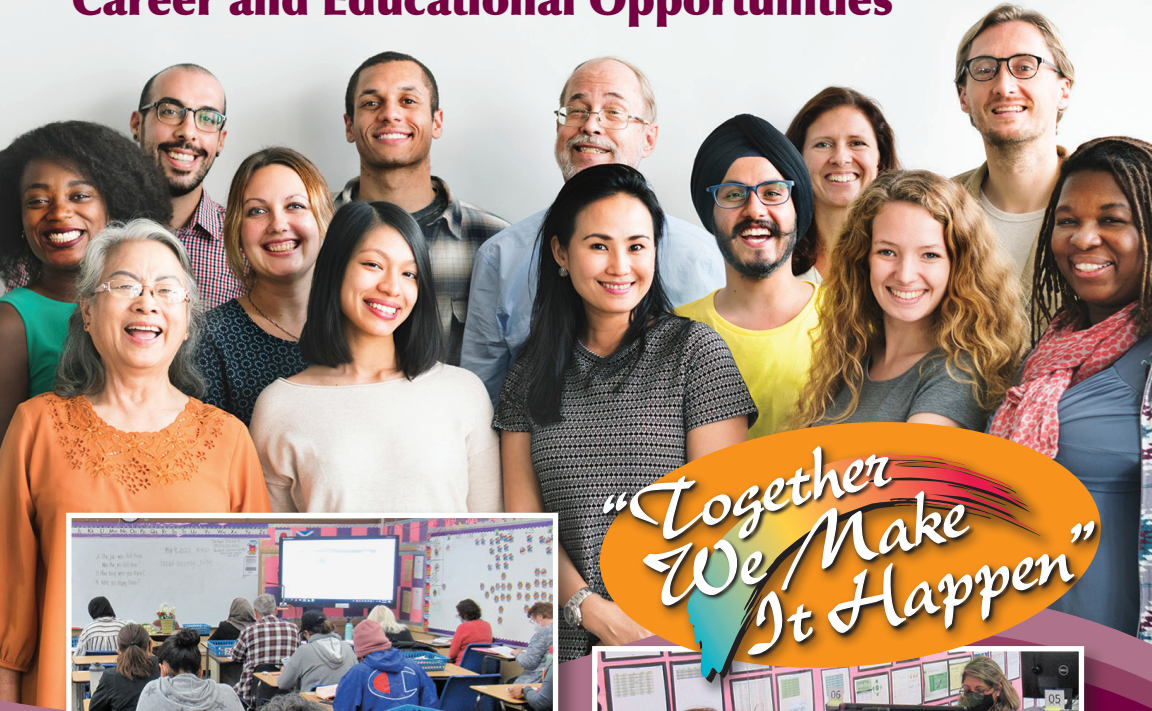


LIBERTY ADULT EDUCATION

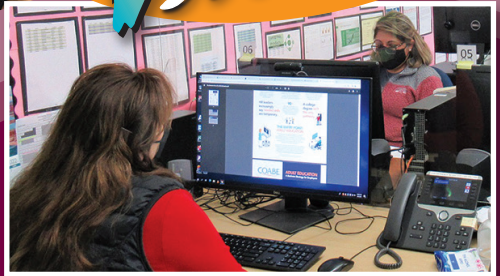
Career and Educational Opportunities



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



Fundamentals of Drawing, p. 19



Career Technical Education (CTE), p. 7



ABE (Adult Basic Education), p. 24

SCHEDULE OF CLASSES

SUMMER/FALL 2022



It's never too late to learn!

Classes July 25 – December 21, 2022
www.libertyadulthood.org
925.634.2565

Meet LAE's Leadership Team

Welcome to Liberty Adult Education (LAE)

It's a new school year and time to renew and rebuild!

Liberty Adult Education (LAE) proudly presents our Summer/Fall Catalog. Our new catalog is packed with educational opportunities to advance your education and enrich your life in these ever-changing times for adults of all ages. Our purpose is to serve our local communities as a center for lifetime learning. We are constantly adding new classes that are relevant to the needs of our community.

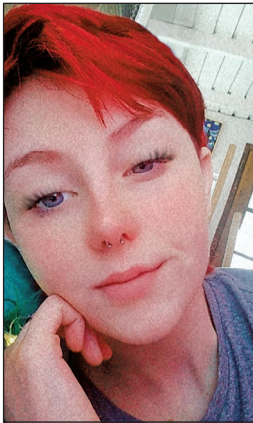


We offer several career programs in business and medical office, Phlebotomy Technician, Accounting, Addiction Counselor, Voice-Overs, and more. We are offering a series of short-term classes on "Personal Empowerment," much needed in today's world. Check out all our FREE Job Readiness workshops offered through our Career Center and meet our new Transition Specialist, Nidhal DeCesare (pg. 6).

