

LIBERTY ADULT EDUCATION

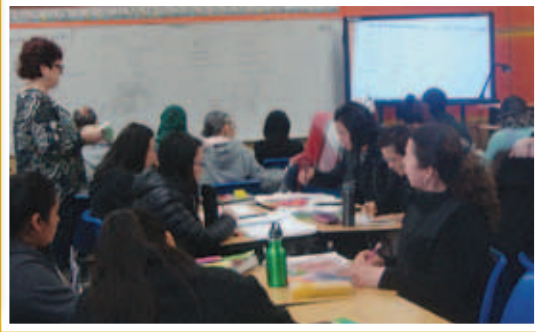
Career and Educational Opportunities at our Brentwood Campus

SCHEDULE
OF CLASSES

SUMMER/FALL 2018



Career Technical Education (CTE) Solar Technology, p. 15



ESL (English as a Second Language), p. 22



Career Technical Education (CTE) Business Certifications, p. 7



Career Technical Education (CTE) Automotive Technology, p. 14



Community Interest, "Bodacious Christmas Wreath", p. 19



Community Interest, Painting Classes, p. 18



It's never too late to learn!

Classes August 1 - December 20, 2018
www.libertyadulthood.org
 925.634.2565

Portraits of Success

Continued
Success!



Nyama Jimissa: With Persistence and Dedication, the sky is your limit. Growing up in a third world country gave me little opportunity for growth, and advancement as a woman. Growing up in Sierra Leone where attaining a secondary education is a privilege was very difficult. Coming to the United State, I learned that, the sky is my limit as long as I am persistent in pursuing what I want to do.

I am happy to state that I just transitioned from a casual employee to a permanent employee with employer medical coverage for me and my family. My goal is to finish my Bachelor degree in Industrial Psychology and join a dynamic human resource team.

Liberty Adult Education has classes for anyone who wants to continue their secondary education regardless of your race, ethnicity, or whether you speak English or not. There are instructors who are willing to help you get where you want to be. The first step in success is taking the first step.

Hsiang (Lisa) Li: My native country is Taiwan. I have been in the United States for 6 years. I originally started in the ESL program at Liberty Adult Education in 2014. I have focused on speaking/listening skills, as well as reading and grammar. When I first arrived in this country, I could not speak even a single word of English. Before, I would have a hard time at the store and talking with my colleagues. I realized I needed to learn English to succeed in the work place and in life. Now, I am able to communicate with people and train my new employees.

Because of my education, I was able to open my own business, TeaZenTea, here in downtown Brentwood. Also, I finally achieved my life-long goal of becoming an American citizen! All of this was made possible by the help of my teacher Mr. Chris Carey and through the support of my family. My future goals are to read, write and speak English more fluently. Once I achieve this goal, I want to go to community college to earn a degree and to continue to grow my business. I would like to say thank you very much to Liberty Adult School for providing me with the opportunity to improve my life here in America.



Natividad Tello: I am from Mexico and have been in the U.S. since 2001, arriving shortly after my mother passed. I didn't know how to read or write so it was very difficult for me. I never stopped trying to improve and learn, for myself, my brothers and sisters. Studying English as a Second Language, learning to read and speak, has been the best thing for me.

I have taken ESL and some computer lessons here at LAE. I am very proud of being able to continue learning English. I have developed many friendships with students from many countries, including my Teacher, Chris and José Luis, whom I really appreciate and am grateful for having the opportunity to continue learning with. They are very

knowledgeable and helpful.

My goals are to continue learning so that I may continue to improve my skills and abilities. I hope to obtain better employment, improve our lifestyle, contribute to the community, raise a family with good opportunities so that they can be proud of my efforts and successes and they too can succeed here in the U.S.

Druandanah Achakzai: I am from Afghanistan. I have been in the United States since 2010. In my country, I went to school up to the fourth grade and I have never worked. I started in Beginning Level ESL and was promoted to Intermediate Level. Now I am in the Intermediate Level class and I was also promoted to the Brush Up English, Writing, and Math Class. My goal for the future is to take the GED class and eventually pass the tests so I can get a job.



Message from Our Coordinator

Welcome to Liberty Adult Education (LAE)



LAE continues to focus on pathways to college and career opportunities that lead to higher education and increase economic opportunities to enrich families and strengthen our communities. We also offer exciting classes that will fulfill your personal goals.

LAE and Los Medanos College (LMC) continue to build our partnership by providing opportunities for our students to bridge to LMC for English as a Second Language (ESL) and Career Technical Education (CTE). We are in the process of developing “course-to-course articulations”. This means that LAE’s students receive college credit for those courses.* For more information please read blurb noted below or call our office. This work is possible through the work of our Contra Costa County Adult Education Consortium (CCCAEC).

The operations and management for the EASTBAY Works/America’s Job Center of California (AJCC) through a Request for Proposal Process, was awarded to Rubicon on behalf of the Contra Costa Workforce Collaborative (CCWC). This innovative partnership consists of twelve organizations.

Rubicon Programs – Lead • **Liberty Adult Education** • LAO Family Community Development, Opportunity Junction, New Horizons, and SPEDC • Martinez Adult Education, Mt. Diablo Adult Education, and Pittsburg Adult Education • Contra Costa College, Diablo Valley College, and Los Medanos College

As of July 1, 2018 there will be AJCC access points available at all partner locations across all three regions of the county. The Brentwood EASTBAY Works/AJCC will no longer be located 281 Pine Street. Its new location will be located at 929 Second St. on LAE’s campus.

LAE is “Student Centered” and you will find an engaging, supportive and comfortable learning environment to achieve your educational goals and enhance your quality of life.

We sincerely appreciate your support. Be kind to yourself and sign up for classes. I look forward to seeing you on campus!

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

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**If the course is marked as a college level course it will be awarded college credit by Los Medanos College through a process known as “course-to-course articulation” or “credit by exam”. Students who received an “A” or “B” on the final exam, will be eligible to claim the FREE college credit.*

If student’s score is lower than a “B”, the class will be treated as though it were a regular high school/adult ed course. Community college classes would normally cost approximately \$138 for a 3 unit class. In order to receive college credit, students will fill out an online California Community College (LMC) application and also will register with CATEMA for instructors to recommend the student for credit at the end of the course. Students will have a college transcript as the result of being awarded college credit.



