

WINTER/SPRING 2020



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*“Together
We Make
It Happen”*

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Equivalency), p. 24



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Painting, p. 16



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It's never too late to learn!
January 6 – July 10, 2020
www.libertyadulted.org
925.634.2565

Angelica Ortega: I am from Nayarit, Mexico. I came to the United States when I was 17 years old. All of my family is still in Mexico. What motivates me to go to school is to learn more English so I can develop communication skills since everyone in the U.S. speaks English. I think it is an important skill to have if you want to succeed in life. Another reason why I am going to Liberty Adult Education is to make new friends and to talk to many people who are from all over the world. I like the teachers and all the people here at the school.



Rodnika Womack: I am a student in the FOCUS program at Liberty Adult Education. The entire adult ed staff has supported my journey. This program is the perfect place if you are not sure where to take your next step in adult life. I have been able to take the tools and the support the FOCUS class has provided and apply them to my life goals. Since entering the FOCUS program, I have enrolled back into college to complete my degree. I have also received a new job offer. This is the type of help that people need. I am grateful that I received the opportunity to gain life skills from LAE that I will use forever. I Got a Job!

Erica Marcon: The entire staff at Liberty Adult Education has been amazing! As a single mom of two kids, life has its challenges. The help I received from my instructors Marianne Partain and John Cooper in the Focus program, as well as Bertha and Alys in the Career Center, have made a huge impact on my new career path. They have vital tools and resources for whichever career path you are taking. My success would not have happened without the partnership of my Employment Counselor with the CCC - Works program, Rene Tucker. Everyone has gone above and beyond in helping to guide me on my career path to achieve my career goals. LAE takes the time to get to know you on a personal level while maintaining professionalism. My heart is full as my success has flourished through this time at LAE! With confidence, they helped "MAKE IT HAPPEN".



Victoria Houchins: I am a student in the FOCUS program. Since being in this program I was given a second chance at working on my math and reading skills. It brought me back to when I was attending high school. I never realized how much I had forgotten until I started doing the WorkWise books. Once it all came back to me, I was able to complete both Math and Reading with the help of the two FOCUS teachers. I not only got to work on those two subjects but this program refreshed my Microsoft Office skills and my typing. I am pleased to say that I completed everything and I received certificates for those completions. I appreciate all the help I received while in this program. Now I have found a job and get to use all these skills I learned in my FOCUS class! I am very grateful! Thank you so much! I Got a Job!



Center for Lifelong Learning

LAE's Gift of Education

Liberty Adult Education
929 Second Street
Brentwood, CA 94513
925-634-2565

This gift of learning is presented to:

Gift Certificates can be purchased in any dollar amounts

From: _____ Date: _____ Sample Copy _____

Message from Our Coordinator



Meet LAE's WASC Team

Welcome to Liberty Adult Education (LAE)

As we enter into the New Year, Liberty Adult Education (LAE), proudly presents our 2020 Winter/Spring Catalog, which is packed with educational opportunities to advance your education and enrich your life.

Currently, we are in the process of studying our organizational effectiveness through the Western Association of Schools and Colleges (WASC) accreditation process. If you have taken classes at LAE, we would love to hear about your experience(s). Please stop by and share. Our WASC visit is March 2-4, 2020. Please contact me if you would like to be involved (925-634-2565).

Our purpose is to serve our local communities as a center for lifelong learning. LAE provides opportunities for adults of all ages to achieve their educational, employment, community, and personal goals. LAE is "Student-Centered" and you will find an engaging, supportive, and comfortable learning environment. We sincerely appreciate your support. We look forward to seeing you in one of our classrooms soon.

– Debbie Norgaard, Coordinator, Adult Education
and LAE's WASC Team

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REGISTER EARLY!

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: www.libertyadulted.org



LIBERTY ADULT EDUCATION

COMMUNITY EDUCATION CENTER

929 Second Street • Brentwood, CA 94513
925-634-2565 • www.libertyadulted.org



LIBERTY UNION HIGH SCHOOL DISTRICT

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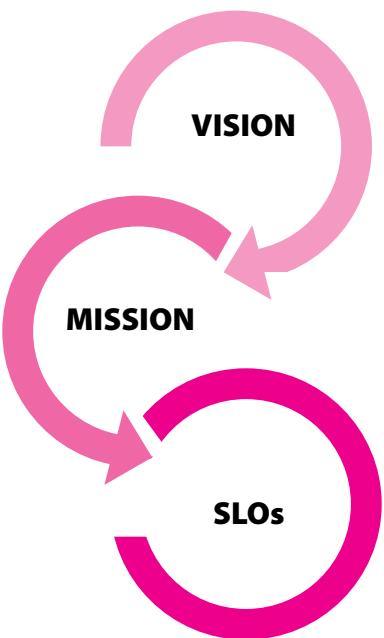
Liberty Adult Education Staff

Director Community Education
Guy Rognlien
Coordinator – Adult Education
Debbie Norgaard
Brenda Heskett – Lead Secretary
Sherie Farwell – School Secretary
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:

Liberty Adult Education is committed to equipping adult learners in our community with the skills necessary to succeed in our global society, enabling our students to achieve their career, educational, and personal goals.

SLOs: SCHOOL WIDE LEARNER OUTCOME

Liberty Adult Education students will:

- Acquire and apply 21st Century Skills
- Obtain career, educational, and personal advancement
- Access resources to support achievement
- Strengthen their communities
- Pursue lifelong learning

GENERAL INFORMATION

Registration Open: Enroll Now!

LIBERTY ADULT EDUCATION (LAE)

**COMMUNITY EDUCATION CENTER
929 SECOND STREET
BRENTWOOD, CA 94513**

Phone: 925-634-2565 • Fax: 925-634-5317

OFFICE HOURS:

Monday	8:00 – 7:30 PM
Tuesday	8:00 – 7:30 PM
Wednesday	8:00 – 7:30 PM
Thursday	8:00 – 7:30 PM
Friday	8:00 – 4:30 PM

HOLIDAY OFFICE HOURS

WINTER BREAK: *December 23-January 3
(M-Th 8:00-5:00 PM, F 8:00-4:30 PM)
(December 31, 8:00-1:00 PM)
SPRING BREAK: March 16-20
(M-Th 8:00-5:30 PM, F 8:00-4:30 PM)
SUMMER BREAK: June 1-5 & July 13-24
(M-Th 8:00-5:30 PM, F 8:00-4:30 PM)

HOLIDAYS

OFFICE/CAMPUS WILL BE CLOSED:

*December 23-27, *January 1, 20, February 14, 17, April 24, 27, May 25, July 3

CalWORKs

Liberty Adult Education provides academic and vocational skills training for CalWORKs participants in partnership with 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 **FOCUS** and the **Career Connections** program and various other classes at Liberty Adult Education.

