

LIBERTY ADULT EDUCATION

Career and Educational Opportunities at our Brentwood Campus

SCHEDULE
OF CLASSES

WINTER/SPRING 2022



Active Adults, Gentle Yoga, p. 22

*"Together
We Make
It Happen"*



Adult
Basic
Education,
p. 24



Career Technical Education
(CTE), Computer Basics,
p. 15



Career Connections, p. 17



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



It's never too late to learn!

January 10 – July 15, 2022
www.libertyadulthood.org
925.634.2565

Message from Our Coordinator

Welcome to Liberty Adult Education (LAE)

It's a new year and time to rejuvenate yourself!

Liberty Adult Education (LAE) proudly presents our Winter/Spring Catalog. Our new catalog is packed with educational opportunities to advance your education and enrich your life. As we prepare to welcome a New Year, start by enrolling in a class to expand a new you, explore new horizons, learn how to de-stress, start a new career, gain employment, obtain your high school diploma or GED or understand English.

Check out our "NEW" College and Career Readiness Workshops offered in our full-service career center (pg.17) and our "NEW" Medical Office Academy classes (pg. 12). Other classes/programs to check out are our Addiction Counselor Academy, Solar & Energy Storage Technology, Ballroom-West Coast Swing, and many more.

In July 2021, LAE reopened as an in-person instructional model. It has been a successful six months with many positive educational outcomes while staying safe and healthy. Thank you to our staff and students for all your extra efforts. It's very much appreciated!

LAE will continue to follow all state and county guidelines to keep staff and students safe and healthy. **Masking is still required in an indoor K-12 school setting.** Although we are adult education, LAE is under the umbrella of the Liberty Union High School District.

We value and depend on the opinions and suggestions of students and community members. We invite you to take a brief community survey located on our website <https://libertyadulthood.org/community-survey/>. Please let us know how we are doing.

At LAE, you will find an engaging, supportive, and comfortable learning environment in which to learn. Don't forget your New Year's Resolution...be kind to yourself and sign up for a class! We appreciate you and look forward to seeing you in class.

– Debbie Norgaard, Coordinator, Adult Education



Portrait of Success

Shannon Shaw is an Adult Education High School Diploma Graduate. She was featured in our Summer/Fall 2019 catalog as our "Portrait of Success". In 2021, she was selected to be OTAN's, "California Adult Education Successful Student of the Year. OTAN/ Outreach and Technical Assistance Network is a division of California Department of Adult Education. This is quite an honor.

Shannon recently completed the required courses to obtain her Real Estate licenses and submitted her application to the Department of Real Estate to take the official exam. She also applied for and was appointed as a Planning Commissioner for the City of Oakley.

Shannon said: I hope people find inspiration in my story because the sky is the limit no matter your age. LAE allowed me to take my first giant step, and it opened my eyes to so many opportunities.

Quick version of Shannon's Story: It's been over 20 years since I was supposed to graduate high school. I watched all three of my children graduate high school and go off to college. I thought to myself sadly that this opportunity just was not in the cards for me. My husband and mother were pushing me for years to get my GED. I knew in my heart that I did not want my GED. If I was going to do this, it had to be my high school diploma. I did some research and found out that Liberty Adult Education was offering a new program called Edgenuity, an online program. I made a promise to myself that I was going to give it my all and get my diploma. I enrolled in July of 2018. My goal was to finish 53 credits, 11 classes before Christmas to surprise my family with this gift. I did it!"

Shannon's commitment and drive that she has shown her family gave faith and passion to her husband and daughter to further their education as well. Since she received her Adult High School Diploma, Shannon has earned her Bachelor's Degree in Business Administration. Higher Education has become their new family hobby!

Congratulations, Shannon!!

For Shannon's full story go to our website.



Shannon Shaw and
Debbie Norgaard, Adult
Education Coordinator



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 _____

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Due to COVID-19,
Adult Education will continue to follow all state and county
guidelines to keep staff and students safe and healthy.
Masking is still required in an indoor K-12 school setting.

CLASS REGISTRATION

REGISTER IN PERSON OR ONLINE FOR YOUR CONVENIENCE

REGISTER ONLINE

- ◆ Go to www.libertyadulthood.org
- ◆ Select: Registration Form
- ◆ Complete Online Registration Form and Submit
- ◆ Register by mail – Mail completed Online Registration Form to:
929 Second St., Brentwood, CA 94513
- ◆ Returning students may Register for classes Online or by Phone: 925-634-2565.
- ◆ Students unable to Register Online please come to the
Adult Ed Office for assistance.



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.



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.libertyadulthood.org

LIBERTY ADULT EDUCATION COMMUNITY EDUCATION CENTER



929 Second Street • Brentwood, CA 94513
Phone: 925-634-2565 • Fax: 925-634-5317

www.libertyadulthood.org



LIBERTY UNION HIGH SCHOOL DISTRICT

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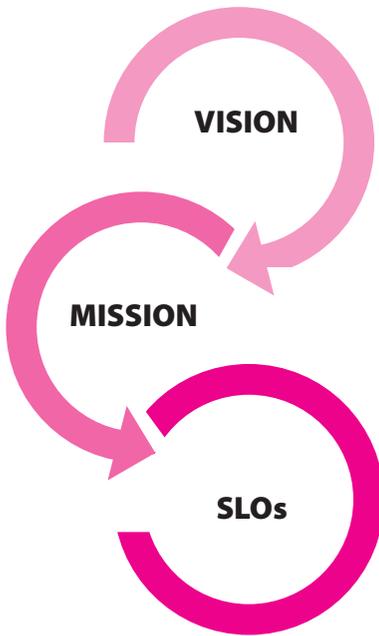


Liberty Adult Education is accredited by:

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



On July 9, 2020, LAE was granted their third full six-year WASC Accreditation!



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

SPRING BREAK:
March 21-25
Mon-Thu 8:30-5:00 PM, Fri 8:00-4:30 PM

SUMMER HOURS:
June 6 - July 22
Mon-Thu 8:30-5:00 PM, Fri 8:00-4:30 PM

HOLIDAYS

OFFICE/CAMPUS WILL BE CLOSED:

December 23-31, January 17, February 11, 21, April 25, May 30

Liberty Adult Education would like to give a special thank you to our incredible partners!

- Employment Development Department (EDD)
- State Department of Rehabilitation (DOR)
- Private Rehabilitation
- Veterans
- CCC Workforce Development Board (CCWDB)
- Village Community Resource Center (VCRC)
- Project Second Chance
- Monument Impact
- La Clinica
- One Day at a Time (ODAT)



Thank you, La Clinica, for educating our students about the vaccine!