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)



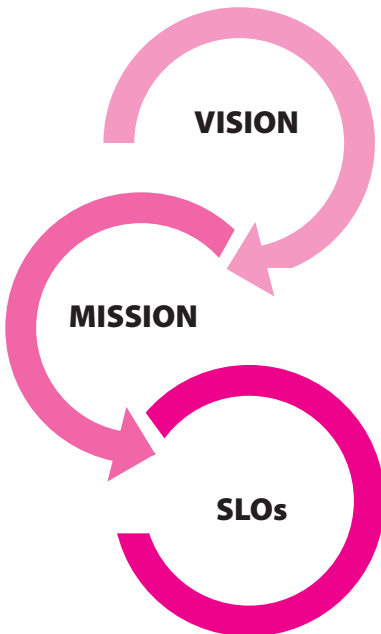
OUR VISION: The vision of Liberty Adult Education is to create a foundation for adult learners to develop the knowledge and 21st Century skills necessary to successfully transition into higher education and careers. In addition, our vision is to provide learning opportunities that enrich families and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

Fall Break: October 8-12 (8:00 AM - 6:00 PM),
Winter Break: December 21 (8:00 AM - 4:30 PM),
December 27-28 (8:30 AM - 5:00 PM), January 2-4 (8:00 AM - 6:00 PM)

OFFICE CLOSED:

September 3, November 12, 19-23, December 24, 25, 26, 31, January 1

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.

STUDENTS ENTER AND EXIT CAMPUS: Please note the CEC campus houses both LAE and Independence High School. Adult Ed students enter/exit through the main entrance on 2nd St. or the doors on the Adult Ed side of the building. Please do not enter/exit the campus / hallways from Pine Street.

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 §111015.5, dated July 1, 2001 in our on-site and on-line registration procedures and management of student records.

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.

Bridge to Your Future

With the “3 Cs” at Liberty Adult Education

**COLLEGE
TRANSITION**

**CAREER
READINESS**

**COMMUNITY
ENGAGEMENT**

Who is Eligible

**ESL
(English
as a Second
Language)**

**High School
Diploma
Graduate**

**HSE (GED)
Completers**

Workforce

**Other
Community
Members**

**Older Adults
Workforce**

Career Training Programs

ESL PROGRAMS

**Computer Basics
for ESL**

BUSINESS OFFICE ACADEMY

**Executive
Administrative
Assistant**

Accounting Assistant

**Business Information
Worker**

**Advanced MS
Office Specialist**

**Microsoft Office
Business Suite**

General Office Support

Solar Technology

Automotive

MEDICAL OFFICE ACADEMY

**Medical
Administrative
Assistant**

**Medical Insurance
Coder/Biller**

Future Possibilities!



COLLEGE



CAREER



COMMUNITY

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

CLASS DATES:

SESSION I: August 1 - August 31
SESSION II: September 4 - October 5
SESSION III: October 8 - November 9
SESSION IV: November 13 - December 20

CTE CLASS FEES:

\$135.00 for one 5 week class
\$240.00 for one 10 week or 2 five week classes
\$295.00 for three classes per 5 week session

BREAKS:

OFFICE WILL BE OPEN FOR REGISTRATION!

Winter Break: December 21 (8:00 AM - 4:30 PM), 27, 28 (8:30 AM - 5:00 PM),
January 2-4 (8:00 AM - 6:00 PM),

HOLIDAYS:

CAMPUS CLOSED! (Offices Closed / No Classes)
September 3, November 12, 19-23,
December 24-26, 31, Jan 1



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.

America's Job Center / Access Point

929 Second Street, Brentwood (*Rooms 19 & 20)

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. America's Job Center offers:

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

HOURS:
Monday - Thursday
8:30 AM - 7:30 PM

Friday
8:30 AM - 4:00 PM

*Go to the Adult Ed parking lot behind the school, Rooms 19 & 20 are at the back of the parking lot.

CalWORKS Liberty Adult Education 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 works 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

BUSINESS OFFICE ACADEMY

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 Core Skills**

This newly updated course will present beginning through intermediate functions of MS Office Word, Excel, and PowerPoint. You will have the opportunity to work with documents in Word, spreadsheets in Excel, and make slide presentations in PowerPoint. *Prerequisites: Basic Computer Skills. 5-week class.*

****MS Office Complete**

Learn MS Office Word, Excel, PowerPoint, and Access database software in this course. You'll work through beginning through advanced topics. *Prerequisites: Basic Computer Skills. 10-week class.*



**** Excel Beginning through Intermediate**

You'll be creating spreadsheets, applying formatting, and entering formulas in no time. Next, you'll move on to applying themes, working with borders, fonts and enhancing the worksheet for a professional-looking workbook. *Prerequisites: Computer Concepts and Windows. 5-week class.*

**** Excel Beginning through Advanced**

Along with everything that you'll learn in Excel Beginning through Intermediate, you'll move on to learn macros, pivot tables, data analysis and work with tables. You'll gain the knowledge to stand out in the office or job market. *Prerequisites: Computer Concepts and Windows. 10-week class.*

**** Excel Advanced**

This course is designed to teach you the tools necessary to feel confident in all aspects of Excel in the workplace. You'll learn in-depth knowledge regarding formulas, functions, data tables, macros, pivot tables and charts, and so much more. *Prerequisites: Students must have a basic understanding of the computer and Excel. 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

Chisholm
Chisholm

CEC 8
CEC 8

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

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



Accounting I, Accounting II and Accounting III

See page 13 Register TODAY! www.libertyadulthood.org.



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

Register: 925.634.2565

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

****QuickBooks Pro 2016 Beginning through 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 through 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 Beginning through Intermediate**

This presentation software allows you to be creative while designing presentations for personal or business applications. You'll start with the basics and learn to run a slide show, insert text and placeholders, apply themes, color, transitions and sound effects. Next, you'll learn how to modify presentations, insert and delete slides, create sections, rotate and customize slides. Finally, insert text boxes, shapes and images into the presentation. *Prerequisites: Computer Concepts and Windows. 5-week class.*

****PowerPoint Beginning through Advanced**

This course is a continuation of Beginning through Intermediate PowerPoint where you will learn to insert tables, charts and SmartArt Graphics into your presentations. You'll continue to work with customizing slides with custom prompts, change page setup, apply action to objects, insert sound and hyperlinks, and much, much more. *Prerequisites: Computer Concepts and Windows. 10-week class.*



****Access Beginning through Intermediate**

This database software will have you creating and managing tables in just a few hours. You'll be creating relationships between tables and performing queries soon after. Finally, design view will be used to create and modify tables. *Prerequisites: Computer Concepts and Windows, some Excel knowledge helpful. 5-week class.*

****Access Beginning through Advanced**

Along with everything listed in the beginning through intermediate above, you'll move on to learn macros, pivot tables, data analysis and working with tables. You'll gain the knowledge to stand out in the office or job market. *Prerequisites: Computer Concepts. 10-week class.*