Liberty Adult Ed serves and works with a variety of clients.

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

MIGRANT SEASONAL FARM WORKER PROGRAM **Under California Human Development (CHD)**

TRAINING & JOBS

CHD's workforce development services and training centers empower people to improve their lives by launching low-income farmworkers, and anyone looking for a better job, on rewarding career paths that provide fulltime, stable employment.

Juan Francisco Prieto
CHD Regional Coordinator
Juan.Prieto@cahumandevelopment.org
209-329-0982

SERVICES PROVIDED

- **EMPLOYMENT**
- **VOCATIONAL TRAINING**
- **IMMIGRATION**

Mobile Office
Liberty Adult Education
929 Second Street,
Brentwood, CA 94513
Phone: 925-634-2565 x1047

Bridge to Your Future

With the “3 Cs” at Liberty Adult Education

**COLLEGE
TRANSITION**

**CAREER
READINESS**

**COMMUNITY
ENGAGEMENT**

America's Job Center of California Access Point (AJCC)



**America's JobCenter
of CaliforniaSM**

AJCC HOURS:

Monday:	8:30 - 6:00 PM
Tuesday:	8:30 - 5:00 PM
Wednesday:	8:30 - 6:00 PM
Thursday:	8:30 - 6:00 PM
Friday:	9:00 - 4:30 PM

PM Hours may vary due to staffing

Liberty Adult Education's Employment Specialists

The career center is here to assist you when you need a new resume, a resume update, interviewing skills for the 21st Century, job search techniques for today's job market, or just some encouragement. Drop-ins are always welcome or you can schedule a one on one appointment at your convenience.

Contact us at:

- ◆ Alys Sadler at sadlera@luhsd.net
- ◆ Bertha Ruiz at ruizb@luhsd.net

Nick Morgan Liberty Adult Education's Transition Specialist

I'm here to help you with your next steps after you complete 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.

Contact me at:
nmorgan@cccoe.k12.ca.us
or call: 800-949-0496 Ex 503.

**The AJCC is OPEN & FREE
To ALL Community Members!**

CAREER CENTER WORKSHOPS

- Resume Writing
- Interviewing Skills
- Job Club

**LAE'S
CAREER EXPO
COMING
APRIL 8, 2020**

EMPLOYMENT READINESS RESOURCES

- Current job postings
- Job search assistance
- Information and referral to job training programs
- Career Assessments & Career Pathway Guidance
- 1:1 Individual appointments – for resume review
- CalJOBS job search
- Labor Market information
- WIOA Employment Program
- Bilingual staff



*For More Information on Connecting to the
AJCC Center Resources, Please Call:*

Liberty Adult Education's AJCC Center

925-634-2565 Ext. 1039

A proud partner of
America's Job Center of CaliforniaSM Network

LOCATION: 929 Second Street, Brentwood

***Room: 20 & 21**

(*Enter from Pine St. Parking Lot)

COLLEGE WORKSHOPS:

- **College 101** - Find out about LMC's programs and services;
- **Career Exploration** - Take an assessment and learn about training options at local colleges and adult education centers;
- **College Applications** - get help from LMC and Adult Education staff to complete college applications and get answers to questions about the college enrollment process;
- **Show Me the Money!** Financial Aid for College - Financial Aid advisors will help you apply for financial aid for college, including the FAFSA, California Dream Application, and scholarships;
- **Los Medanos College Tour** - join us for a campus tour of Los Medanos College!

CAREER TECHNICAL EDUCATION (CTE)

GENERAL INFORMATION FOR DAYTIME CTE CLASSES

CTE 5-WEEK CLASS SESSION DATES:

SESSION I: January 6 - February 7
SESSION II: February 10 - March 13
SESSION III: March 23 - April 23
SESSION IV: April 28 - May 29
SUMMER: June 8 - July 10

CTE CLASS FEES:

- \$135.00 for One 5-week class
- \$240.00 for Two 5-week or one 10-week
- \$295.00 for Three 5-week classes per session



*See classes and class times on pages 8 through 12

BREAKS: ADULT ED OFFICE WILL BE OPEN FOR REGISTRATION!

- *Winter Break:** Dec 23 - Jan 3 (M-Th 8:00-5:00 PM, F 8:00-4:30 PM)
December 31 (T 8:00-1:00 PM)
- Spring Break:** March 16 -20 (M-Th 8:00-5:30 PM, F 8:00-4:30 PM)
- Summer Break:** June 1-5 (M-Th 8:00-5:30 PM, F 8:00-4:30 PM)
- Summer Break:** July 13-24 (M-Th 8:00-5:30 PM, F 8:00-4:30 PM)

HOLIDAYS: ADULT ED OFFICE/CAMPUS CLOSED!

*December 23-27, *January 1, 20, February 14, 17, April 24, 27, May 25, July 3

CAREER CERTIFICATION PROGRAMS:

Career Certification Programs prepare students for business and medical office careers in today's workplace.

Is it time to update your job skills?

Begin your new career by completing one of our Career Technical Education (CTE) programs!

BUSINESS AND MEDICAL OFFICE ACADEMY CERTIFICATION PROGRAMS

- **Executive Administrative Assistant** 35 Weeks
- **Accounting Assistant** 30 Weeks
- **Medical Administrative Assistant** 30 Weeks
- **Business Information Worker** 25 Weeks
- **Advanced Microsoft Office Specialist** 25 Weeks
- **Microsoft Office Business Suite** 20 Weeks
- **General Office Support** 20 Weeks

PROGRAM AND CLASS CERTIFICATES: Program Certificates available after the completion of required program classes, typing speed and attendance requirements. 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.

NEW

MICROSOFT OFFICE SPECIALIST (MOS) CERTIFICATION: Microsoft Office certification is an optional credential that can demonstrate specialized skills to your employer or future employer. You can earn a certification in one or more of the Microsoft applications such as Word, Excel, or PowerPoint. LAE's Career Technical Education offers a variety of classes in all Microsoft Office applications to prepare for your certification. Cost: 1 Exam (1 application) + 1 Practice Exam (multiple applications) @ \$135.00 or 1 Exam (1 application) Only @ \$125.00.

TYPING AND 10-KEY CERTIFICATES FOR EMPLOYMENT: Typing and 10-Key Certificates are available (Includes: warm up, three 5-minute tests, and certificate). Tests scheduled by appointment only, please call: 925-634-2565. Appointments are Monday-Thursday at 3:30 PM, and Fridays at 1:30 PM. Cost: \$25 (Cash or Visa/MC/Discover). (No appointments during the first or last week of each 5 week session.) Typing Certificates are FREE for students enrolled in the daytime CTE classes, please see your instructor.