On July 13, 14, and 26, we are having "Walk-in Orientation and Placement" Sessions for our English as a Second Language (ESL), Adult Basic Education (ABE), and High School Equivalency (HSE/GED) Programs. See the back cover for more information. Check out our "New" class offerings throughout our catalog.

LAE is "Student-Centered" and has a fantastic team of support staff and teachers to help you achieve your goals. We sincerely appreciate your support. We look forward to seeing you in class.

– The LAE Leadership Team



TALENT SHOWCASE

Rain Boots

Poem by Jamie B. Knox


Liberty Adult Education GED Student

I drag my feet on the cold stone sidewalk, sighing with the winds of sorrow and waves of emotion. There's this feeling in my chest, it's pouring rain, filling my yellow rain boots with water, making my socks wet and my toes clammy. I feel heavy, like there's a weighted rock in my chest and my stomach is filled with ashed coal, giving my body little heat, but still feeling cold. The fire has gone out, and there's no fuel left. So here I am, standing in the pouring rain, hoping for my shoes to drain, and my jacket to dry, waiting for a spark to heat the coal in my stomach and make my body warm. Waiting for the wind to calm, and the waves to settle, watching the now river once street to pour into the sewer drain, watching the leaves race after another in the street. Cars zoom by, splashing me with the puddles in the potholes as I stand there. I listen to the frogs chirp, and the toads croak. I listen to the quiet city with cars driving by, and people running into a building for shelter from the rainy day with their partner or friend, laughing as they get a coffee and sit inside watching the rain with damp coats and umbrellas to their side, and warm sweaters underneath. I watch how people warm their hands by rubbing them together, exhaling between the palms under a roof or a tree. Looking in awe at the rain and its beauty, or looking in disappointment because their plans were cancelled. So many reactions to a simple act of nature. As I stand here, I think about what I feel. I feel sad, I feel cold, I feel heavy. I feel lost, but that's not the word I'm looking for. And even after all this time, you're still here reading this. Maybe I'm not hopeless after all. Hopeless; that's the word. Hopefully my day will end well.

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Looking
for a
gift for
someone
special?



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 amount

From: _____ Date: _____ Sample Copy

CLASS REGISTRATION

REGISTER IN PERSON OR ONLINE FOR YOUR CONVENIENCE

REGISTER ONLINE

- ◆ Go to www.libertyadulted.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.



VISA



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.

**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.

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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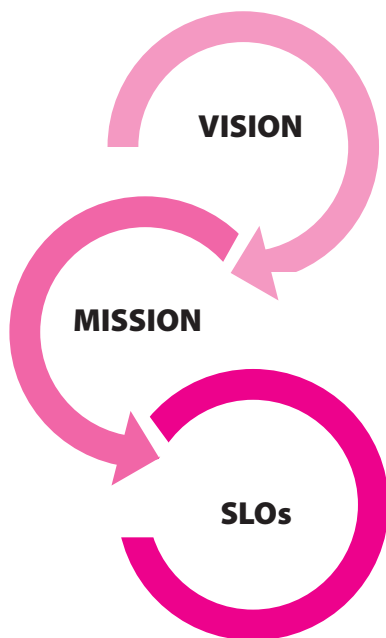


Liberty Adult Education is accredited by:

- 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

HOLIDAYS

OFFICE/CAMPUS WILL BE CLOSED:

July 4, September 5, November 11,
21-25, December 22-January 2

HOLIDAY OFFICE HOURS

SUMMER BREAK:

July 18-22

Monday-Thursday 8:30-5:00 PM

Friday 8:00-4:30 PM

FALL BREAK:

October 3-7

Monday-Thursday 8:00-6:00 PM

Friday 8:00-4:30 PM

WINTER BREAK:

December 22 - January 6

Monday-Thursday 8:30-5:00 PM

Friday 8:00-4:30 PM

Liberty Adult Education supports the community with incredible partners!

*Special recognition to Reading Advantage, Inc.
Shirley Kalinowski*

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



Thank you for the donation of over 1,000 books for our students to encourage the love of reading!



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@cahumandevlopment.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!*



AJCC HOURS:

Monday: 9:00 - TBD
Tuesday: 8:30 - TBD
Wednesday: 8:30 - TBD
Thursday: 8:30 - TBD
Friday: 9:00 - 1:00 PM
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 16 & 17 for Workshop listings



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 Diana Bonilla at Google phone # (925) 335-6326 or email at Dianab@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.