****Outlook**

Learn to communicate more efficiently with Outlook. You'll learn how to manage your business and personal contacts, appointments and other information. *Prerequisites: 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	Chisholm	CEC 8
1:00-3:00 PM	M-Th	See Page 7 for Class Dates/Fees	Chisholm	CEC 8

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

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

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



Register: www.libertyadulted.org

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES



****Word Beginning through Intermediate**

This newly updated course will have you working like a pro with many of the features of Word. You will begin with a basic document and learn to apply formatting, fonts, styles and color. Next, tables, mail merge, collaboration, and document tracking will round out your new skills. *Prerequisite: Computer Concepts and Windows ability to type 25wpm. 5-week class.*

****Word Beginning through Advanced**

Along with everything listed in beginning through intermediate above, you'll move into learning desktop publishing, graphic design, using templates and building blocks, forms, macros and security, as well as webpage creation, and blogs. *Prerequisite: Computer Concepts and Windows and ability to type 25wpm. 10-week class.*

****Word Advanced**

This course is designed to help you feel confident and at ease with MS Word. You'll learn the ins and outs of creating newsletters, formatting research papers, and doing flyers. You will learn how to make tables and templates and how to use mail merge efficiently, and so much more. *Prerequisites: Students must have a basic knowledge of the computer and type 25 wpm. 15-week class.*

***Records Management**

Become proficient in the key filing systems including alphabetic, subject, geographic, and numeric. **Class materials 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/Chisholm	CEC 8

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

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



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.

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

Customer Relations for the 21st Century

This newly updated course will cover many of the “Top 10” most required customer service skills for all segments of industry. Today’s employers realize that these important skills can often be more important indicators of an employee’s success, even more than their ability to use a computer or other equipment. Topics will include communication, adaptability, self-awareness, collaboration, empathy, resilience, and much more. **Material Fees.** 5-week class.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602601	10:30-12:30 PM	M-F	08/01-08/31	Goetsch	CEC 10	\$135
602602	10:30-12:30 PM	M-F	10/08-11/09	Goetsch	CEC 10	\$135

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	11/13-12/20	Chisholm	CEC 10	\$135

No Class: November 12, 19-23

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	09/04-10/05	Chisholm	CEC 10	\$135

MEDICAL OFFICE ACADEMY

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)

This self-paced course will teach you the 10 most common filing rules as well as numeric filing and color coding. Especially important to the medical community are methods of numeric filing which help ensure patient privacy. You will also learn alphabetic, geographic, and correspondence filing methods. **Textbook required.** 5-week course.

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

This updated course will have you working with patient records as you might in a hospital or medical office. You will learn about HIPPA patient privacy laws as they relate to confidential patient records. Through a series of simulations you will enter patient demographics, chart notes, do coding and insurance billing, patient accounting and more. *Prerequisites: Knowledge of basic computer concepts and keyboarding of at least 25 WPM.* **Purchase of software is required.** 5-week course.

*Medical Coding Principles II (self-paced)

This course is a continuation of Medical Coding Principles I. You will continue to learn and practice procedural and diagnostic coding of body systems not covered in Coding I. You will work independently (with teacher assistance) to cover the balance of the book used in Coding I. After completion of the course you will be prepared to take the AAPC 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
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Class times are for all classes listed on this page. Classes start every five weeks.

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

MEDICAL OFFICE ACADEMY **ADDITIONAL DAYTIME CLASSES**

Medical Terminology

Join us as we discover the language of medicine. This enjoyable course will have you decoding medical terms quickly and accurately. Medical Terminology is the foundational course for your medical career and is used in all medical environments. We'll also cover basic anatomy, procedures, and diseases. **Los Medanos College credit (3 Units) is available for students who complete this course. Textbook required first day of class. 5-week class**

LMC
Credits Available

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
607501	1:00-3:30 PM	M-Th	08/01-08/30	Goetsch	CEC 10	\$135
607502	1:00-3:30 PM	M-Th	10/08-11/08	Goetsch	CEC 10	\$135

Medical Coding Principles I

This course will train you to complete the CMS-1500 claim form that contains the information required for an insurance company to pay medical claims. The medical coding and billing specialist prepares the necessary information and submits it for payment. This course will cover the first half of the required textbook and will give you the information you need to get a job in the fast-paced coding environment. Diagnostic, procedural, and Medicare billing codes will be covered. *Prerequisite: Medical Terminology strongly recommended. Textbook required first day of class. 5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
607702	1:00-3:00 PM	M-Th	09/04-10/04	Goetsch	CEC 10	\$135
607703	1:00-3:00 PM	M-Th	11/13-12/20	Goetsch	CEC 10	\$135

No Class: November 12, 19-23

MEDICAL OFFICE ACADEMY **ADDITIONAL WORKSHOPS 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	4:00-8:00 PM	T/Th	08/02-09/11	Staff	CEC 18	Call
609002	4:00-8:00 PM	T/Th	10/02-11/15	Staff	CEC 18	Call

No Class: October 8-12

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

INTERPRETER

Become an English/Spanish Medical Interpreter - NEW CLASS!

The new SB853 Health Care Language Assistance Act requires that health and dental insurers provide an interpreter for limited English speaking patients to lessen medical mistakes and delayed treatments. Medical interpretation is a growing field with an excellent job outlook. Students will learn vocabulary, ethics and protocols to be successful interpreting in a variety of medical settings. There is also opportunity for students of limited mobility. **\$80 Material Fee, cash only payable to Instructor on first day of class. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
607001	6:00-9:00 PM	W	08/08-09/26	Villet	CEC-TBD	\$250



DON'T FORGET . . .
Keep this Brochure!

It covers SUMMER (Aug. 1 - Oct. 5)
and FALL (Oct. 8 - Dec. 20)

MEDICAL OFFICE ACADEMY

ADDITIONAL DAYTIME CLASSES

RESIDENTIAL CARE HOMES

How to start a Residential Care Business - **NEW CLASS!**

This class will show participants how to apply for a California Facility License. Different types of facilities including Adult Residential Facilities, Residential Care Facilities for Elderly, and Residential Care Facility for the Chronically Ill and Adult Day Programs. Pre-Licensing inspection of the facility, How to get funding and everything you need to know to start a Residential Care Home. **(12 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
609201	9:00-11:00 AM	T/W	08/14 & 08/15	Curry	CEC TBD	\$80

BUSINESS OFFICE ACADEMY

EVENING CLASSES

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	08/09-10/04	Schliesman	CEC 10	\$125
603202	6:00-9:00 PM	Th	10/18-12/20	Schliesman	CEC 10	\$125

No Class: November 19-23

**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	08/09-10/04	Schliesman	CEC 10	\$125
603302	6:00-9:00 PM	Th	10/18-12/20	Schliesman	CEC 10	\$125

No Class: November 19-23

**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	08/09-10/04	Schliesman	CEC 10	\$125
603402	6:00-9:00 PM	Th	10/18-12/20	Schliesman	CEC 10	\$125

No Class: November 19-23

**QuickBooks Pro 2016 Beginning through 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	08/06-11/05	Schliesman	CEC 10	\$150

No Class: September 3, October 8-12

BUSINESS OFFICE ACADEMY ADDITIONAL DAY AND EVENING CLASSES

AUTOMOTIVE TECHNOLOGY

Lube Technician - NEW CLASS!