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.



California Human Development

Juan Francisco Prieto
CHD Regional Coordinator
Juan.Prieto@cahumandevopment.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)

The AJCC is OPEN & FREE
To ALL Community Members!



America's Job Center
of CaliforniaSM

AJCC HOURS:

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

PM Hours may vary due to staffing

CAREER CENTER SERVICE (Bilingual staff)

- Current job postings, Job search assistance
- Typing Tests
- Interest Surveys for Career Pathway Guidance
- CalJOBS - website navigation
- Labor Market information
- WIOA Employment Program

FREE CAREER CENTER WORKSHOPS

- Resume Writing
- Interviewing Skills
- Build a Basic Resume Workshops - **NEW**

See page 17 for Workshop listings

WIOA Workforce Innovation & Opportunity Act (WIOA)

WIOA individualized Career Service, including One-on-one assistance from a Career coach, job search assistance, on-the-job training, and funding for career training!

Let's get started! Go to www.wdbccc.com/bounce-back-contra-costa/jobseeker/, view the video tutorials then fill out the jobseeker interest form and submit!

For more information please contact Mayra Corral at google phone # (925) 222-5101 or email at mayrac@rubiconprograms.org.



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

(Enter from Pine St. Parking Lot)

COLLEGE TRANSITION SERVICES AVAILABLE

Liberty Adult Education (LAE) and Los Medanos College (LMC), partner together and offer free Workshops to LAE students and our community. See page 18 for workshop listings.

DISTANCE LEARNING THROUGH LIBERTY ADULT EDUCATION CAREER CENTER

FREE Recorded Training
Workshops That Get You
Employment Ready!

- Resume Writing
- Interviewing Preparation
- Cover Letters
- WIOA Information
- And More!

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

CTE 5-WEEK CLASS SESSION DATES:

SESSION I: January 10 – February 10
SESSION II: February 14 - March 18
SESSION III: March 28 - April 29
SESSION IV: May 2 - June 3
SUMMER: June 13-July 15

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*

CTE BREAKS: **Spring Break:** March 21-25
Summer Break: June 6-10
HOLIDAYS: January 17, February 11, 21, April 25, May 30

ADULT ED OFFICE/CAMPUS CLOSED DURING THE HOLIDAYS!

About our CTE classes

Our classes are designed for the learner to move through the courses at their own speed. If you have some prior experience you can progress through as quickly as you want. Your teacher is in the classroom to assist when you need help and to guide you through your courses.

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
- **NEW Medical Billing & Insurance Clerk** 25 Weeks
- **Microsoft Office Business Suite** 20 Weeks
- **General Office Support / Receptionist** 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.

TYPING AND 10-KEY VERIFICATION CERTIFICATES FOR EMPLOYMENT: Typing and 10-Key Certificates are available (Includes: warm up, three 5-minute tests and certificate). Typing tests to be scheduled by appointment only. Call: 925-634-2565 to schedule an appointment. **Register online, Course Title: Typing Test, Section Number: 611000, Cost: \$25.00.**

Face Masks Are Required On Campus



BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

Computer Concepts

Are you new to the computer world or 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 prerequisites.* **USB drive and textbook required the first class meeting.** *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. **Keyboard folder required.** *10-15 week class depending on student*

Ten-Key

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

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	Tomlinson	CEC 10	See page 7

PROGRAM CERTIFICATION

General Office Support Classes – 20 week program

AM only classes:

- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Records Management
- MS Office Core Skills
- Key Boarding: 35 WPM

MS Office Core Skills

This 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 the first class meeting.** *5-week class*



PROGRAM CERTIFICATION

Microsoft Office Business Suite Classes – 20 week program

AM only classes:

- Computer Concepts
- MS Office Complete
- Outlook
- Keyboarding: 35 WPM

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 the first class meeting.** *10-week class*



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

Proofreading and Editing

Learn to recognize and correct common formatting, content, grammatical, punctuation, and sentence construction errors. *Prerequisite: English for the Workplace.* **Textbook required the 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

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

Word: Beginning-Intermediate – NOW ARTICULATED WITH LMC

This course will have you working like a pro with many of the features of MS Word. You will begin with an essential 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: Basic computer skills and type 25 WPM.* **USB drive and textbook required the first class meeting.** 5-week class



PROGRAM CERTIFICATION

Business Information Worker Classes – 25 week program

AM only classes:

- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Records Management
- Computer Concepts
- Word: Beg-Int
- Excel: (Beg-Int)
- PowerPoint: (Beg-Int)
- Outlook
- Keyboarding: 40 WPM

Word: Intermediate-Advanced

This course is a continuation of MS Word Beginning through Intermediate. You will move into learning desktop publishing, graphic design, using templates and building blocks, forms, macros and security, and webpage creation and blogs. *Prerequisite: Basic computer skills, Word B/I, and type 25 WPM.* **USB drive and textbook required the 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, use mail merge efficiently, and so much more. *Prerequisites: Basic computer skills and type 25 WPM.* **USB drive and textbook required the first class meeting.** 15-week class

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

Excel: Beginning-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: Basic computer skills.* **USB drive and textbook required the first class meeting.** 5-week class



PROGRAM CERTIFICATION

Advanced Microsoft Office Specialist Classes – 25 week program

AM only classes:

- Word: Advanced
- Excel: Advanced
- PowerPoint: (Beg-Adv)
- Access: (Beg-Adv)
- Outlook
- Keyboarding: 40 WPM

Excel: Intermediate-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: Basic computer skills and Excel B/I.* **USB drive and textbook required the 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: Basic computer skills.* **USB drive and textbook required the first class meeting.** 15-week class

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

PowerPoint: Beginning-Intermediate – **NOW ARTICULATED WITH LMC**

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: Basic computer skills. **USB drive and textbook required the first class meeting.** 5-week class*



PROGRAM CERTIFICATION Executive Administrative Assistant Classes – 35 week program

AM only classes:

- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Word: (Beg-Adv)
- Excel: (Beg-Adv)
- PowerPoint: (Beg-Adv)
- Access: (Beg- Adv)
- Outlook
- Proofreading & Editing
- Records Management
- Keyboarding: 50 WPM
- Ten Key: 200 SPM