As your transition specialist, I will assist with goal setting plans to focus on your short-and-long term goals.

We will research training opportunities, transitioning to college, exploring apprenticeships, and even figuring out which career path suits you.

Please visit me in Room 20.



CAREER TECHNICAL EDUCATION (CTE)

GENERAL INFORMATION FOR DAYTIME CTE CLASSES

About our CTE classes

Our classes are designed for the learner to move through the courses at their speed. If you have some prior experience, you can progress as quickly as possible. Your teacher is in the classroom to assist when you need help and guide you through your courses. Daytime CTE Classes are offered on a 5-week schedule.

CTE 5-WEEK CLASS SESSION DATES:

SESSION I: July 25 - August 26
SESSION II: August 29 - September 30
SESSION III: October 10 - November 10
SESSION IV: November 14 - December 21

**See classes and class times on pages 8-13*

CTE BREAKS:

SUMMER BREAK: July 18-22

FALL BREAK: October 3-7

THANKSGIVING BREAK: November 21-25

WINTER BREAK: December 22 - January 6

HOLIDAYS:

July 4, September 5, November 11, 21-25,
December 22-January 6

ADULT ED OFFICE/CAMPUS CLOSED DURING THE HOLIDAYS!

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

**Class fee does not include the cost of books. For book prices visit libertyadulthood.org or call the office.*

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 |
| ➤ Medical Billing & Insurance Clerk | 25 Weeks |
| ➤ Microsoft Office Business Suite | 20 Weeks |
| ➤ General Office Support / Receptionist | 20 Weeks |

**Estimated time for completion is listed above, see pages 8-13 for lists of program classes.*

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.**

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

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*

PROGRAM CERTIFICATION

General Office Support 6 Classes – 20 week program

AM only classes:

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

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

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*

PROGRAM CERTIFICATION

Microsoft Office Business Suite

4 Classes – 20 week program

AM only classes:

- Computer Concepts
- MS Office Complete
- Outlook
- Keyboarding: 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*



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

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 (925) 634-2565.

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



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

PROGRAM CERTIFICATION

Business Information Worker

10 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

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



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 gain in-depth knowledge regarding formulas, functions, data tables, macros, pivot tables and charts, and so much more. *Prerequisites: Basic Computer skills and Excel B/I.* **USB drive and textbook required the first class meeting.** 15-week class

PROGRAM CERTIFICATION

Advanced Microsoft Office Specialist

6 Classes – 25 week program

AM only classes:

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

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

Register: www.libertyadulted.org

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

17 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 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

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

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

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

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

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

Rhea Browder Student Success Story CTE

Rhea has successfully completed the Medical Office Academy's "Medical Administrative Assistant Program." As well as the "Medical Billing & Insurance Clerk" Program. She is the first student to complete both the Introductory and Intermediate Medical Billing and Coding courses as well as the Medical Law & Ethics HIPAA course most recently offered here at Liberty Adult Education.

Rhea has been successfully employed full time since her graduation. She is enjoying her job very much. We're thrilled to see her attain the professional and personal goals that she set for herself.



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	07/25-08/26	Santos-Silva	CEC 10	\$135

No Class: July 29

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	10/24-11/10	Santos-Silva	CEC 10	\$85

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	11/14-12/21	Santos-Silva	CEC 10	\$135

No Class: November 21-25



Gamma Guhendran
CTE

I enrolled at Liberty Adult Education (LAE) to restart my career, after spending almost a decade raising my children to young adults. I wanted to be productive again in society. I hold a post degree in electrical engineering from India. I chose to work in healthcare administration as the opportunities are plenty and suits my daily schedule needs. I was anxious about enrolling after such a long break and I am also new to the Tri Delta area.

The friendly staff at LAE were very helpful. As a non-native English speaker and barely having written communication over the years, the English for the Workplace course helped me to improve my skills. I have recently started taking the certification course for Medical Billing and Coding as a first step toward a career in healthcare. I hope to find a fulfilling job and one day become a senior-level administrator at a reputable institution.