Liberty Adult Education in partnership with Fast Eddie's Auto Tech Training is offering LUBE TECHNICIAN training to prepare students for an entry-level career path into the automotive trade. Topics covered; customer service, safety, products & services. LUBE TECHNICIAN training; check oil and fluid levels, tires inflation, changing oil filters, fluid flush and exchange. Benefit from hands-on training at our office-site facility, for real world experience. Turn your passion for cars into a challenging and rewarding career! **Access Card Fee and USB Flash Drive required. (10 student minimum requirement.) 4-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
606301	10:00-11:30 AM	M-Th	08/06-08/30	Ibarra/Gasaway	CEC 16	\$575
606302	6:30-8:00 PM	M-Th	09/10-10/04	Ibarra/Gasaway	CEC 8	\$575

Brakes Technician - NEW CLASS!

Liberty Adult Education in partnership with Fast Eddie's Auto Tech Training is offering Brakes Technician training to prepare students for an entry-level career path into the automotive trade. Topics covered; customer service, safety, products & services. Brakes Technician training; hydraulic/electric brake system, suspension, drive train, dismounting /mounting tire and wheel assemblies, brake pads/shoe replacement and rotor machining. Benefit from hands-on training at our office-site facility, for real world experience. Turn your passion for cars into a challenging and rewarding career! **Access Card Fee and USB Flash Drive required. (10 student minimum requirement.) 4-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
606401	6:30-8:00 PM	M-Th	08/06-08/30	Ibarra/Gasaway	CEC 8	\$575
606402	10:00-11:30 AM	M-Th	09/10-10/04	Ibarra/Gasaway	CEC 16	\$575

COMPUTER/TECHNOLOGY

Computer Basics - NEW CLASS!

Are you tired of asking others how to do something on your computer? Does your computer do what you want it to do or what it wants to do? Come and have fun while we explore how to make the computer work for us. This class will teach you the basic techniques and skills you need to enjoy having a computer. The following topics will be covered:

- ◆ Computer Concepts ◆ Using Programs and Applications ◆ Working with Files
- ◆ Word Processing ◆ Browsing Web Pages ◆ Using the Cloud

Textbook and USB Flash Drive required. (10 student minimum requirement.) 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604501	3:30-5:30 PM	T	08/07-09/25	Cooper	CEC 10	\$70

Computer Basics Plus! - NEW CLASS!

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 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	10/16-12/11	Cooper	CEC 10	\$70

No Class: November 19-23

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	08/08-10/03	Schliesman	CEC 10	\$125
600000	6:00-9:00 PM	W	10/17-12/19	Schliesman	CEC 10	\$125

No Class: November 19-23

BUSINESS OFFICE ACADEMY

ADDITIONAL DAY AND EVENING CLASSES

INTERPRETER

Become an English/Spanish Legal Interpreter - **NEW CLASS!**

Prepare for opportunity in a job market with constant need by becoming a professional court Interpreter. Students will learn vocabulary, ethics and protocols essential to be successful interpreters in court and a variety of settings to meet the needs of the limited English speaking population. There is also opportunity for students of limited mobility. **\$80 Material Fee, cash only payable to instructor on first day of class. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
607101	6:00-9:00 PM	W	10/17-12/12	Villet	CEC-TBD	\$250

No Class: November 19-23

SOLAR TECHNOLOGY

Solar Jobs, Energy, Power, and Safety

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	08/15-09/12	Herzfeld	CEC 18	\$90
604202	6:00-9:00 PM	W	10/17-11/14	Herzfeld	CEC 18	\$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	09/11-12/06	Hopkins	CEC TBD	\$65
610902	6:00-9:00 PM	T/Th	09/11-12/06	Hopkins	CEC TBD	\$65

No Class: October 8-12, November 19-23

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	08/07-09/25	English	LHS-K1	\$110
604302	6:30-9:00 PM	T	10/30-12/18	English	LHS-K1	\$110

BUSINESS OFFICE ACADEMY

AFTERNOON AND EVENING WORKSHOPS

ARTS AND ENTERTAINMENT

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	11/06	Foster	CEC TBD	\$40

BUSINESS OFFICE ACADEMY AFTERNOON AND EVENING WORKSHOPS

COMPUTER/TECHNOLOGY WORKSHOPS

Internet and Email 101 - Workshop

Learn to make the Internet and your email work for you. This workshop will teach you what the Internet is an how to safely browse It, send and receive emails with attachments, like pictures and documents and have fun creating safe and effective passwords. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805301	3:00-6:00 PM	W	09/19	Cooper	CEC TBD	\$25
805302	3:00-6:00 PM	W	11/07	Cooper	CEC TBD	\$25

How to use your SmartPhone

(iPhone and Android) - Workshop - **NEW CLASS!**

"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 android, iPhone, 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. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805101	3:00-6:00 PM	W	08/15	Cooper	CEC 17	\$25
805102	3:00-6:00 PM	W	10/24	Cooper	CEC 17	\$25

iPad and Android Tablets for Beginners - Workshop - **NEW CLASS!**

Today's tablets (Android and iPad) do so much more than browse the web or send email. These devices provide you with a computer, Web browser, e-book reader, personal organizer and more - all in your lap! In this entertaining class, you will learn what you're Android or iPad tablet really can do and how to use it for more than browsing the Web. Learn how to set up your tablet for email, texting, Wi-Fi networks, and Bluetooth; and discover how to best sync with your computer. Learn how to take terrific pictures and send them to friends, Install apps, and figure out what the best apps are for you to make your tablet even smarter. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805901	6:00-9:00 PM	W	09/26	Jensen	CEC 8	\$25
805902	6:00-9:00 PM	W	11/07	Jensen	CEC 8	\$25

PROPERTY MANAGEMENT

Tips to Successful LandLording - Workshop - **NEW CLASS!**

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	10/17	Jensen	CEC 22	\$25

SMALL BUSINESS

How to Start a Small Home Business - Workshop - **NEW CLASS!**

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	10/24	Jensen	CEC 18	\$25

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COLLEGE AND CAREER READINESS