PM Only Class

- QuickBooks Level 1

PowerPoint: Intermediate-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 customizing slides with custom prompts, change page setup, apply an action to objects, insert sounds, hyperlinks, and much, much more. *Prerequisites: Basic computer skills, PowerPoint B/I. **USB drive and textbook required the first class meeting.** 5-week class*

Access: Beginning-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: Basic computer skills and Excel or equivalent experience. **USB drive and textbook required the first class meeting.** 5-week class*



Access: Intermediate-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: Basic computer skills, Access B/I, and Excel or equivalent experience. **USB drive and textbook required the first class meeting.** 5-week class*

Outlook

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



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

Face Masks Are Required On Campus



Register: 925.634.2565

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES



English for the Workplace (Teacher-Directed)

This course offers the reading comprehension, grammar, spelling, and punctuation expertise you 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 the first class meeting.** *5-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602701	10:30-12:30 PM	MTWThF	01/10-02/10	Santos-Silva	CEC 10	\$135

No Class: January 17

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 essential 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 the first class meeting.** *3-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
602601	10:30-12:30 PM	MTWThF	04/11-04/29	Santos-Silva	CEC 10	\$85

No Class: April 25

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	05/02-06/03	Santos-Silva	CEC 10	\$135

No Class: May 30

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.

Register: www.libertyadulthood.org

MEDICAL OFFICE ACADEMY

DAYTIME CLASSES

Medical Terminology (Teacher-Directed) – **NOW ARTICULATED WITH LMC**

This class is articulated with Los Medanos College! By completing additional coursework, you can earn 3 college credits when you complete this course. 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 the first day of class.**
7-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
607501	10:30-12:30 PM	MTWThF	02/14-04/08	Santos-Silva	CEC 10	\$185

No Class: February 21, March 21-25

Introduction to Medical Coding – **NEW CLASS!**

Take the first step towards your career in Medical Coding and Insurance Billing. Learn to be a valued member of the Medical Office team. This class is an introductory course to diagnostic and procedural coding for the beginner. Learn hands-on scenarios that are common in the medical office relating to coding and billing. **USB drive and textbook required the first day of class.** *5-week class*

Intermediate Medical Coding and Billing – **NEW CLASS!**

Build on the introductory knowledge from the Introduction to Medical Coding class to cross-reference the CPT and ICD-10, HCPCS coding systems. For a more in-depth comprehensive approach to medical insurance coding and billing for the Medical Office. *Prerequisites: Medical Terminology, Introduction to Medical Coding, or approval from the instructor.* **USB drive and textbook required the first day of class.** *5-week class.*

Comprehensive Medical Coding and Billing – **NEW CLASS!**

This course will build on the introductory and intermediate knowledge from Introduction to Medical Coding and Intermediate Medical Coding. You will learn to code several organ system diagnoses and procedures. Students will work independently with instructor assistance. The medical coding and billing clerk prepares the necessary information and submits it for payment. This course will cover the third section of the required textbook and give you the skills practice you will need to get a job in the fast-paced coding environment. Diagnostic, procedural, and Medicare billing codes will be covered. *Prerequisites: Medical Terminology with basic anatomy and physiology.* **USB drive and textbook required the first day of class.** *5-week class.*

Medical Law and Ethics (HIPAA) – **NEW CLASS!**

This course introduces Medical Law, including contracts and the ethical demands for health care professionals. Learn about privacy rules and patient's rights under the privacy standards, as well as penalties for non-compliance with HIPAA. **USB drive and text book required the first day of class.** *2.5-week class*

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
1:00-3:00 PM	MTWTh	See page 7	Tomlinson	CEC 10	See page 7

PROGRAM CERTIFICATION

Medical Administrative Assistant

Classes – 30 week program

AM only classes:

- Medical Terminology
- Medical Office Procedures
- Medical Records Management
- Electronic Health Records
- MS Office Core
- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Outlook
- Keyboarding: 35 WPM

PROGRAM CERTIFICATION

Medical Billing & Insurance Clerk

Classes – 25 week program

AM only classes:

- Medical Terminology
- Introduction to Medical Coding
- Intermediate Medical Coding & Billing
- Electronic Health Records
- MS Office Core
- Law, Ethics and HIPAA
- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Keyboarding: 35 WPM

MEDICAL OFFICE ACADEMY

DAYTIME CLASSES

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, proofreading, and other critical thinking exercises. This course would be excellent preparation for any front office position in a medical office. *Prerequisites: Medical Terminology or approval from the instructor, knowledge of word processing, basic computer skills and type 25 WPM.* **USB drive and textbook required the 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. You will enter patient demographics, chart notes, coding and insurance billing, patient accounting, and more through a series of simulations. *Prerequisites: Medical Terminology or approval from the instructor, knowledge of word processing, basic computer skills and type 25 WPM.* **USB drive and purchase of software is required the first day of class.** 5-week class

Medical Records Management

This 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
1:00-3:00 PM	MTWTh	See page 7	Tomlinson	CEC 10	See page 7

MEDICAL OFFICE ACADEMY

ADDITIONAL DAY & EVENING CLASSES

DIABLO MEDICAL TRAINING

Phlebotomy Technician CPT 1

Diablo Medical Training is partnering with Liberty Adult Education to offer a training program for Phlebotomy Certified Technician I. This course is approved by the California Department of Public Health, Laboratory Field Services. This course is a 6-week program for persons wishing to become entry-level professionals in the field of Phlebotomy. The Liberty Adult Education campus program 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. Diablo Medical Training teaches didactic classes and practical laboratory skills development. Students completing the didactic portion of the program sit for the National Examination. **(Student Requirement: Min. 6 - Max. 10.) 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	01/13-02/17	Lightell	CEC 18	Call
609002	4:00-8:00 PM	T/Th	03/01-04/12	Lightell	CEC 18	Call
609003	4:00-8:00 PM	T/Th	04/26-05/31	Lightell	CEC 18	Call
609004	1:00-5:00 PM	T/Th	06/07-07/12	Lightell	TBD	Call

No Class: March 21-25

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

Register: www.libertyadulthood.org

BUSINESS OFFICE ACADEMY

EVENING CLASSES

QuickBooks: Levels 1 & 2 – NEW CLASS!