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

Computer Concepts

Are you new to the computer world, or just need a review? We make it easy to learn how to use computers. You will be introduced to basic computer tasks, including working with Windows, navigating the web, both desktops and cloud-based file management, and learning basic word processing. **No prerequisite.** **USB drive and textbook required first class meeting.** *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.* **USB drive and textbook required first class meeting.** *5-week class*

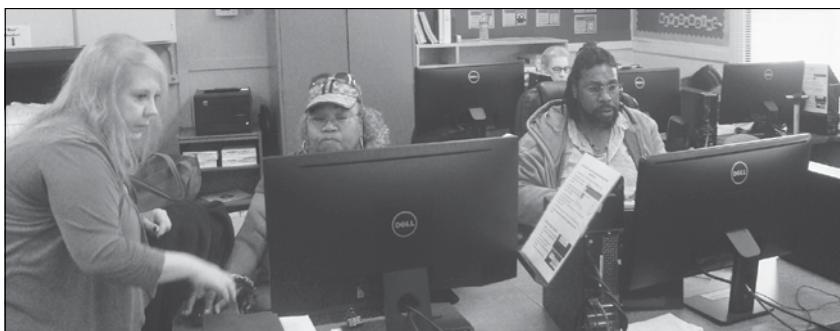


MS Office Complete

Learn MS Office Word, Excel, PowerPoint, and Access database software in this course. You will learn beginning through intermediate functions in Word, Excel, PowerPoint, and Access. **Prerequisites:** *Basic Computer Skills.* **USB drive and textbook required first class meeting.** *10-week class*



HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 7	Carey	CEC 8	See page 7
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7
1:00-3:00 PM	MTWTh	See page 7	Khalid	CEC 8	See page 7



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. **Keyboard folder required.** *10-15 week class depending on student*

Ten-Key

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

Records Management

Learn to 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.* **Textbook required first class meeting.** *5-week class*

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7
1:00-3:00 PM	MTWTh	See page 7	Khalid	CEC 8	See page 7

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 MS 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 ability to type 25wpm. USB drive and textbook required first class meeting.** 5-week class



Word Intermediate through Advanced

This course is a continuation of MS Word Beginning through Intermediate where you will 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 ability to type 25wpm. USB drive and textbook required first class meeting.** 10-week class

Word Advanced

This course is designed to help you feel confident and at ease with MS Word. 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. USB drive and textbook required first class meeting.** 15-week class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7
1:00-3:00 PM	MTWTh	See page 7	Khalid	CEC 8	See page 7



Excel Beginning through Intermediate

In this course you will create spreadsheets, apply formatting, and enter formulas in no time. Next, you will move on to applying themes, working with borders, fonts, and enhancing your worksheet for a professional looking workbook. **Prerequisites: Computer Concepts. USB drive and textbook required first class meeting** 5-week class

Excel Intermediate through Advanced

This course is a continuation of Excel Beginning through Intermediate where you will move on to learn macros, pivot tables, data analysis and work with tables. You will gain the knowledge to stand out in the office or job market. **Prerequisites: Computer Concepts. USB drive and textbook required first class meeting.** 5-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 MS Excel. USB drive and textbook required first class meeting.** 15-week class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 7	Carey	CEC 8	See page 7
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7
1:00-3:00 PM	MTWTh	See page 7	Khalid	CEC 8	See page 7



Accounting I, Accounting II and Accounting III

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

Register: www.libertyadulted.org

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

PowerPoint Beginning through Intermediate

This presentation software allows you to be creative while designing presentations for personal or business applications. You will start with the basics and learn to run a slide show, insert text and placeholders, apply themes, color, transitions and sound effects. Next, you will learn 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. USB drive and textbook required first class meeting. 5-week class**



PowerPoint Intermediate through Advanced

This course is a continuation of PowerPoint Beginning through Intermediate where you will learn to insert tables, charts, and SmartArt Graphics into your presentations. You will continue to work with customizing slides with custom prompts, change page setup, apply an action to objects, insert sounds, hyperlinks, and much, much more. **Prerequisites: Computer Concepts. USB drive and textbook required first class meeting. 5-week class**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 7	Carey	CEC 8	See page 7
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7



Access Beginning through Intermediate

This database software will have you creating and managing tables in just a few hours. You will create relationships between tables and perform queries soon after. Finally, design view will be used to create and modify tables. **Prerequisites: Computer Concepts and Excel knowledge helpful. USB drive and textbook required first class meeting. 5-week class**

Access Intermediate through Advanced

This course is a continuation of Access Beginning through Intermediate where you will begin working with more advanced tasks. This course covers creating forms, reports, mailing labels, using objects, and sorting and filtering data in the database. You will practice importing and exporting data within other MS Office applications, repairing and backing up databases, and more. **Prerequisites: Computer Concepts. USB drive and textbook required first class meeting. 5-week class**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 7	Carey	CEC 8	See page 7
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7

Outlook

Learn to communicate more efficiently with Outlook. This class teaches all of the essential skills; working with email, organizing contacts, managing folders and calendars, and web/cloud/mobile based integration. **Prerequisites: Computer Concepts or equivalent experience. USB drive and textbook required first class meeting. 2.5-week class**



HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 7	Carey	CEC 8	See page 7
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

QuickBooks Online Level 1 – NEW CLASS!

Learn how QuickBooks can be practically applied to small businesses. We utilize software aligned to the current QuickBooks version in order to help you learn to accurately process customer and vendor transactions, reconcile a checking account, create financial reports, and set up a new company. Includes a one-year subscription to QuickBooks Online. Self-paced, not instructor led. *Prerequisites: Basic Computer Skills and Accounting I or equivalent experience. USB drive and textbook required first class meeting. 5-week class*



QuickBooks Online Level 2 – NEW CLASS!

Take your knowledge of QuickBooks a step further. We utilize software aligned to the current QuickBooks version in order to help you learn by managing Inventory, working with balance sheet accounts, payroll, and customizing of QuickBooks. Includes a one-year subscription to QuickBooks Online. Self-paced, not instructor led. *Prerequisites: Basic Computer Skills, QuickBooks Online Level 1, and Accounting I or equivalent experience. USB drive and textbook required first class meeting. 5-week class.*

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 7	Carey	CEC 8	See page 7
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7
1:00-3:00 PM	MTWTh	See page 7	Khalid	CEC 8	See page 7

Customer Relations for the 21st Century (Teacher Directed)

This newly updated course will cover many of the “Top 10” most required customer service skills for all industry segments. 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. **USB drive and materials fee required first class meeting. 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602601	10:30-12:30 PM	MTWThF	01/06-02/07	Carey	CEC 10	\$135
602602	10:30-12:30 PM	MTWThF	06/08-07/10	Carey	CEC 10	\$135