EDUCATIONAL OPPORTUNITIES

MORNING AND EVENING WORKSHOPS

Debra Dye, Liberty Adult Education's Employment Specialist. I'm here to help you explore career direction, create an individual plan for job placement or ongoing training or both! I am here to provide one-on-one assistance and coaching for success in any career field. The career center is the place for help whether you need a new resume, a resume review and update, job search techniques for today's job market, interviewing skills for the 21st Century, or some encouragement. **Drop-ins are always welcome or you can schedule an appointment at your convenience. Contact me at dyed@luhsd.net or 925-634-2565 ext.1055.**



CAREER CONNECTIONS

Career Readiness Certificate Program

Join Us! The Employment Readiness program will prepare you to meet the expectations of the Hiring Manager during the interview and so much more. The resume gets the interview, the interview gets the job offer. This program incorporates Resume Writing, Cover Letters, The Online Application, and Interviewing Skills including Vocal Clarity, Your Elevator Speech, Professional Image and a Mock Interview. Come join us and see what it takes to be Employment Ready in the 21st Century. You'll be glad you did! *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	08/14-09/20	Dye	CEC 17	\$125
603602	1:30-3:00 PM	T/W/Th	10/23-12/06	Dye	CEC 17	\$125

No Class: November 19-23

Nick Morgan, Liberty Adult Education's Transition Specialist. I'm here to help you with your next steps after your adult education program, whether it's looking into training opportunities, applying to college, financial aid, exploring apprenticeships, or even figuring out which career path is right for you. **Come visit me in room 17 Mondays 8:00 am to 4:00 pm, or Thursdays 1:00 - 7:00 pm. Contact me at nmorgan@cccok12.ca.us or 800-949-0496 ext. 503.**



COLLEGE TRANSITIONS

Los Medanos College Information - Workshop

Representatives from Los Medanos College will present on courses, training programs, financial aid, student services and the application process. Come for information for yourself or your family. **Must be 18 years of age or older.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604100	10:00-12:00 PM	M	08/27	Morgan	CEC 17	No Charge
604101	6:30-8:30 PM	Th	08/30	Morgan	CEC 17	No Charge

Learning Styles - Workshop

Do you know the ways that different people learn? How does your learning style affect how well you do in school, and what steps can you take to improve your learning ability? A specialist from Los Medanos College will be here to discuss different learning styles. **Must be 18 years of age or older.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604102	6:30-8:30 PM	T	09/04	Morgan	CEC 17	No Charge

College Applications - Workshop

Get assistance with filling out applications for community college. Learn about the steps to enrollment and complete your application. **Must be 18 years of age or older.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604103	10:00-12:00 PM	M	09/10	Morgan	CEC 17	No Charge
604104	6:30-8:30 PM	Th	09/13	Morgan	CEC 17	No Charge

Adult Education Programs - Workshop

Learn about the career and technical programs that our local adult education centers have to offer. Options include medical, office, automotive, culinary, solar and much more. **Must be 18 years of age or older.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604105	10:00-12:00 PM	M	10/01	Morgan	CEC 17	No Charge
604106	6:30-8:30 PM	Th	10/04	Morgan	CEC 17	No Charge

COLLEGE AND CAREER READINESS MORNING AND EVENING WORKSHOPS

Financial Aid - Workshop

Find out how to pay for college. You can find out about the FAFSA, BOG Fee Waiver, Cal Grant, and Scholarships. Bring tax information and get help filling out the FAFSA. Come for information for yourself or your family. **Must be 18 years of age or older.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604107	10:00-12:00 PM	M	10/15	Morgan	CEC 17	No Charge
604108	6:30-8:30 PM	Th	10/18	Morgan	CEC 17	No Charge

Los Medanos College Tour - Workshop

Meet at Los Medanos College for a tour of their labs, classrooms, and student services. Sign up In advance with Nick for more details and parking instructions. **Must be 18 years of age or older.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604109	10:00-12:00 PM	T	11/13	Morgan	CEC 17	No Charge
604110	5:00-7:00 PM	W	11/14	Morgan	CEC 17	No Charge

College Survival - Workshop

Learn about time and stress management, study and note taking skills, and more about how to navigate and survive in college. **Must be 18 years of age or older.**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604111	10:00-12:00 PM	M	11/26	Morgan	CEC 17	No Charge
604112	6:30-8:30 PM	Th	11/29	Morgan	CEC 17	No Charge

COMMUNITY INTEREST

ART

Watercolor Painting

Come and enjoy the beauty of Watercolor! Watercolor class will introduce you to a variety of watercolor paper, paints, and brushes. We will cover composition, color, theory, value, perspective, brush techniques, washes and texture. All concepts learned will be applied to still life paintings, seascapes, and landscapes. **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	08/06-10/01	Greig	CEC 24	\$65
801402	6:30-8:30 PM	M	10/15-12/17	Greig	CEC 24	\$65

No Class: September 3, November 12, 19-23

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	08/14-10/02	Ryan	CEC 24	\$65
801502	10:00-12:00 PM	T	10/16-12/11	Ryan	CEC 24	\$65

No Class: September 18, November 19-23

Acrylic Painting - Beginning & Intermediate

Release your creativity and learn to paint with joy! This class is designed to help students paint effortlessly and enjoy the process. Topics covered are color theory, composition, value, perspective and texture. We will also learn how to use tools and materials effectively. We will learn different brushstrokes, painting techniques and design. All concepts learned will be applied to landscapes, seascapes and still life paintings. The class structure will provide separate lecture and lab time for each level. **Supply list available at time of registration. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801601	6:00-9:00 PM	W	08/08-09/26	Greig	CEC 24	\$80
801602	6:00-9:00 PM	W	10/17-12/12	Greig	CEC 24	\$80

No Class: November 19-23

Register: 925.634.2565

COMMUNITY INTEREST



CRAFTS

Bodacious Fall Wreath!

Fall is in the air! A wreath on your front door is an expression of you. Create a grapevine wreath that shows off your personal color and style. Bring your fall supplies and I can help you design your wreath. **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	09/26	Hayano	CEC 24	\$15

Bodacious Bows!

Learn the basic techniques to transform yards of wired ribbon into awesome bows! Use them to decorate your holiday 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	10/03	Hayano	CEC 24	\$15

Bodacious Christmas Wreath!

Show off your Christmas colors with a door wreath. Go with traditional red and gold or catch a new trendy hue. Choose your favorites and I will help you create a wreath with style. **Supply list available at time of registration. (6 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802601	10:00-12:00 PM	Th	11/08	Hayano	CEC 24	\$15

FITNESS & HEALTH

Beginning/Intermediate Yoga! - NEW CLASS!

