyen and I'm from Vietnam. I've been in the United States for 5 ½ years. Four years ago, my English was not good. I couldn't talk, I couldn't read, and I couldn't understand other people. I thought I needed to go to school to improve my English language skills. I decided to take an ESL class at Liberty Adult Education and I have studied here for three semesters. I graduated college in Vietnam. My ESL classes here have helped me to communicate in the community, to find a job, to go to the doctor, and to attend my child's parent conferences at school. I feel more confident when I go outside

now. I learned enough so that I could apply to become a U.S. Citizen. On August 20, 2014, I took my citizenship test and I passed! I had my oath ceremony on Wednesday, October 22, 2014. I love my ESL class because learning has given me more chances in life and my life is much nicer now.

CTE – Helen Washington

The victory has been won! I received my Executive Administrative certificate from Liberty Adult Education. My desire to work and advance within an in-demand skill environment will come with ease. Thank you LAE staff, teachers, and students for showing your professionalism and giving me a better outlook on the future.



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
PAID
Permit #40
Brentwood, CA 94513

ECRWSS

Postal Customer

LIBERTY ADULT EDUCATION

Career and Educational Opportunities

WINTER/SPRING SCHEDULE OF CLASSES

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

FEATURED CLASSES in this Brochure

START A NEW CAREER

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

- Administrative Assistant, p. 6
- Clinical Medical Assistant, p. 15
- Dental Assisting Program, p. 16
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- Pharmacy Technician, p. 15
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ENHANCE YOUR BUSINESS OR CAREER

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- Bookkeeping/Accounting I-III, p. 15
- Civil Litigation for the Legal Secretary, Part I & II, p. 13
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- Create Labels, Form Letters, & Envelopes using MS Word, p. 14
- How to Start a Small Home Business, p. 12
- Human Anatomy & Physiology, p. 11
- Managing Computer Files Using Windows, p. 14
- Medical Coding Principles I, p. 11
- Medical Office Skills, p. 14 **NEW**
- Medical Terminology, p. 11
- Microsoft Office Suite/Building a Foundation with MS Office, p. 7
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SHARPEN YOUR MIND - ACTIVE ADULT CLASSES

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- Retire Wisely & Wealthy, p. 23 **NEW**
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PARENT EDUCATION

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- Family Dynamics & Self Care, p. 22
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