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	08/29-10/21	Santos-Silva	CEC 10	\$185

No Class: September 5, October 3-7

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

NEW – Medical Law and Ethics (HIPAA)

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

10 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

Remember

**KEEP THIS
BROCHURE!**

It covers **SUMMER** (July 25-September 30)
& **FALL** (October 10-December 21)

MEDICAL OFFICE ACADEMY

DAYTIME CLASSES

Introduction to Medical Coding

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

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

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.**

PROGRAM CERTIFICATION

Medical Billing & Insurance Clerk

10 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

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	08/02-09/08	Staff	CEC 18	Call
609002	4:00-8:00 PM	T/Th	09/20-11/03	Staff	CEC 18	Call

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

Register: www.libertyadulthood.org

No Class: November 21-25

BUSINESS OFFICE ACADEMY

EVENING CLASSES

QuickBooks: Levels 1 – NOW ARTICULATED WITH LMC

The instructor-led course will provide essential Coverage of QuickBooks Online for employees, company owners, accountants, and others who wish to use the software for their small-business accounting needs effectively. In Chapters 1-6, learners are introduced to QuickBooks Online and the basic file management tasks necessary for mastering the essentials. Among others, introductory topics covered include deciding which QuickBooks Online level is best for your business, customizing the company settings, setting up customers and sub- customers, recording bank deposits, setting up bank feeds, and reconciling bank and credit card accounts. *Prerequisites: Accounting I or equivalent experience.* **Textbook and USB drive required for the first class meeting. (10 Student Minimum Requirement)** 8-week class Earn College credit for completing levels 1 & 2



PROGRAM CERTIFICATION

Accounting Assistant 12 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

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
608701	6:00-8:00 PM	T	08/09-09/27	Schliesman	CEC 10	\$95

QuickBooks: Levels II – NOW ARTICULATED WITH LMC

The instructor-led course will provide essential Coverage of QuickBooks Online for employees, company owners, accountants, and others who wish to use the software for their small-business accounting needs effectively. In Chapters 7-13, we will cover more advanced topics, such as creating purchase orders, setting up sales tax, preparing journal entries, transferring funds between accounts, setting up user permissions, creating reports using class and location tracking, and adjusting inventory quantities. *Prerequisites: QuickBooks Online Level 1.* **Textbook and USB drive required for the first class meeting. (10 Student Minimum Requirement)** 8-week class – Earn College credit for completing levels 1 & 2

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
608801	6:00 -8:00 PM	T	10/18-12/13	Schliesman	CEC	\$95

No Class: November 21-25

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 (VFA), will take notes as you read a real 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/ooo>. **18 and over.** Upon registration you will be contacted by VFA to schedule your class for a day and time of your convenience.

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	08/16	Foster	CEC 17	\$40

PERSONAL EMPOWERMENT EVENING CLASSES



THE PERSONAL EMPOWERMENT SERIES
ARE YOU GETTING EVERYTHING YOU WANT OUT OF LIFE?
NOW IS THE TIME TO UNLEASH YOUR PERSONAL POWER
BY ENROLLING IN THESE THREE EXCITING CLASSES.

NEW – Become the Winner you were meant to be

You will plot a powerful course for achieving your aspirations and dreams in this class. You will learn how to lock in the new changes necessary for success. You will leave this class with renewed hope and commitment to a better life. You will also possess a tangible, dynamic, and comprehensive written Personal Plan that will include: Your Vision, Personal Mission, Goals, and sure-fire ways of getting all you want in life. **(8 students minimum Requirement) 4-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
611401	6:00-8:30 PM	W	08/10-08/31	Ulrici	CEC 17	\$40

NEW – Become the amazing Communicator you were meant to be

In this class, you will acquire the communication skills to help you influence others and achieve win-win solutions while building stronger and healthier relationships. You will learn specific winning communication techniques that work at home, in the office or in the community. Your life will improve dramatically with your newly acquired Communication skills. **(8 students minimum Requirement) 2-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
611501	6:00-8:30 PM	T/Th	09/13-09/22	Ulrici	CEC 17	\$40

NEW – Become the Leader you were meant to be

Whether you are working now or will be entering the workforce in the future, you will want to take this course. Organizations desperately need dynamic leaders who can hire and inspire employees to work to their maximum potential. This course will teach you the difference between management and leadership and provide you with the competencies needed to exceed expectations. Upon course completion, you will know all about how to hire winners, how to engage and motivate employees, culture shaping, and more. Look out world, here you come! **(8 students minimum Requirement) 4-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
611601	6:00-8:30 PM	W	10/12-11/02	Ulrici	CEC 17	\$40

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

NEW – Dress for Success “The First Impression”

You've heard it a thousand times, "You never get a second chance to make a first impression." For the most part, that is true in the business world. How you present yourself is a significant factor in creating your personal and your company's image. Your professional presence –the way you come across to others –is created by how you dress and groom yourself. An appropriate appearance demonstrates respect for yourself, others, and the situation. This workshop will help you ensure that your image and the first impression you create are "perfectly polished!"