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. (12 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801701	6:00-7:00 PM	W	08/08-09/26	Barry	CEC MPR	\$60
801702	6:00-7:00 PM	W	10/17-12/12	Barry	CEC MPR	\$60

No Class: November 19-23

Tai Chi for Better Health

If you've seen people in a park doing slow, steady movements in unison, you've seen Tai Chi in action. Practiced for hundreds of years for health, relaxation and self-defense. Tai Chi's movements promote mental well-being through stress reduction, concentration and memory, and improves physical ability including balance, flexibility and endurance for a "whole body" workout. Tai Chi is the ideal practice for people of all ages, especially those looking to avoid high-impact exercise. Give yourself the gift of Tai Chi! **(Bring: Yoga mat, and blanket.) Please wear comfortable clothes. Feel free to eat before class. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
803001	6:30-7:30 PM	Th	08/16-10/04	Stuart	CEC MPR	\$60
803002	6:30-7:30 PM	Th	10/25-12/20	Stuart	CEC MPR	\$60

No Class: November 19-23

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	08/15	Lalami	CEC TBD	\$15

Register: www.libertyadulthood.org

COMMUNITY INTEREST

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	2:00-4:00 PM	W	09/19	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
804901	2:00-4:00 PM	W	11/07	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	2:00-4:00 PM	W	12/05	Lalami	CEC TBD	\$15

GENEALOGY

Beginning Genealogy

Do you want to find out more about your family heritage? Are you 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. We will research Census, Vital and military records, along with a variety of other genealogical resources. We will discover the ease of using resources to access available records, which saves time and money. We will also explore traditional research methods as well. **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	09/04-10/02	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 of. You will explore easily accessible records to fill in blanks and to get over research brick walls. You will also examine options for using DNA testing to supplement your research. *Prerequisite: Completion of the Beginning Genealogy course or any prior genealogical 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	10/16-11/13	Brooks	CEC 8	\$40

WORLD LANGUAGE

Conversational Spanish

Expand your world and open doors of opportunity and learn to communicate in Spanish. The possibilities are endless in the marketplace and in your interaction with others. Our fun-filled Interactive class will strengthen your conversation skills, grammar, and pronunciation. **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	08/09-09/27	Greig	CEC 22	\$60
802101	6:30-8:30 PM	Th	10/18-12/13	Greig	CEC 22	\$60

No Class: November 19-23

Register: 925.634.2565

COMMUNITY INTEREST

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	09/12	McIntosh	CEC 11	No Charge
805002	2:00-4:30 PM	W	11/14	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 everybody. 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. Come join the fun! **Please bring a yoga mat and sturdy blanket. Please wear comfortable clothes. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800101	8:30-9:30 AM	M	08/06-10/01	Cabusas	BSAC	\$50
800102	8:30-9:30 AM	W	08/08-10/03	Cabusas	BSAC	\$50
800103	8:30-9:30 AM	M	10/15-12/17	Cabusas	BSAC	\$50
800104	8:30-9:30 AM	W	10/17-12/19	Cabusas	BSAC	\$50

No Class: September 3, 26, November 12, 19-23

"Premiers" Exercise Program

This popular "Grow Younger Fitness" Class will help improve our fitness as we age. It offers stretching, light weights, strength training, and most important, balance exercises to help with preventing falls. **Please bring a mat and light weights. (40 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800201	10:00-11:30 AM	M/W/F	08/01-09/28	Ghiggeri	BSAC	\$50
800202	10:00-11:30 AM	M/W/F	10/15-12/19	Ghiggeri	BSAC	\$50

No Class: September 3, November 12, 19-23

"Premiers" Fitness 2

Rise and Shine! Get your day started with a fun energizing exercise class. This class is designed for the motivated light-hearted senior who wants to improve balance, flexibility, and strength. Our class is growing, so be sure to enroll today! Looking forward to seeing you soon! **Please bring a mat and light weights. (15 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800301	8:30-9:30 AM	T/F	08/07-09/28	Zanassi	BSAC	\$45
800302	8:30-9:30 AM	T/F	10/16-12/14	Zanassi	BSAC	\$45

No Class: November 19-23

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!



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.

Acrylic Painting

Release your creativity with acrylic painting! We will immerse ourselves in color and learn to express our individual expression in each painting. You will learn about tools and materials and how to use them, as well as composition, value, and color theory. We will also focus on brush strokes, perspective, and design. You will apply concepts learned as you paint 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
800501	9:00-11:00 AM	M	08/06-10/01	Greig	BSAC	\$65
800502	9:00-11:00 AM	Th	08/09-09/27	Greig	BSAC	\$65
800503	9:00-11:00 AM	M	10/15-12/17	Greig	BSAC	\$65
800504	9:00-11:00 AM	Th	10/18-12/13	Greig	BSAC	\$65

No Class: September 3, November 12, 19-23

Watercolor Painting

Create and enjoy the beauty of watercolor! You will be introduced to a variety of paints, brushes, and watercolor paper. You will learn to apply color theory, composition, value, and color schemes to your paintings. You will explore the fundamentals of washes, textures, different brush strokes, and painting techniques. We will paint landscapes, seascapes, and still life compositions. **Supply list available at time of registration. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800601	9:30-11:30 AM	F	08/10-09/28	Greig	BSAC	\$65
800602	9:30-11:30 AM	F	10/19-12/14	Greig	BSAC	\$65

No Class: November 19-23

ENGLISH AS A SECOND LANGUAGE

English As A Second Language (ESL)

Learn English to improve employment opportunities, help your children with their schoolwork, prepare to continue your education, and to become more involved in your community. ESL classes teach grammar, vocabulary, writing, reading, speaking, and life skills. **(15 student minimum requirement.) 19-week class**

Class Dates: August 1 - December 20, 2018

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
301101	Basic	12:00-1:30 PM	W/F	Grovhoug	CEC 12	No Charge
300101	Beginning	8:30-11:30 AM	M/W/F	Grovhoug	CEC 12	No Charge
300301	Intermediate	8:30-12:00 PM	T/Th	Staff	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	Staff	CEC 12	No Charge
300601	Int/Adv	6:00-8:30 PM	T/W/Th	Randall	CEC 9	No Charge

No Class: September 3, October 8-12, November 12, 19-23

English As A Second Language (ESL)

O'HARA PARK MIDDLE SCHOOL (OPMS) - OAKLEY

Learn English to improve employment opportunities, help your children with their schoolwork, prepare to continue your education, and to become more involved in your community. ESL classes teach grammar, vocabulary, writing, reading, speaking, and life skills. If the student scores at high intermediate level or above they will be asked to enroll in classes at our main Brentwood Campus. **(15 student minimum requirement.) 18-week class**

Class Dates: August 7 - December 18, 2018

SEC#	LEVEL	HOURS	DAYS	INSTRUCTOR	ROOM	FEE
300701	Beg/Int	6:00-8:30 PM	T/Th	Casiano	OPMS 29	No Charge

No Class: October 1-12, November 19-23

ENGLISH AS A SECOND LANGUAGE

ESL students who test at a level above ESL Advanced are welcome to enroll in our Adult Basic Education/HSE classes, or Career Technical Education classes.