This class is a series consisting of Levels 1 and 2 using the QuickBooks Online version. Level 1 is an instructor-led class, and in Level 2, you will work independently with instructor support. These courses will provide essential coverage of the program for employees, company owners, accountants, and others who wish to utilize the QuickBooks software for their small-business accounting needs. In Level 1, you will learn to customize the company settings, set up customers and vendors, record bank deposits, and reconcile bank and credit card accounts. In Level 2, you will learn more advanced functions such as managing inventory, working with balance sheet accounts and budgets, creating reports using class and location tracking, and payroll. *Prerequisites: Level 1 - Accounting I or equivalent experience; Level 2 - QuickBooks Online Level 1. Textbook and USB drive required the first class meeting. (10 Student Minimum Requirement) 8-week class*



PROGRAM CERTIFICATION

Accounting Assistant Classes – 30 week program

AM only classes:

- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Word: (Beg-Int)
- Excel: (Beg-Adv)
- Keyboarding: 35 WPM
- Ten Key: 200 SPM

PM Only Classes:

- QuickBooks Level: 1 & 2
- Accounting: 1 & 2

Level	SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
1	608701	6:00-8:30 PM	T	01/18-03/08	Schliesman	CEC 10	\$105
2	608801	6:00-8:30 PM	T	01/18-03/08	Schliesman	CEC 10	\$105
1	608702	6:00-8:30 PM	T	04/05-05/24	Schliesman	CEC 10	\$105
2	608802	6:00-8:30 PM	T	04/05-05/24	Schliesman	CEC 10	\$105

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. **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	6:00-8:00 PM	T	01/18-03/08	Tinder	CEC 8	\$80

Computer Basics Plus!

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

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604601	6:00-8:30 PM	T	04/05-05/24	Tinder	CEC 8	\$90

Face Masks Are Required On Campus



Register: www.libertyadulthood.org

BUSINESS OFFICE ACADEMY

EVENING CLASSES

ENTERTAINMENT

Introduction to Voiceovers

► Distance Learning via Zoom (Skype or FaceTime/iChat)!

Do you have a passion for voiceovers? Want to earn income using your talents from the comfort of your home? Explore the fun, rewarding possibilities of the growing remote voiceover industry! Discover the current trends in the industry and how easy and affordable it can be to learn, set up and, work from home. You'll learn about different types of voiceovers and tools you'll need to find success. Your instructor, a professional voice actor from Voices For All, will take notes as you read an actual script in this one-on-one video chat setting, and offer some coaching to improve your delivery. You'll receive a professional voiceover evaluation later in a follow-up call. One-time, 90-minute, introductory class. Learn more at <http://www.voicesforall.com>. 18 and over. Upon registration you will be contacted by VFA to schedule your class for a day and time of your convenience. **Must be 18 and over. Includes: One (1) 90 Minute Introductory Workshop and evaluation scheduled by appointment upon registration.**

SEC#	HOURS	DATES	INSTRUCTOR	ROOM	FEE
680501	By Appointment	Scheduled	Staff	ONLINE	\$49

Voice-Over... 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	6:00-8:00 PM	T	04/26	Foster	CEC 17	\$40



SOLAR TECHNOLOGY TRADES

Solar & Energy Storage Technology

This course covers the following aspects of solar jobs within the solar industry: Installing photovoltaic (PV) systems and introducing 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 NABCEP. This class is taught by an IRE Certified Master Trainer, he is 1 of 10 in the country! Interstate Renewable Energy Council (IRE). **(6 Student Minimum Requirement) 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604201	6:00-9:00 PM	W	01/19-02/16	Herzfeld	CEC 18	\$45
604202	6:00-9:00 PM	W	03/30-04/27	Herzfeld	CEC 18	\$45

Register: 925.634.2565

CALWORKS

Liberty Adult Education is proud to partner with the Contra Costa County Employment and Human Services Department (EHSD)

to offer two CalWORKs referral programs. Both programs require a referral; please speak with your CalWORKs worker if you are interested in either of these classes.

FOCUS

Focus is a 6-week academic class designed to improve reading, writing, and math abilities as related to employment. Students navigate the Workwise workbook series after identifying their individual needs and areas of necessary skill development. *6-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM
100701	9:00-2:30 PM	MTWThF	Contact your Worker	Staff	CEC 18

Career Connections

Career Connections is a 4-week class centered on improving the soft skills needed to find, attain and maintain meaningful employment. Time management, people skills, resume creation, cover letter development, and the New World of Work 21st Century Employability Skills Badging program are just a few of the topics covered in our career development class. *4-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM
610700	9:00-4:30 PM	MTWThF	Contact your Worker	Torres	CEC 17

AMERICA'S JOB CENTER OF CALIFORNIA ACCESS POINT (AJCC) CAREER CENTER WORKSHOPS

NEW – Build a Basic Resume

This new series of workshops was designed to help students begin to write a resume with little to no experience. In the Career Exploration workshop, you will assess ONET and use labor market tools such as CalJobs. Resume build pt. 1, and you will learn the purpose and use a resume worksheet that you will take home to fill out. Resume build pt. 2, you will learn simple resume designs and formats. After the series, you may make a one-on-one appointment with a specialist for further assistance.



Workshop Title	Hours	Day	Date	Instructor	Room
Career Exploration	10:00-11:00 AM	Th	01/27	Ruiz	22
Resume Build pt. 1	10:00-11:00 AM	Th	02/10	Ruiz	22
Resume Build pt. 2	10:00-11:00 AM	Th	02/24	Ruiz	22

NEW – Resume and Interview Workshops

Attend them both or come to one. Resume writing simplified! You have done the work and know what job you want! This resume workshop defines how to write the resume for the job you want with the job description in mind. An Interview workshop that will help attendees with the concept of answering interview questions to show your best side during an interview!



Workshop Title	Hours	Day	Dates Offered	Instructor	Room
Interview	9:30-10:30 AM	T	02/08, 03/08, 04/12 or 05/10	Staff	22
Resume Writing	9:30-10:30 AM	W	02/02, 03/16, 04/20 or 05/18	Staff	22

Register: www.libertyadulthood.org

COLLEGE AND CAREER READINESS EDUCATIONAL OPPORTUNITIES MORNING AND EVENING WORKSHOPS

Liberty Adult Education (LAE) and Los Medanos College (LMC) continue to build our partnership, through articulations and proving opportunities for LAE students to bridge to LMC for a variety of certificate programs such as Business Information Worker, and various medical programs. To find out more information about our collaborative efforts, attend this series of workshops.

SPECIAL EVENT IN THE CAREER CENTER



EMPLOYER MEET UP

Meet up with employers and ask questions! What do you look for in a candidate? Do I need a resume? What types of careers are available? Are there growth opportunities? Join us and speak with the employers listed below – bring a resume just in case!