No Class: January 20, July 3

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	MTWThF	03/23-04/23	Carey	CEC 10	\$135

No Class: April 24

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. **USB drive and textbook required first class meeting. 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602701	10:30-12:30 PM	MTWThF	04/28-05/29	Carey	CEC 10	\$135

No Class: April 27, May 25

MEDICAL OFFICE ACADEMY

DAYTIME AND EVENING CLASSES

Medical Terminology (Teacher Directed)

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. **USB drive and textbook required first day of class.** **5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
607501	10:30-12:30 PM	MTWThF	02/10-03/13	Carey	CEC 10	\$135

No Class: February 14, 17

Medical Office Procedures

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, proof-reading and other critical thinking exercises. This course would be excellent preparation for any front office position in a medical office. *Prerequisites: Medical Terminology, knowledge of word processing software, and keyboarding of at least 25 WPM.* **USB drive and textbook required first class meeting.** **10-week class**

Electronic Health Records using SimChart for the Medical Office

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, coding and insurance billing, patient accounting and more. *Prerequisites: Knowledge of basic computer concepts and keyboarding of at least 25 WPM.* **USB drive and purchase of software is required first day of class.** **5-week class**

Medical Records Management

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. **Class materials required.** **5-week class**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 7	Carey	CEC 8	See page 7
10:30-12:30 PM	MTWThF	See page 7	Khalid	CEC 8	See page 7

DIABLO MEDICAL TRAINING

Phlebotomy Technician CPT 1

Liberty Adult Education in partnership with Diablo Medical Training is offering a training program for Phlebotomy Certified Technician I, approved by the California Department of Public Health, Laboratory Field Services. This is a 6-week program for persons wishing to become entry level professionals in the field of Phlebotomy. The program on the Liberty Adult Education campus includes 40-hours of didactic training, plus practical laboratory skills development in preparation for the one week, 40-hour, practical training externship conducted off-campus at an approved clinical site. Didactic classes and practical laboratory skills development are taught by Diablo Medical Training. Students completing the didactic portion of the program sit for the National Examination. **For information please call Diablo Medical Training: 925-586-2532**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
609001	4:00-8:00 PM	T/Th	01/07-02/13	Staff	CEC 18	Call
609002	4:00-8:00 PM	T/Th	02/25-04/09	Staff	CEC 18	Call
609003	4:00-8:00 PM	T/Th	04/21-05/28	Staff	CEC 18	Call
609004	1:00-5:00 PM	T/Th	06/08-07/16	Staff	CEC 18	Call

No Class: March 17, 19

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

BUSINESS OFFICE ACADEMY

AFTERNOON AND EVENING CLASSES



ACCOUNTING/BOOKKEEPING

Bookkeeping/Accounting I, II, III

This series consists of three classes, Accounting I, II, III. Each class covers terms, concepts, and applications of a double-entry accounting system, as well as how to apply basic rules of generally accepted accounting principles. Students learn to deal effectively with assets, liabilities, and equity accounts in Accounting I, then continue learning more advanced accounting procedures like payroll and depreciation in Accounting II, and III. *Prerequisite: Accounting I - Workplace Math; Accounting II - Accounting I; Accounting III - Accounting II or equivalent experience. Textbook + MindTap required first class meeting. (10 student minimum requirement.) 10-week class*



Level	SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
I	603201	6:00-9:00 PM	Th	01/09-03/12	Schliesman	CEC 10	\$140
II	603301	6:00-9:00 PM	Th	01/09-03/12	Schliesman	CEC 10	\$140
III	603401	6:00-9:00 PM	Th	01/09-03/12	Schliesman	CEC 10	\$140
I	603202	6:00-9:00 PM	Th	03/26-05/28	Schliesman	CEC 10	\$140
II	603302	6:00-9:00 PM	Th	03/26-05/28	Schliesman	CEC 10	\$140
III	603402	6:00-9:00 PM	Th	03/26-05/28	Schliesman	CEC 10	\$140

QuickBooks

Self-paced 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, 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. May require two sessions to complete book. *Prerequisite: Computer Concepts and Excel or equivalent experience. Textbook and USB flash drive required first at first class meeting. (10 student minimum requirement.) 10-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602901	6:00-9:00 PM	Th	01/09-03/12	Schliesman	CEC 10	\$140
602902	6:00-9:00 PM	Th	03/26-05/28	Schliesman	CEC 10	\$140

Excel for Accounting

Accountants rely on Excel weekly, if not daily, to illustrate and summarize financial statements and solve problems. This course is specifically designed to give accounting students the foundation needed to use Excel in their chosen profession. Key Excel concepts and features are uniquely connected to the common accounting activities that require their use. This is a self-paced class, may require two terms to complete textbook. *Prerequisite: Accounting I or equivalent experience. Textbook and USB flash drive required first at first class meeting. (10 student minimum requirement.) 10-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
606201	6:00-9:00 PM	Th	01/09-03/12	Schliesman	CEC 10	\$140
606202	6:00-9:00 PM	Th	03/26-05/28	Schliesman	CEC 10	\$140

Register: www.libertyadulted.org

BUSINESS OFFICE ACADEMY

AFTERNOON AND EVENING CLASSES

COMPUTER/TECHNOLOGY**Computer Basics**

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

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

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604501	TBD	T	01/14-03/03	Staff	CEC 10	\$70

Computer Basics Plus!

Do you want to take your computer skills to the next level? Learn to create resumes, letters, design flyers, organize lists, perform calculations, build line and pie charts, create presentations, and manage a database. We will explore Microsoft Office Suite 2016 (Word, Excel, PowerPoint, and Access) so you can become independent and confident working on the computer. **Textbook and USB Flash Drive required. (10 student minimum requirement.)** 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604601	TBD	T	03/24-05/12	Staff	CEC 10	\$70

COMPUTERS**Google Drive and Docs - NEW CLASS!**

What is Google Suite? It is a suite of applications you can work on in real time with other people and store them in the cloud with Google Drive for free! G Suite's apps work across devices. Unlike traditional desktop applications, there is no software to install. G Suite is also compatible with files made in other programs, such as Microsoft Office. **Textbook and USB flash drive required first at first class meeting. (10 student minimum requirement.)** 2-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
608101	6:00-9:00 PM	T	03/24-03/31	Schliesman	CEC 10	\$35

Microsoft Office 365 - NEW CLASS!

What's so great about Microsoft Office 365? Microsoft Office 365 is a suite of cloud-based productivity and collaboration applications that integrates all Microsoft's existing online applications (Word, Excel, PowerPoint, OneNote, Outlook, Publisher, and Access) into a cloud service. Learn all or part of these online applications in a self-paced program. Students select which Office Application to focus on in class from Word, Excel, Access, PowerPoint, and Outlook. **Textbook and USB flash drive required first at first class meeting. (10 student minimum requirement.)** 10-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
608201	6:00-9:00 PM	W	03/25-05/27	Schliesman	CEC 10	\$140

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	Th	02/06	Foster	CEC 17	\$40

BUSINESS OFFICE ACADEMY

AFTERNOON AND EVENING CLASSES

Social Media for Entrepreneurs – NEW CLASS!