Students are also encouraged to visit our Career and Transition Specialists to help you prepare for work or continuing your education/training.



Computer Basics for ESL

This class is designed for students who can read, write, and speak at a High Intermediate ESL Level. If you are an LAE ESL student or a second language learner in the community who would like to learn more about computers, this is the class for You! Topics covered will include: how to use Windows and Windows programs such as MS Office Word, how to work with and share computer files, how to send emails, and how to access and use the Internet, including working with Cloud. **USB drive required at first class meeting (15 student minimum requirement.) Class cannot be repeated. 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301201	6:00-9:00 PM	M/W	08/15-09/19	Hilburn	CEC 8	No Charge
301202	9:00-12:00 PM	M/F	10/19-11/30	Hilburn	CEC 9	No Charge

No Class: September 3, November 12, 19-23

Preparation for U.S. Citizenship

This class is designed for students who can read, write, and speak at a High Intermediate ESL Level. Learn U.S. History and Government, the "100 Questions", and interview skills to pass the Citizenship Test. Students will take an English Skills Test on the first day in class to determine level. **(15 student minimum requirement.) 6-week class (11 class sessions)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301001	9:00-12:00 PM	M/F	08/13-09/21	Hilburn	CEC 9	No Charge
301002	6:00-9:00 PM	M/W	10/22-12/05	Hilburn	CEC 22	No Charge

No Class: September 3, November 12, 19-23

Speak English!

Conversation and Pronunciation - For Low Intermediate ESL Students

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! **(15 student minimum requirement.) Class cannot be repeated. 6-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
300801	12:00-2:30 PM	M	08/06-09/17	Grovhoug	CEC 12	No Charge

No Class: September 3

Workplace Communication and Presentation Skills - NEW CLASS! For ESL Students

This class is designed for students who can read, write, and speak at a High Intermediate ESL Level. The course introduces students to the workplace environment through vocabulary, discussion, case studies, role plays, and presentation. Students will build the communication skills necessary to succeed at entry level positions in a variety of jobs and improve their speaking abilities for their work life and beyond. **(15 student minimum requirement.) Class cannot be repeated. 10-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301301	12:00-3:00 PM	M	09/24-12/17	Grovhoug	CEC 12	No Charge

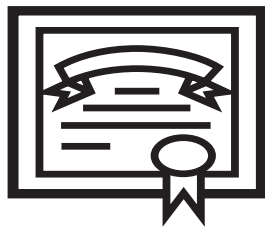
No Class: October 8-12, November 12, 19-23

ADULT SCHOOL AND HIGH SCHOOL DIPLOMA

Liberty Adult Education - High School Diploma Program

Learning Center:

It's never too late to reach your goal of earning your High School Diploma! Classes are ongoing. 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 as it will expedite your start date. If you do not have your transcript we will request a copy. To obtain your High School Diploma you will need to attend evening classes up to 3 nights per week depending on your availability. On average, students take up to 2 full semesters to complete 50 credits. Regular state CASAS testing is required of the AE Adult Diploma program. Orientation and CASAS testing are required to start. **(Enroll prior to 11/1/2018 to avoid waiting list for next semester.)** *Availability depending on enrollment numbers.



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
Independent Study - Must attend 1 hour weekly appointment (6:00-7:00, 7:00-8:00, or 8:00-9:00).						
400001	6:00-9:00 PM	T	09/11-12/04	Staff	CEC 6	No Charge
400003	6:00-9:00 PM	W	09/12-12/05	Staff	CEC 7	No Charge
400003	6:00-9:00 PM	Th	09/13-12/06	Staff	CEC 7	No Charge

No Class: October 1-12, November 20-22

ADULT BASIC EDUCATION

Adult Basic Education

Would you like to brush up on your basic academic and life skills? Our FREE ABE (Adult Basic Education) class is designed to help you enhance your basic Reading, Writing, Math, Social Studies and Science skills. Whether your goal is to help your children with homework, prepare for the HSE (High School Equivalency) Test, or advance in your job, this class will start you on the path of achieving these goals. This class is instructor-led and consists of group instruction, computer lessons and independent learning. Our classes are offered both in the morning and evening to facilitate all schedules. **For more information call us today at 925-634-2565. Textbook required (15 students minimum requirement.) 19-week class**

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#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
100101	8:30-11:30 AM	M/W	08/01-12/19	Jackson	CEC 11	No Charge
100201	6:00-9:00 PM	M/W	08/01-12/19	Staff	CEC 11	No Charge

No Class: September 3, October 8-12, November 12, 19-23

HSE (GED) TEST PREPARATION

HSE Program

Liberty Adult Education's High School Equivalency (HSE) Programs help students obtain the equivalent of a high school diploma in order to obtain a job, get a better job, or pursue postsecondary education or training.

Our teachers will help you acquire the skills you need in order to pass the equivalency tests. We also have multiple options to further help you obtaining your career or college goals, including our Career and Transition Center and our Career Technical Education courses.



HSE TEST PREPARATION

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)
 - Science (95 minutes)
 - Reasoning through Language Arts (155 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.

High School Equivalency (HSE) Test Preparation (Previously GED Preparation)

Would you like to get a promotion, a better job, or even just keep a job that you are currently in? Getting your HSE (High School Equivalency) Certificate can help you achieve these goals. California has currently approved three exams that lead to an HSE Certificate: GED (General Education Development), HiSET (High School Equivalency Test), and TASC (Test Assessing Secondary Completion). Our FREE HSE test preparation classes will give you the academic and computer skills that you need to pass these tests and even possibly obtain college credit. For those not desiring to obtain the HSE certificate, our classes help you improve your skills, increase your competitiveness in the workforce or prepare you for college. Our classes are offered both in the morning and evening and facilitate all schedules. **For more information call us today at 925-634-2565. Textbook required (15 student minimum requirement.) 19-week class**



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#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200101	8:30-11:30 AM	T/Th	08/02-12/20	Jackson	CEC 11	No Charge
200201	6:00-9:00 PM	T/Th	08/02-12/20	Carey	CEC 11	No Charge

No Class: October 8-12, November 19-23

Online HSE Academy

Liberty Adult Education's HSE (High School Equivalency) Program has helped hundreds of people achieve their educational and professional dreams. Our FREE 10-week online HSE test preparation class will give you the skills that you need to pass these tests. Our online class allows you to prepare for your HSE (High School Equivalency) test at your convenience (24 x 7) in your own home. You will have an online tutor guiding you through the entire process, helping you take assessments, teaching you based on an individualized learning plan, and letting you know when you are ready to take the HSE tests. **Students will be required to attend two (2) Mandatory Orientation/Assessment meetings for Pre/Post testing. Orientations will be scheduled at time of registration; AM and PM times will be available. Students must register in the Adult Education Office. (25 student maximum per class.) 10-week class**

SEC#	HOURS	DATES	INSTRUCTOR	FEE
200501	Access Anytime	08/01-10/05	Carey	No Charge
200502	Access Anytime	10/15-12/20	Carey	No Charge

DON'T FORGET . . .
Keep this Brochure!