- SAFEWAY
- TRE VISTA ASSISTED LIVING
- EXPRESS EMPLOYMENT
- CONTRA COSTA COUNTY

College Information 101

Attend and learn why Los Medanos College has been named one of the top 150 Community Colleges in the nation! Also, get information on how LMC Show Up, Skill Up, Move-Up programs can help you earn a certificate and prepare you for employment in a short amount of time. The college offers FREE TUITION noncredit career preparation programs, financial aid, and scholarships! Join us and take this opportunity to learn and ask questions on the next steps.

HOURS	DAYS	DATES	INSTRUCTOR	ROOM
9:30-10:30 AM or 6:30-7:30 PM	W	02/09	Staff	CEC 22

College Application

An LMC representative will be available to answer questions, walk you through the application process, and provide you with the necessary tools to apply. Attend the workshop and learn more!

HOURS	DAYS	DATES	INSTRUCTOR	ROOM
9:30-10:30 AM or 6:30-7:30 PM	W	02/16	Staff	CEC 22

Career Pathways

Take a FREE career assessment and learn what careers fit best with your personality, skills, and interest! Los Medanos College and Liberty Adult Education offers a variety of Career Pathways which will prepare you for your dream job!

HOURS	DAYS	DATES	INSTRUCTOR	ROOM
9:30-10:30 AM or 6:30-7:30 PM	W	02/23	Staff	CEC 22

Show Me the Money

Learn how FREE TUITION noncredit, Financial Aid, and the FT3 (Frist Time, Full Time, Free Tuition) can help YOU invest in your training and education! Join us and ask how you can qualify!

HOURS	DAYS	DATES	INSTRUCTOR	ROOM
9:30-10:30 AM or 6:30-7:30 PM	W	03/02	Staff	CEC 22

COMMUNITY INTEREST

Vaccination/ Testing Verification is required for indoor fitness classes.

Mask are required. At Liberty Adult Education we are committed to continuing to make sure we are compliant with all current health orders. Subject to change.



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, straps, and modifications to poses will be used to ensure your comfort and safety. **Please bring: Yoga mat, 2 yoga blocks, and a yoga strap (d-ring buckle, preferably 10ft length), and 2 sturdy blankets.) Please wear comfortable clothes. (10 Student Minimum Requirement) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801701	6:00-7:00 PM	M	01/10-03/14	Cabusas	CEC MPR	\$60
801702	6:00-7:00 PM	W	01/12-03/16	Cabusas	CEC MPR	\$60
801703	6:00-7:00 PM	M	03/28-05/23	Cabusas	CEC MPR	\$60
801704	6:00-7:00 PM	W	03/30-05/25	Cabusas	CEC MPR	\$60

No Class: January 17, 19, February 21, 23, March 21-25, April 25, 27

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. Tai Chi has been 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 improved 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	01/13-03/03	Stuart	CEC MPR	\$60
803002	6:30-7:30 PM	Th	03/31-05/19	Stuart	CEC MPR	\$60

WORLD LANGUAGE

Conversational Spanish

Fling the doors of opportunity wide open and experience another culture as you learn to converse in Spanish. The possibilities are endless in the marketplace and your personal growth. Join our interactive class and gain confidence in communication in Spanish. Strengthen your conversation skills, grammar, and vocabulary in a fun-filled and relaxed environment. **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	6:00-8:00 PM	Th	01/13-03/03	Greig	CEC 22	\$65
802102	6:00-8:00 PM	Th	03/31-05/19	Greig	CEC 22	\$65

COMMUNITY INTEREST

GENEALOGY

Genealogy: Beginning

Do you want to discover more about your family heritage? Interested in leaving a legacy of knowledge for future generations? If so, Beginning Genealogy is the class for you! We will explore strategies for building your family tree, organizing data, along with preservation of your family's records and history using Census, Vitals, and military records. We also cover a variety of other genealogical sources and discover the ease of using online resources to access records, which saves time and money. Traditional research techniques will be covered, as well. **A materials list will be provided the first day of class. (10 Student Minimum Requirement) 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802201	3:00-5:00 PM	T	02/01-03/01	Brooks	CEC 8	\$40

Genealogy: Intermediate

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 Intermediate Genealogy, we will dig deeper into a variety of records and sources. We will uncover records you may have never heard about and how and where they are accessed. You will also examine options for using DNA testing in addition to your research by reviewing concepts and tools for genetic genealogy. *Prerequisite: Must have either taken the Beginning Genealogy course or prior experience in genealogy.* **A materials list will be provided the first day of class. (10 Student Minimum Requirement) 5-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802301	3:00-5:00 PM	T	04/12-05/10	Brooks	CEC 8	\$40

ART

Fundamentals of Drawing for Beginners

This class will emphasize expressing what is observed through the eyes of an artist. We will explore with artist's tools, materials, line quality, creating texture, light, shading, linear perspective, and composition. Students will develop the sensitivity to aesthetics of form, space, value, and gesture. Students will learn to draw from direct observation with emphasis on space, volume, perspective, and texture. **The supply list is available at the time of registration and a drawing kit is available for purchase from Way Up Art. Please contact the instructor to order a drawing kit. (12 Student Minimum Requirement) 7-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801301	12:30-3:30 PM	M	01/24-03/14	Greig	CEC 24	\$95
801302	12:30-3:30 PM	M	04/04-05/23	Greig	CEC 24	\$95

No Class: February 21, April 25

Acrylic & Luminous Oil Painting

Painting with acrylic or water mixable paints

We will discover the beauty that surrounds us and learn to see from an artistic perspective. This class is designed to equip students with the skills needed to paint effortlessly and with confidence! We will focus on brushstrokes, composition, value, color theory, perspective, and elements of design. Students will apply a variety of techniques to create beautiful landscapes, seascapes, and still-life paintings. **Supply list available at time of registration and a kit is available for purchase from Way Up Art. Please contact the instructor to order an art kit. (12 Student Minimum Requirement) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
803401	6:00-9:00 PM	W	01/12-03/02	Greig	CEC 24	\$95
803402	6:00-9:00 PM	W	03/30-05/18	Greig	CEC 24	\$95



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.**

COMMUNITY INTEREST

RETIREMENT

Welcome to Medicare

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. Also, we discuss how Medicare coordinates with retirees 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	01/12	Farrell	CEC 11	No Charge
805002	2:00-4:30 PM	W	03/09	Farrell	CEC 11	No Charge
805003	2:00-4:30 PM	W	05/11	Farrell	CEC 11	No Charge