Wish your business generated internet buzz? Confused on what to post, where, when, and how often? Unsure where to start? This course is for you. You'll learn many of the top tips & tricks to growing a positive social media presence. Once you have a positive online presence you will see a positive benefit to your business or cause. (**6 student minimum requirement.**) 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
609901	7:00-9:00 PM	T	01/14-03/03	Fink	CEC 8	\$125
609902	7:00-9:00 PM	T	03/31-05/19	Fink	CEC 8	\$125

SOLAR TECHNOLOGY TRADES

Solar Technology

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 and the use of Electric Vehicles (EV's). As a registered course, this class qualifies for continuing education units (CEU) with North American Board of Certified Energy Practitioners NABCVEP. (**6 student minimum requirement.**) 5-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604201	6:00-9:00 PM	W	03/25-04/22	Herzfeld	CEC 18	\$90

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	01/14-03/03	English	LHS-K1	\$110
604302	6:30-9:00 PM	T	04/07-05/26	English	LHS-K1	\$110

COMMUNITY INTEREST

ART

Fundamentals of Drawing for Beginners

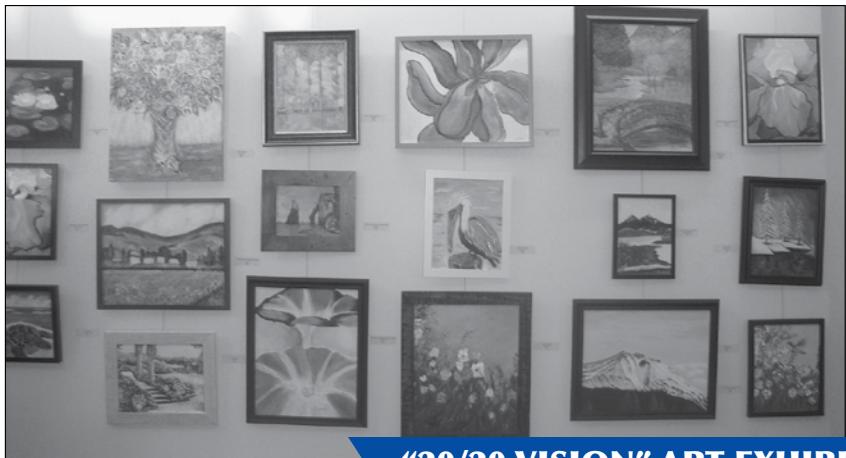
This class will emphasize seeing and expression. We will cover tools and materials needed for drawing, line quality, shading, linear perspective and composition. We will also study value and gesture. Students will develop sensitivity to aesthetics of form and space and other concepts. We will draw from direct observation with emphasis on space, volume, linear perspective and how to create texture. Supply list available at time of registration. (**10 student minimum requirement.**) 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801301	12:30-3:30 PM	M	01/06-03/09	Greig	CEC 24	\$85
801302	12:30-3:30 PM	M	03/23-05/18	Greig	CEC 24	\$85

No Class: January 20, February 17, April 27, May 25

Register: www.libertyadulted.org

COMMUNITY INTEREST



Luminous Oil Painting - NEW CLASS!

Painting with water mixable paints

If you are excited by the possibilities of water mixable oils, join us in this new course. This course will explain everything you need to know about water mixable oil paints. We will discuss the advantages of these paints over traditional oils, applying initial washes, blending, and mediums available. We will also discuss how to apply these water mixable paints to 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
803101	10:30-1:30 PM	W	01/15-03/04	Greig	CEC 24	\$85
803102	10:30-1:30 PM	W	03/25-05/13	Greig	CEC 24	\$85

Acrylic Painting - Beginning & Intermediate

Come and learn to see the beauty around you and release your creativity! This class is designed to equip students with the skills to paint effortlessly and with confidence! We will learn about different painting techniques, composition, value and color theory. We will also focus on brush strokes, perspectives and the elements of art. We will apply the concepts as we 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
801601	6:00-9:00 PM	W	01/15-03/04	Greig	CEC 24	\$85
801602	6:00-9:00 PM	W	03/25-05/13	Greig	CEC 24	\$85

FITNESS & HEALTH

Yoga!

Come learn and practice yoga in a fun, stress free environment. This class is designed for those with or without yoga experience who want to improve flexibility, balance, and strength. Props such as chairs, blocks and straps, and modifications to poses will be used to ensure your comfort and safety. **(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	01/08-03/11	Cabusas	CEC MPR	\$60
801702	6:00-7:00 PM	W	03/25-05/20	Cabusas	CEC MPR	\$60

No Class: February 19

Register: 925.634.2565

COMMUNITY INTEREST

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, 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! 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	01/16-03/12	Stuart	CEC MPR	\$60
803002	6:30-7:30 PM	Th	03/26-05/14	Stuart	CEC MPR	\$60

No Class: January 23

GENEALOGY

Beginning Genealogy

Are you interested in discovering more about your family heritage? Do you want to leave 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. We will be organizing data, along with preserving your family's records and history using Census, Vitals, military records, and a variety of other genealogical resources. Come and discover the ease of using online resources to access records, which saves time and money. We will analyze both traditional and non-traditional research methods. **Material list will be provided the first day of class. (10 student minimum requirement.) 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802201	3:30-5:30 PM	T	01/28-02/25	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 level in your research, or to break through those brick walls? In this class we will dig deeper into a variety of records, some that you may have never heard about, and where they may be accessed. We will also examine options for using genealogy DNA testing to supplement your research, and review concepts and techniques for genetic genealogy. Prerequisite: Completion of the Beginning Genealogy course or prior experience in genealogy. **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	03/24-04/21	Brooks	CEC 8	\$40

HEALTH MANAGEMENT

Live More, Stress Less! - **NEW CLASS!**

Are you feeling depressed, anxious, worried, or burnt out? Do you lose sleep, or does life got you down? Do you feel there's no time for yourself and always wearing a frown? If any of this sounds like you, this stress management course is for you! Learn what to do! This evidence-based tried and true technique will help you minimize and alleviate stress. Practice coping methods and receive tools to help you reduce your overall stress risk. If you want to feel better, sleep sounder, and benefit from improvements in both mental and physical health, this is for you! Join us on a pursuit to find balance and seek optimal overall health and wellness. **(8 student minimum requirement.) 4-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800901	5:00-7:30 PM	T	01/14-02/04	Lewis-Ayers	CEC 22	\$65
800902	5:00-7:30 PM	T	02/18-03/10	Lewis-Ayers	CEC 22	\$65
800903	5:00-7:30 PM	T	03/31-04/21	Lewis-Ayers	CEC 22	\$65
800904	5:00-7:30 PM	T	05/05-05/26	Lewis-Ayers	CEC 22	\$65

COMMUNITY INTEREST

MUSIC**Functional Beginning Guitar – NEW CLASS!**

Have you ever wanted to learn how to play the guitar but thought you couldn't or it's too late? Put your anxieties to rest. Anyone can learn how to play the guitar. This class is for those who are new to playing the guitar. Come and learn how to play in a low stress free classroom environment.