It covers **SUMMER** (Aug. 1 - Oct. 5)
and **FALL** (Oct. 8 - Dec. 20)

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



Valerie Amboy-La Haie: I am an advocate for supporting Liberty Adult Education (LAE). I started the program in mid-October 2017 and my anticipated date to receive two Program Certificates will be accomplished by July/August 2018 (Medical Executive Assistant, and Medical Insurance/Coding).

I have been out of the workforce since 1995, after fifteen years working for multi-million dollar companies, I decided to stay home and take care of my two children and elderly father. I was determined to accomplish my MBA. Life became busy with family and odd part-time jobs, I lost my skills over the years. Fortunately, through the East Bay Works Career Center I found LAE. Here, I enhanced my keyboarding, 10-key, Microsoft Office, Medical Coding, Medical Terminology, just to name a few. The benefits to continue adult education are to develop new skills for career transitioning, increase one's marketability in a specialized field, and additionally, adult education improves one's image and confidence in the field.

I cannot express how important and essential Adult Education has been to me. It is vital to keep the continuance of learning and growing through education, no matter how old you are. Whether it is improving language skills or learning how to use a new form of technology — that will help them improve their lives and others around them. Adult Education paves the way for people to explore and expand their interests! Through the LAE Career Center, I have proceeded with a job lead and referral. Please continue on the life-long process of learning so we can better the community and others around us.



Efren Arce: Adult Education is very important to me. It is a huge opportunity for me to be educated and it is a very good example to show my kids how important it is to go to school. For a long time I have had a dream to get my GED diploma and I appreciate the opportunity I have in this school. I feel so happy to know that there are more people with dreams like me. I would like to study for a career as soon as I get my diploma. Also, I would like to be a better citizen and getting educated is a good way to grow and help my City and State.

Kellie Apodaca: My time at Liberty Adult Education was such a confidence booster. I am a 46 year old female who desperately needed to update all of my current Computer, Math and English skills. I always thought it was too late, and I was just stuck with what I had become in life, then by the grace of God, I was directed to your program and it sent me on a life changing journey.

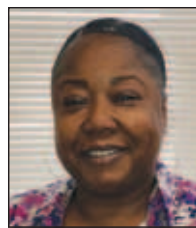
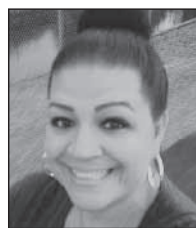
I enjoyed every one of my teachers at LAE and each one had their own unique style of teaching. Each one gave so much of themselves and made my time there exceptional. I have to say that Debra Dye did an outstanding job in providing me with every available resource on how to interview, how to apply for jobs and really showed me how make my resume shine for each position I applied for. I cannot thank her enough and with the combined help of all of them I was able to get a permanent position with Contra Costa County.

I have always despised taking tests. However, with all the classes I took and with the help of Debra Dye providing me with information that would be on the test with Contra Costa County, I aced the test! It was so encouraging and made me feel so good! I was at the top of the list because my score was so high. All that being said I want to say THANK YOU to everyone at LAE who provided me with this life changing opportunity and taking my confidence to another level. I will never think "I can't" again.



Dorothy Louis: Having access to Adult Education has literally been a life changing experience for me. After I quit school in the 12th grade and made years of bad decisions, I had gotten to the point where I felt lost and ever changing. Now, clean and sober, I have a sense of pride and respect, accomplishment and self-worth. My grandchildren are watching me and learning the importance of an education. Seeing me go back to school after all these years (at my age) is a good example for them.

Augustina Leach: I previously attended another educational institution and went through their GED program. I took the GED test and missed it by one point. I felt very alone in my studies. I didn't feel that I had direction or help from the teacher. There were many things on the GED test I felt I should have known but was not aware of what exactly to study. I had taken all the tests and on the math test I missed passing by one point. I ended up not passing all 5 tests before the GED system changed, which voided my previous scores. I felt discouraged. I had to do a self-check and take a break and discover for myself what I needed to study and brush up on. I printed pages out at home myself. After that I became re-motivated and when I went to do my taxes one year, Alana from Opportunity Junction (who also worked at Liberty Adult Education) suggested that I go to LAE. They had a great program. When I walked through the door of LAE, I felt a sense of passion for the students. I felt encouraged and that I could accomplish my goals. I was happy and excited about starting school again. After I started the ABE program, my husband was critically injured and I had to drop out of class to take care of my family. After my husband was better, I started back to school to continue my education. I am very motivated and I want to get my GED in order to pursue a career that will better provide for my future. Thank you LAE!



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

Non-Profit Org.
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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.libertyadulthood.org>

LAE HAS EXCITING NEWS!

We are now offering

Microsoft Office 2016



Come check out our Computer Labs!

ON THE HORIZON:

Microsoft Office Specialist Certification (MOS)

With Microsoft Office being one of the top 5 skills required for jobs today, the question isn't, "Do I need these skills?" but, "Who doesn't need these skills?" MOS Certification provides job candidates with valuable desktop competency skills necessary to be most effective on the job.

New World of Work (NWoW)

Top 10 21st Century Employability Skills



Competency-based hiring, 21st Century Skills, Badges that demonstrate the soft employability skills that are lacking in today's workplace.

NWoW will be implemented into LAE's curriculum across program areas.

What's on the horizon at Liberty Adult Education (LAE):

COLLEGE CREDITS NOW AVAILABLE!



LAE and LMC continue to build a partnership by developing "Course to Course Articulations". This means LAE students will receive college credits for taking some classes at the Adult Education Campus.

- **Medical Terminology – 3 credits**
- **MS Office PowerPoint – 1.5 credits**

NEW CLASSES at LAE:

- Customer Relations for the 21st Century
- Medical Terminology (LMC – 3 credits)
- Become an English/Spanish Legal or Medical Interpreter
- iPhone and Android Tablets for Beginners