ACTIVE ADULTS

IN PARTNERSHIP WITH THE CITY OF BRENTWOOD

Register at the Brentwood Community Center
Parks and Recreation Department

35 Oak Street, Brentwood. For more information, please call: (925) 516-5444.

Due to COVID-19, Active Adult classes
are subject to change: Rescheduled, Cancelled, or Relocated

ART

Acrylic Painting

We will discover the beauty that surrounds us and learn to see from an artistic perspective. This class is designed to equip students with the skills needed to paint effortlessly and with confidence! We will focus on brushstrokes, composition, value, color theory, perspective, and elements of design. Students will apply a variety of techniques to create beautiful landscapes, seascapes, and still-life paintings. **Supply list available at time of registration and a kit is available for purchase from Way Up Art. Please contact the instructor to order an art kit. (12 Student Minimum Requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800501	9:00-12:00 PM	W	01/12-03/02	Greig	BSAC	\$80
800502	9:00-12:00 PM	W	03/30-05/18	Greig	BSAC	\$80

Watercolor Painting

Discover the intricacies of watercolor! We will explore a variety of artists for inspiration and apply different techniques to enhance our creativity. We will focus on brushstrokes, composition, value, color theory, perspective, and elements of design. Students will apply a variety of techniques to create beautiful landscapes, seascapes, and still life paintings. Supply list is available at the time of registration, and a kit is available for purchase from Way Up Art. **Please contact the instructor to order art kit. (12 Student Minimum Requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800601	9:30-12:30 PM	F	01/14-03/11	Greig	Library Com-Room	\$80
800602	9:30-12:30 PM	F	04/01-05/20	Greig	Library Com-Room	\$80

No Class: February 11

Remember

KEEP THIS
BROCHURE!

It covers **WINTER** (January 10-March 18)
SPRING (March 28-June 3)
& **EARLY SUMMER** (June 13-July 15)

Register: www.libertyadulthood.org

ACTIVE ADULTS

IN PARTNERSHIP WITH THE CITY OF BRENTWOOD

**Register at the Brentwood Community Center
Parks and Recreation Department**

35 Oak Street, Brentwood. For more information, please call: (925) 516-5444.

**Vaccination/ Testing Verification is required for indoor fitness classes.
Mask are required.** City of Brentwood Staff will continue to work closely with Contra Costa County Health Services to make sure all of our operations are compliant with current health orders. Signage will be posted at the facility to communicate the most up to date protocols.

DANCE

Ballroom Sampler – Swing and Foxtrot!

Ballroom Sampler is an introductory class to the fabulous world of Tango, Cha Cha, Swing, and more! This session will feature the dances and music of the big band era; Swing and Foxtrot. Swing is a fun and upbeat dance perfect for any occasion or live band, and the smooth Foxtrot will have you gliding across the floor in no time. No experience is necessary, and it's never too late to learn how to dance! Sign up as a couple or single and come ready to learn and have some fun. The instructor has 15 years of experience as a competitive dancer winning multiple professional titles; with the expertise and experience of teaching 25 dances. **(10 Couples/Single Minimum Requirement.) 8-week class (Class Fee: Couples \$230, Single \$125)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800801	7:00-8:00 PM	Th	01/13-03/10	Thomson	BSAC	\$230 / \$125

No Class: March 3

Ballroom Sampler – West Coast Swing!

Ballroom Sampler is an introductory class to the fabulous world of Tango, Cha Cha, Swing, and more! This session will feature the West Coast Swing. Known for its versatile music and popularity in social dancing, West Coast Swing is a great addition to your dance repertoire. No experience is necessary and it's never too late to learn how to dance! Sign up as a couple or single and come ready to learn and have some fun. The instructor has 15 years of experience as a competitive dancer winning multiple professional titles, with the expertise and experience of teaching 25 dances. **(10 Couples/Single Minimum Requirement.) 6-week class (Class Fee: Couple \$175, Single \$95)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800802	7:00-8:00 PM	Th	04/14-05/19	Thomson	BSAC	\$175 / \$95

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, 2 yoga blocks, a yoga strap (d-ring buckle, preferably 10ft length), and 2 sturdy blankets. 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	01/10-03/14	Cabusas	BSAC	\$60
800102	8:30-9:30 AM	W	01/12-03/16	Cabusas	BSAC	\$60
800103	8:30-9:30 AM	M	03/28-05/23	Cabusas	BSAC	\$60
800104	8:30-9:30 AM	W	03/30-05/25	Cabusas	BSAC	\$60

No Class: January 17, 19, February 21, 23, April 25, 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. (60 Student Minimum Requirement) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800201	10:00-11:30 AM	M/W/F	01/10-03/11	Ghiggeri	BSAC	\$60
800202	10:00-11:30 AM	M/W/F	03/28-05/23	Ghiggeri	BSAC	\$60

No Class: January 17, February 11, 21, April 25

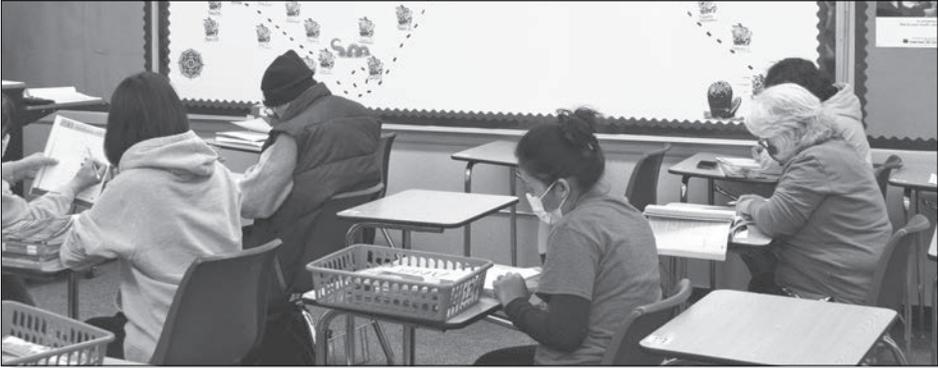
ENGLISH AS A SECOND LANGUAGE

NEW

Walk-in Orientation and Class Placement Sessions

Thursday, January 6th 3:30-7:30 PM or Friday, January 7th 9:30-1:30 PM

New Students must register online www.libertyadulthood.org, or go to the Adult Education Office
 Students not enrolled by the 1st week of class must schedule and attend Orientation
 Students must take the CASAS Pre/Post-Assessment requirements