Must bring to first class: Acoustic guitar, metronome, guitar tuner, guitar pick, and Method Book 1, Book: Alfred Basic Guitar Method Book 1, ISBN: 9780739047934. Purchase online or local music store. (8 student minimum requirement.) 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
803201	6:00-7:00 PM	W	01/22-03/11	Dotson	CEC TBD	\$60
803202	6:00-7:00 PM	W	04/08-05/27	Dotson	CEC TBD	\$60

WORLD LANGUAGE**Conversational Spanish**

Doors of opportunity will fling wide open as you learn to communicate in Spanish! The possibilities are endless in the marketplace and in your personal growth. Join our interactive class and gain confidence in speaking Spanish. Your conversation skills, grammar, vocabulary and pronunciation skills will be strengthened in a fun filled and relaxed environment. You will also learn vocabulary relevant to your daily activities in the work place and in social settings. **Textbooks required. Purchase online: Pearson Prentice Hall Realidades 1, Vocabulary and Grammar Workbook - ISBN No. 9780133692686. (10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802101	6:30-8:30 PM	Th	01/16-03/05	Greig	CEC 22	\$60
802102	6:30-8:30 PM	Th	03/26-05/14	Greig	CEC 22	\$60

**REGISTER
EARLY!**

**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.

RETIREMENT**Welcome to Medicare - Workshop**

Do you have questions about MEDICARE? Health Insurance Counseling and Advocacy Program (HICAP) has the answers. Welcome to Medicare is a FREE class presented by HICAP in Contra Costa County. During the session we explain and answer questions about Medicare benefits: prescription medication coverage, Medicare Advantage Plans (HMOs), and Medicare Supplemental insurance. In addition we discuss how Medicare coordinates with retiree and veterans benefits. After this class you will be able to make informed decisions on how best to address your health insurance coverage with Medicare. **(8 student minimum requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805001	2:00-4:30 PM	W	01/22	Farrell	CEC 11	No Charge
805002	2:00-4:30 PM	W	03/11	Farrell	CEC 11	No Charge
805003	2:00-4:30 PM	W	05/13	Farrell	CEC 11	No Charge

Remember

**KEEP THIS
BROCHURE!**

It covers **WINTER** (January 6-March 13)
SPRING (March 23-May 29)
& EARLY SUMMER (June 8-July 10)

Register: 925.634.2565

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.**



ART

Acrylic Painting

We will learn to see the beauty around us and release our creativity! This class is designed to equip students with the skills to paint effortlessly and with confidence. We will learn about techniques, composition, value, and color theory. We will also focus on brushstrokes, perspective and the elements of design. We will apply the concepts learned to landscapes, seascapes, and still life paintings. **Supply list available at time of registration. (12 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800501	9:00-12:00 PM	M	01/06-03/09	Greig	BSAC	\$75
800502	9:00-12:00 PM	Th	01/16-03/05	Greig	BSAC	\$75
800503	9:00-12:00 PM	M	03/23-05/18	Greig	BSAC	\$75
800504	9:00-12:00 PM	Th	03/26-05/14	Greig	BSAC	\$75

No Class: January 20, February 17, April 27, May 25

Watercolor Painting - Intermediate

Discover the intricacies of watercolor! We will explore inspirational artists, learn about the elements of paints, brushes, and a variety of paper. We will cover composition, value, and the elements of art to create beautiful landscapes and still life paintings. **Supply list available at time of registration. (12 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800601	9:30-12:30 PM	F	01/17-03/13	Greig	BSAC	\$75
800602	9:30-12:30 PM	F	03/27-05/22	Greig	BSAC	\$75

No Class: February 14, April 24

Watercolor Painting - Beginning

Come and enjoy the beauty of watercolor! This is an introductory class to discover the different elements of watercolor paints. We will explore paints, brushes, paper, and a variety of techniques to create beautiful landscapes, seascapes, abstracts, and still life paintings. We will also explore washes, color theory, composition, value, and texture. **Supply list available at time of registration. (12 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800701	12:30-2:30 PM	F	01/17-03/13	Greig	BSAC	\$65
800702	12:30-2:30 PM	F	03/27-05/22	Greig	BSAC	\$65

No Class: February 14, April 24

ACTIVE ADULTS IN PARTNERSHIP WITH THE CITY OF BRENTWOOD

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

DANCE

Ballroom Sampler - NEW CLASS!

Ballroom Sampler is an introductory class to the fabulous world of the Tango, Cha Cha, Swing and more! This session will feature two ballroom dances, which are Waltz and Cha Cha. You will be dancing in no time. It's never too late to start learning how to dance. No experience necessary! Sign up as a couple or single and come ready to learn and have some fun.

The Instructor has 15 years' experience as a competitive dancer winning multiple professional titles. Expertise and experience teaching 25 dances. **(10 couples/single minimum requirement.) 8-week class (Class Fee: Couple \$205, Single \$125)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800801	7:00-8:30 PM	F	01/10-03/06	Thomson	BSAC	\$205 / \$125
800802	7:00-8:30 PM	F	03/27-05/29	Thomson	BSAC	\$205 / \$125

No Class: February 14, April 24

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	01/06-03/09	Cabusas	BSAC	\$50
800102	8:30-9:30 AM	W	01/08-03/04	Cabusas	BSAC	\$50
800103	8:30-9:30 AM	M	03/23-05/18	Cabusas	BSAC	\$50
800104	8:30-9:30 AM	W	03/25-05/13	Cabusas	BSAC	\$50

No Class: January 20, February 17, 19, April 27

"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	01/06-03/06	Ghiggeri	BSAC	\$50
800202	10:00-11:30 AM	M/W/F	03/30-05/29	Ghiggeri	BSAC	\$50

No Class: January 20, February 14, 17, April 24, 27, May 25

"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	01/14-03/06	Zanassi	BSAC	\$45
800302	8:30-9:30 AM	T/F	03/24-05/15	Zanassi	BSAC	\$45