English as a Second Language (ESL)

Learn English to improve employment opportunities; help your children with their schoolwork; prepare to continue your education and become more involved in your community. ESL classes teach grammar, vocabulary, writing, reading, speaking, and life skills. We have beginning, intermediate, advanced, and multi-level classes. **(15 Student Minimum Requirement) 18-week class**

This is an Open Entry/Open Exit class

SEC#	LEVEL	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
300101	Beginning	8:30-11:30 AM	M/W/F	01/10-06/03	Tumin	CEC 12	No Charge
300301	Intermediate	8:30-12:00 PM	T/Th	01/11-06/02	Huffaker	CEC 12	No Charge
300501	Advanced	8:30-11:30 AM	T/W/Th	01/11-06/02	Ladeinde	CEC 9	No Charge
300201	Beginning	6:00-8:30 PM	T/W/Th	01/11-06/02	Wells	CEC 12	No Charge
300601	Intermediate	6:00-8:30 PM	T/W/Th	01/11-06/02	Staff	CEC 9	No Charge

No Class: January 17, February 11, 21, March 21-25, April 25, May 30

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.
- ◆ 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. 6-week class (11 class sessions)

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301201	8:30-11:30 AM	M/F	01/24-03/07	Ladeinde	CEC 9	No Charge

No Class: February 11, 21

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 must take an English Skills Test before the first day of class to determine their level. (10 Student Minimum Requirement) 11-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301001	08:30-11:30 AM	F	03/11-05/27	Taylor	CEC 22	No Charge

No Class: March 21-25

Register: www.libertyadulthood.org

ADULT BASIC EDUCATION

NEW

Walk-in Orientation and Class Placement Sessions

Thursday, January 6th 3:30-7:30 PM or Friday, January 7th 9:30-1:30 PM

New Students must register online www.libertyadulthood.org, or go to the Adult Education Office
Students not enrolled by the 1st week of class must schedule and attend Orientation
Students must take the CASAS Pre/Post-Assessment requirements

Adult Basic Education (ABE)

Would you like to brush up on your basic academic and life skills? Our Adult Basic Education (ABE) class is FREE and designed to help enhance your basic Reading, Writing, Math, Social Studies, and Science skills. Whether your goal is to help your children with homework, prepare for the High School Equivalency (GED) 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. Classes are offered in the morning and evening to accommodate all schedules. **For more information, call us today at 925-634-2565. Textbook required (15 Student Minimum Requirement) 18-week class**

This is an Open Entry/Open Exit class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
100101	8:30-11:30 AM	M/W	01/10-06/01	Taylor	CEC 11	No Charge
100201	6:00-9:00 PM	M/W	01/10-06/01	Taylor	CEC 11	No Charge

No Class: January 17, February 21, March 21-25, April 25, May 30

HIGH SCHOOL EQUIVALENCY

NEW

Walk-in Orientation and Class Placement Sessions

Thursday, January 6th 3:30-7:30 PM or Friday, January 7th 9:30-1:30 PM

New Students must register online www.libertyadulthood.org, or go to the Adult Education Office
Students not enrolled by the 1st week of class must schedule and attend Orientation
Students must take the CASAS Pre/Post-Assessment requirements

High School Equivalency (HSE)

Would you like to increase your wage; are you tired of the exhausting long days with low pay, no benefits, and no promotion, or not having a job at all? This course will help. The High School Equivalency (HSE) course prepares students to obtain their (General Education Development) GED certificate or pass the HiSET exam. California has approved this program. Classes are free and improve students' academic and computer skills, to be more competitive in the workplace. HSE classes prepare students for college, improve career readiness, and encourage community involvement. Morning and Evening classes are available to fit your busy schedule. The HSE classes have proven to be effective in achieving passing GED results. **For more information, call us today at 925-634-2565. Textbook required. (15 Student Minimum Requirement) 18-week class.**

This is an Open Entry/Open Exit class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200101	8:30-11:30 AM	T/Th	01/11-06/02	Satterlee	CEC 11	No Charge
200201	6:00-9:00 PM	T/Th	01/11-06/02	Satterlee	CEC 11	No Charge

No Class: March 21-25

Mathematics Preparation for GED Test

This class is for LAE's concurrently enrolled students. The class is intended to assist students who are in the process of studying for their GED certificate and need some extra help with mathematics. All material will come from the ABE or GED level books. Some lectures will be provided; however, the class will be primarily open to students' questions. Instruction will be in a hybrid format with some students in the room and some at home on zoom. It is expected that students will have either the ABE or GED instruction book. **(10 Student Minimum Requirement) 17-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200401	12:00-1:00 PM	T	01/11-05/31	Satterlee	CEC 11	No Charge

No Class: March 21-25

Register: 925.634.2565

HIGH SCHOOL EQUIVALENCY

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)
 - 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.



Online High School Equivalency (HSE) GED Academy

Instructor Support Available

Our FREE Online High School Equivalency (HSE) GED test preparation class will give you the skills to pass the GED Tests. Our online study program will assist you in preparing for the GED tests, you may study 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 GED tests. Instructor Support is now available! Students are required to attend two (2) Mandatory onsite Orientation meetings for Pre/Post Assessment testing, morning and evening times are available. Orientation to be scheduled at the time of registration. **(15 Student Minimum Requirement) 18-week class**

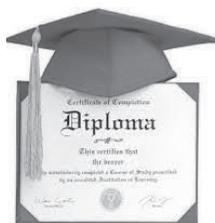
SEC#	HOURS	DATES	INSTRUCTOR	FEE
200501	Online 24/7	01/10-06/03	Satterlee	No Charge

ADULT HIGH SCHOOL DIPLOMA

Adult High School Diploma (HSD) Program

Learning Center:

It's never too late to reach your goal of earning your High School Diploma! With our Credit recovery program, Edgenuity. Teachers will guide and monitor each student as they progress and move through the course requirements. "Motivation is the Key"! To complete a 5-credit course, you will complete 30-50 hours of curriculum. Students (are required) work online a minimum of three (3) hours a week to remain in the program. Due to popular demand, we have had to re-evaluate the eligibility requirements. As always, our goal is to guide students to be successful while taking the proper steps to meet their goals. Students will complete classes online using Edgenuity, as well as attend class one night per week. The Adult High School Diploma program has a CASAS Pre/Post-Assessment requirement to be enrolled in the program. **Availability depending on enrollment numbers.*



Application Process: Bring in your Official High School and or College Transcripts to the Adult Education Office to **register in person.**

Eligibility Requirements:

New students: Program eligibility is determined by the number of High School credits needed to meet the graduation requirement (50 recoverable credits or less) and your CASAS Assessment scores (220 or higher). **Returning students:** Program eligibility requirements will be considered, including your level of participation from the previous year and your CASAS Pre/Post-Assessment requirement.

Register	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
In person only	6:00-8:00 PM	Th	01/13-06/03	Heinrich	CEC 8	No Charge

No Class: March 21-25

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

Our students are asking for some new classes!

- **Photography**
- **Union math prep courses**
- **Parenting classes**
- **Budgeting classes**
- **and more like these**

If you have a talent or skill to share, please submit your resume and a proposal to our office.



Adult Ed teachers are in high demand!

Qualifications Needed to Teach:

ESL (English as a Second Language)

- BA or BS Degree/Credential

GED (General Education Development)

- BA or BS Degree/Credential

Career Technical

- Vocational or Adult Education Teaching Credential/Degree

Community Enrichment Classes

- No college degree - Just a talent to share

**Please call the Community Education Center
at 925-634-2565 for any questions.**

Check for job listing at Edjoin.com

POLICIES & PROCEDURES

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. 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.

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 allergies and medical conditions, please do not wear scented perfumes and/or lotions. A fragrance-free environment helps create a safe and healthy campus.

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.

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.

NON-DISCRIMINATION POLICY: Liberty Adult Education does not discriminate on the basis of race, ethnicity, ancestry, national origin, immigration status, age, religion, marital or parental status, physical or mental disability, sexual orientation, gender, gender identity or expression, and/ or the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

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 online registration procedures and management of student records.

Portraits of Success

Sabrina Cross: I enrolled at Liberty Adult Education (LAE) because of my mother's recommendation. I was nervous about enrolling because I had tried community college previously and did not do very well. I decided to sign up for the Executive Administrative Assistant course. While enrolled in the program, I learned many new skills that are very practical and desired by most employers, such as Microsoft Office, Customer Relations, Records Management, and more. LAE has impacted my life completely because I have struggled with school my whole life; due to having ADHD. I always believed that I was not very smart. However, after enrolling at LAE and progressing in my classes, my confidence and abilities increased drastically. I would recommend LAE to other students who want to gain more knowledge and the possibility of better employment opportunities. Every teacher and member of the staff at LAE are so kind and encouraging. Gail and Anim helped me so much with my progress by always helping me out when I needed it and pushing me to do my best work. I now have the confidence in myself to start a career and change my life forever. LAE is truly a benefit to anyone interested, as I have definitely enjoyed my time here!



Zhan: I enrolled in the Liberty Adult Education program to learn the fundamental school curriculum. I only had an 8th-grade education with life circumstances, so I wasn't surprised when I got placed in the ABE program first; but, I wasn't there for long. I quickly moved to the HSE program to get my GED diploma (High School Equivalence Certificate). And in this program, I realized that this wasn't basic, at least for me. I learned a lot about how we are all different in terms of our learning abilities. It took me two years and eight months when for others, only a couple of months. The point is that no matter how long it took me to get my GED diploma finally, I now realize that it will be a different experience for every individual. I am beyond proud of myself

for not giving up whenever I doubted myself and didn't believe I could pass this test. But now, looking back, I can certainly say that this program, as a whole, taught me discipline, focus, and a love for learning - my way. My instructor, Mr. Clayton, was the most gentle, understanding, and supportive instructor I ever had. I am very grateful to have had him as my teacher and mentor. With the help of the LAE program, I earned my diploma, and I am planning to expand that in an entrepreneurial way. Thank you LAE!

Addys Guido: I started my ESL classes at Liberty Adult Education in February 2021 to improve my English. I came to the United States because I married my fiancé, who serves in the U.S. Army. I recently graduated from the University of Panama with a bachelor's degree in Operations, Engineering, and Business Logistics. I am in the process of registering for my master's degree in Supply Chain and Logistics Management at Embry-Riddle Aeronautics University. I hope to start my own business and be a successful career woman. I also want to become a United States Citizen. I need more English classes to be bilingual to find employment and get experience for a better future.



Farhan Alabdalah: My wife, Waheeda, and I migrated from the Republic of Iraq in 2017. I am 80 years old and have seven children (four boys and three girls). I am a very proud father, and being proud has made me determined to come to America and learn. We came to the United States and lived in Arizona for about a year and a half. We were both ambitious to learn the English language, so we enrolled at the Rio Salado College. Just knowing the Arabic language, we were determined to have English become our second language to communicate and understand. In the middle of 2018, we moved to California, where my son lives. Living in Oakley is great, but we were still determined to learn the English language. We enrolled with

Liberty Adult Education because it was the closest school to where we lived. We have learned the English Language by communicating with one another and our peers in the classroom. Liberty Adult Education is a great school because they show interest in their students and motivate them to learn. My teacher, Cindy Tumin, has made an outstanding effort to teach us the English language, grammar, pronunciation, and we are still aspiring to learn more.

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

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

ECRWSS-EDDM

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.libertyadulthood.org>

WE ARE OPEN AND WAITING TO CHANGE YOUR LIFE!

We have been planning our curriculum, attending new trainings to support your needs in new ways, and we even purchased new cool equipment to enhance the way we teach!



We are open and
back to doing what
we love, **TEACHING!**
All we are missing
is you!



NEW

Walk-in Orientation and Class Placement Sessions ESL • ABE • HSE CLASSES

English as a Second Language, Adult Basic Education, and High School Equivalency (GED)

Thursday January 6th, 3:30 pm to 7:30 pm & Friday January 7th, 9:30 am to 1:30 pm

New students:

- ✓ Must register online www.libertyadulthood.org or go to the Adult Education Office
- ✓ Attend Orientation to begin class the first week of school.

Returning students:

- ✓ Must register with the Adult Education Office by phone, or go to the Adult Education Office
- ✓ Attend Orientation to begin class the first week of school.

Allow 2.5 hours for Orientation • No children allowed at Orientation

NO Appointment Needed! Please call 925-634-2565 for more information

Liberty Adult Education has a variety of academic programs to meet the needs of our students. We take pride in placing students in the best program to achieve their learning needs for success. All students interested in these programs will attend a 2.5-hour orientation that will include registration assistance, placement assessments, and an overview of program expectations. Each program has a set of eligibility requirements that will need to be met to enroll. Do not worry; we are here to help you be successful. We will do this together!