No Class: February 14, April 24

ACTIVE ADULTS**IN PARTNERSHIP WITH THE CITY OF BRENTWOOD**

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

HEALTH MANAGEMENT**Caregiver Stress Management - NEW CLASS!**

If you regularly take care of others as a career choice, personal obligation, or because you have a desire to make a positive difference in someone's life, this class is for you! You probably know that this selfless work can be rewarding, yet exhausting and stressful at the same time if you're not careful. Taking care of your own needs and health tends to get put on the back burner and often neglected. Most people do not realize it until it's too late! That's when you may feel overly stressed, leading to burn out. To give someone else your best self, you've got to take care of yourself first, so come and learn the signs and symptoms of burnout, strategies to cope and prevent it, and where to seek help if and when necessary. Your health matters too! **(8 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801001	7:00-8:00 PM	Th	01/16-03/05	Lewis-Ayers	BSAC	\$55
801002	7:00-8:00 PM	Th	04/02-05/21	Lewis-Ayers	BSAC	\$55

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**

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	DATES	INSTRUCTOR	ROOM	FEE
300101	Beginning	8:30-11:30 AM	M/W/F	01/06-05/29	Grove	CEC 12	No Charge
300301	Intermediate	8:30-12:00 PM	T/Th	01/07-05/28	Grove	CEC 12	No Charge
300501	Advanced	8:30-11:30 AM	T/W/Th	01/07-05/28	Ladeinde	CEC 9	No Charge
300201	Beginning	6:00-8:30 PM	T/W/Th	01/07-05/28	Woudstra	CEC 12	No Charge
300601	Int/Adv	6:00-8:30 PM	T/W/Th	01/07-05/28	Staff	CEC 9	No Charge

No Class: January 20, February 14, 17, April 24, 27, May 25

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 (10 class sessions)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301201	8:30-11:30 AM	M/F	01/13-02/24	Ladeinde	CEC 9	No Charge

No Class: January 20, February 17

Register: www.libertyadulted.org

ENGLISH AS A SECOND LANGUAGE



Speak English – *NEW CLASS!*

In partnership with VCRC

Conversation and Pronunciation – For Low Intermediate ESL Level. In this class, you will have the opportunity weekly to speak and listen to English! You will increase your confidence and English fluency for communication in practical day to day situations, employment, and everyday life skills. You will also make new friends and have fun! **This class will be offered at Village Resource Center, 633 Village Dr., Brentwood. 12-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
300801	9:30-11:30 AM	T/Th	01/21-04/23	DeLa’O	VCRC	No Charge

No Class: March 17, 19, 24, 26

Workplace Communication and Presentation Skills

For ESL Students

This class is designed for students at the High Intermediate and Advanced English 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	6:00-900 PM	M	01/27-04/13	Ladeinde	CEC 9	No Charge

No Class: February 17, March 16

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.) 11-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301001	6:00-9:00 PM	W	02/05-04/22	DeLa’O	CEC 22	No Charge

No Class: March 18

Register: 925.634.2565

ENGLISH AS A SECOND LANGUAGE

English Writing for College and Career - NEW CLASS! For ESL Students

This class is designed for students at the High Intermediate and Advanced English Level who want to improve their writing skills. In this class, you will strengthen your writing skills to prepare for college-level writing and to increase your career opportunities. Writing activities will include: paragraphs and 5-paragraph essays, writing research, basic grammar, workplace vocabulary and business letter writing. (**15 student minimum requirement.**) **Class cannot be repeated.** 10-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301601	8:30-11:30 AM	F	02/28-05/15	Ladeinde	CEC 9	No Charge

No Class: February 14, March 20, April 24

Professional Work Skills for Employment Success - NEW CLASS! For ESL Students

This class is designed for students at the High Intermediate and Advanced English Level. This new class will prepare English Language Learners to be competitive and successful in their job search as well as in advancing their career! Join us to learn about and practice some of the "Soft Skills" job skills that are most in demand from most employers today. Activities will include: reading, discussion, role play, videos, and more. Job skills will include Problem Solving, Team Player/Collaboration, Communication, and Diversity Awareness. *Prerequisites: Students must complete Workplace Communications and Presentation Skills before enrolling in this class.* (**15 student minimum requirement.**) **Class cannot be repeated.** 5-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301501	TBA	TBA	TBA	Staff	TBA	No Charge

No Class:

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	01/06-05/27	Jackson	CEC 11	No Charge
100201	6:00-9:00 PM	M/W	01/06-05/27	Taylor	CEC 11	No Charge

No Class: January 20, February 17, March 16, 18, April 27, May 25

Remember

**KEEP THIS
BROCHURE!**

It covers **WINTER** (January 6-March 13)
SPRING (March 23-May 29)
& **EARLY SUMMER** (June 8-July 10)

Register: www.libertyadulted.org

HSE TEST PREPARATION

High School Equivalency (HSE) Test Preparation

(Previously GED Preparation)

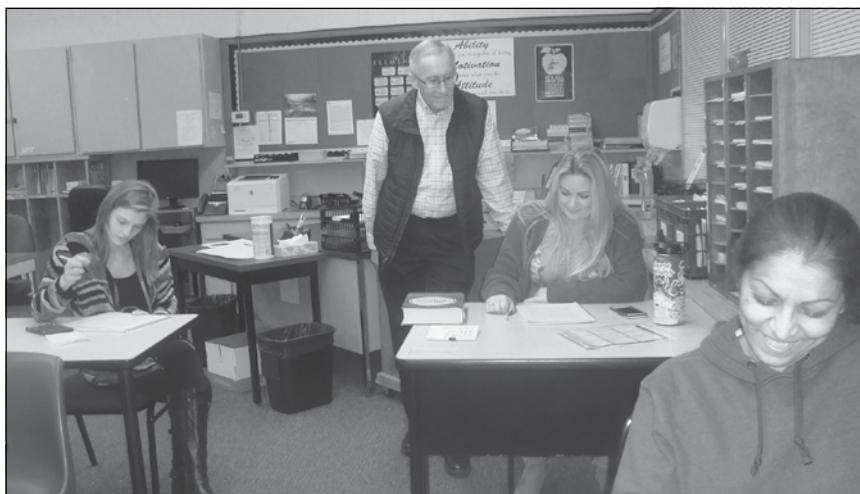
Would you like to get a promotion, a better job, or even just keep a job that you are currently in? Getting your HSE (High School Equivalency) Certificate can help you achieve these goals. California has currently approved three exams that lead to an HSE Certificate: GED (General Education Development), 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	01/07-05/28	Jackson	CEC 11	No Charge
200201	6:00-9:00 PM	T/Th	01/07-05/28	Satterlee	CEC 11	No Charge

No Class: March 17, 19



Online HSE Academy

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 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 the 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	Online 24/7	01/06-03/13	Staff	No Charge
200502	Online 24/7	03/23-05/29	Staff	No Charge

HSE TEST PREPARATION

Test Preparation

GED 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 - 4:00 p.m. to 8:00 p.m.
- ◆ Fridays - 10:30 a.m. to 3:30 p.m.

3. For questions regarding the website please call:

- ◆ 1-877-392-6433

4. The price for the GED TEST is:

- ◆ \$35.00 per each module (4 Modules)
 - Mathematical Reasoning (120 minutes)
 - Reasoning through Language Arts (155 minutes)
 - Science (95 minutes)
 - Social Studies (75 minutes)

5. Students must arrive 30 minutes before the test to finish the registration process.

If you miss your appointment or are late you must reschedule the appointment.

Please bring two forms of identification, one with a photo, and both with signature.

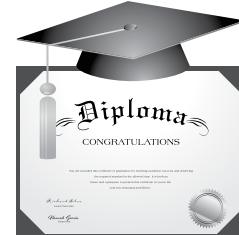


ADULT HIGH SCHOOL DIPLOMA

Adult High School Diploma Program

Learning Center:

It's never too late to reach your goal of earning your High School Diploma! With our new credit recovery program Edgenuity, teachers will guide and monitor the students' progress as they move through course requirements. "Motivation is the key!" To complete a 5 credit course, students are required to work online a minimum of 30-50 hours. The more hours put in, the quicker the recovery of credits. Please drop by the Adult Education Office to complete the required registration paperwork. Please bring your High School sealed "Official Transcript", as it will expedite your start date. Students will complete classes online using Edgenuity, as well as attend a weekly class one night per week. CASAS Pre/Post Assessment testing is required for all Adult Ed Diploma program students. *Availability depending on enrollment numbers.



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
400003	6:30-8:30 PM	Th	01/06-06/05	Krohn	CEC 8	No Charge

No Class: March 19, 26

**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

CLASS REGISTRATION

NEW STUDENTS MUST REGISTER IN THE ADULT ED OFFICE.

REGISTER AT LIBERTY ADULT ED

- ◆ New students must complete a detailed registration form.
- ◆ All registrations are taken on a first-come, first-served basis.
- ◆ Participants must pre-register for all programs.
- ◆ Checks should be made payable to: Liberty Adult Education.
- ◆ Returned checks will be assessed a Service Charge of \$25.00.



ONLINE REGISTRATION

Complete the Online Registration Form and submit Online: www.libertyadulted.org

- ◆ Register by Fax - Fax completed Online Registration Form to: 925-634-5317.
- ◆ Register by Mail - Mail completed Online Registration Form to:
929 Second Street, Brentwood, CA 94513
- ◆ Incomplete Registration Forms cannot be processed.
- ◆ Please do not send cash in the mail.



**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.

POLICIES & 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.

FRAGRANCE POLICY: Due to various allergies and medical conditions, please do not wear scented perfumes and or lotions. A fragrance-free environment helps create a safe and healthy campus. Fragrances have been associated with adversely affecting a person's health, even in small amounts.

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 Liberty Adult Education (LAE). If a class is cancelled due to insufficient enrollment, a full refund will be given. If you are unable to attend a class, you must notify LAE 48 hours in advance to receive a refund. 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 if you were in attendance or not. No refunds for books or supplies.

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

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



Kate Howard: I visited Liberty Adult Education a little less than a year ago. I was working a dead-end, minimum wage job and barely getting by. I was unhappy with my job and the direction my life was going. I went into the adult ed office, to ask for information about the programs offered and options to pay for it. The staff at Liberty Adult Education were very helpful throughout the entire enrollment and WIOA application process. The teachers and paraprofessionals have been amazing with everything from the coursework to even just problems in our daily lives. I feel like I've made some good friends and have good memories of my days in class. Liberty Adult Education has helped me prepare and feel confident about moving onto my new career.

Sindimio "Demie" Bilbao: I am enrolled in the Advanced MS Office Specialist program through the Workforce Innovation Opportunity Act (WIOA) at Liberty Adult Education. I started my program in February 2019, intending to refresh my computer skills. I was shocked that my computer knowledge was far below what I had expected. The curriculum at Liberty is easy to follow and nicely crafted so that all students can learn new skills. The instructors are helpful and patient to answer questions in a reasonable amount of time. My classroom is an enjoyable learning environment. I am expecting to complete my program in December 2019, and highly recommend the school to anyone interested in pursuing or polishing their education for a better and brighter future.



Kyle Tittle: I visited the Career Center at Liberty Adult Education in March 2018 to get help with my resume. I attended the Resume and Interview workshops and scheduled many one-on-one sessions with the Employment Specialist Aly. I was referred to the Department of Rehabilitation (DOR) to get the assistance I needed to update my computer skills. With the help of the services at the DOR, I was enrolled in the "Business Information Worker Program" at Liberty and received the computer training and skills I needed. I have successfully completed all my classes and received my Program Certificate at the October 2019 CTE Graduation. My teachers Sheri and Aly have been very supportive of me, to help me overcome many challenges in my life. I am now able to drive, and I have more confidence to succeed in life.



Felicia Sanders: I recently signed up for the High School Diploma class at Liberty Adult Education. I was able to earn my Adult Diploma using the online Edgenuity program. Within two weeks, I was able to get the job of my dreams at Kaiser. The only thing stopping me was my diploma. The adult education program had such a positive impact on my life. It was the one goal I wanted to accomplish before my mother passed away. I know even though she wasn't there, she was there in spirit and would be very proud of me. My teacher, Miss Frances, always had encouraging words for me and always checked on my progress. If it wasn't for her, I would have quit. She changed my life. The staff at LAE was so helpful. Everyone there was very pleasant. I liked that I could work from home or school. I am so blessed to have received my diploma.

**Join our growing list of success stories –
ENROLL TODAY!**



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

Non-Profit Org.
U.S. Postage
PAID
Permit #40
rentwood, CA 94513

Postal Customer

LIBERTY ADULT EDUCATION

College and Career Readiness

Educational Opportunities

WINTER/SPRING SCHEDULE OF CLASSES

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

LAE HAS EXCITING NEWS!

LAE'S CAREER EXPO COMING

APRIL 8, 2020

**Employers will be onsite for
this hiring event. Come dressed
to impress, and get hired!**

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.

Liberty Adult Education (LAE)

**COLLEGE CREDITS
COMING SOON!**



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.

NEW CLASSES *at LAF:*

**QuickBooks Online Level 1 & 2
Social Media for Entrepreneurs
Luminous Oil Painting
Live More, Stress Less
Functional Beginning Guitar**

**Excel for Accounting
Google Drive & Docs
Microsoft Office 365
Ballroom Sampler (Dance) - BSAC
Caregiver Stress Management - BSAC**