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
615001	10:30-11:30 AM	W	09/28	DeCesare	CEC 22	No Charge
615002	10:30-11:30 AM	T	10/25	DeCesare	CEC 22	No Charge

AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)

ACCESS POINT CAREER CENTER WORKSHOPS

NEW - FREE 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 access ONET and use labor market tools such as CalJOBS. Resume Build pt.1, 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. This class is free, so take advantage!



SEC#	WORKSHOP TITLE	HOURS	DAYS	DATES	INSTRUCTOR	ROOM
614101	Career Exploration	10:00-11:00 AM	Th	09/08	Ruiz	20
614102	Resume Build pt. 1	10:00-11:00 AM	Th	10/13	Ruiz	20
614103	Resume Build pt. 2	10:00-11:00 AM	Th	11/03	Ruiz	20

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	Piper	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/Taylor	CEC 17

Thanks to all the teachers that helped me advance in the program and helped play a special role in developing a great environment.

I am looking forward to participating in the GED Program amongst other job training programs like the solar training course. I feel blessed that I was given the opportunity to study at Liberty Adult Education and have the Focus Program available.

This opportunity comes once in a lifetime and has been very beneficial in the advancement of my education.

Liberty Adult education has without doubt influenced me to pursue a career and not just a job. Liberty Adult Education provides excellent support and resources. Liberty provides an outstanding opportunity and is a great beginning to a rewarding end.



Jose Posadas
Career Connections

Register: www.libertyadulthood.org

AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)

ACCESS POINT CAREER CENTER WORKSHOPS

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	DAYS	DATES	INSTRUCTOR	ROOM	FEE
WIOA Session	9:30-10:30 AM	Th	08/11, 09/08, 10/13, 11/03	Bonilla	CEC 22	No Charge
Resume Writing	9:30-10:30 AM	Th	08/18, 09/15, 10/20, 11/10	Bonilla	CEC 22	No Charge
Interview Skills	9:30-10:30 AM	Th	08/25, 09/22, 10/27, 11/17	Bonilla	CEC 22	No Charge

NEW – Transition Pathway Planning within Liberty Adult Education (LAE)

If you are a current student or plan to enroll soon, this workshop will benefit you. This workshop will walk you through the road map of various pathways/programs offered at Liberty Adult Education to accomplish your goals. Effective transition planning is essential. Transition plans will identify specific goals, support needs, actions to achieve goals, roles, responsibilities, and timelines. If you are unsure “where you go from here,” this workshop will help you accomplish your result.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
615101	10:30 - 11:30 AM	W	8/24 or 9/21 or 10/19	DeCesare	CEC 22	No Charge
615102	6:30 - 7:30 PM	W	8/24 or 9/21 or 10/19	DeCesare	CEC 22	No Charge

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 providing 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.

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.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
615201	10:00-11:00 AM	W	11/02	LMC Staff	TBA	No Charge
615202	6:30-7:30 PM	W	11/02	LMC Staff	TBA	No Charge

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!

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
615301	10:00-11:00 AM	W	11/09	LMC Staff	TBA	No Charge
615302	6:30-7:30 PM	W	11/09	LMC Staff	TBA	No Charge

Show Me the Money

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

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
615401	10:00-11:00 AM	W	11/16	LMC Staff	TBA	No Charge
615402	6:30-7:30 PM	W	11/16	LMC Staff	TBA	No Charge

COMMUNITY INTEREST

GENEALOGY

Genealogy: Beginning

Are you interested in leaving a legacy of knowledge and family heritage for future generations? Get strategies for building your family tree, organizing data, preserving records, and gathering historical information. Learn to access historical and genealogical sources such as Census, Vital, military records, etc. Discover the ease of using on-line resources to access records as a supplement to traditional research techniques, saving time and money. **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	08/30-09/27	Brooks	CEC 8	\$40

Genealogy: Intermediate

Have you hit a genealogical brick wall? In Intermediate Genealogy, we will dig deeper into various records and sources. 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	10/18-11/15	Brooks	CEC 8	\$40

NEW – Mastering The Family Tree Maker Program

From getting started with Family Tree Maker to an introduction to every workspace in the program, this class will make maneuvering through the program a breeze. Whether you're new to Family Tree Maker or have been using it for many years, this course will be helpful for you. Current Family Tree Maker users - Please feel free to bring your laptop to build your tree in class. **(10 Student Minimum Requirement) 4-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
802401	3:00-5:00 PM	T	08/02-08/23	Brooks	CEC 8	\$35

ART

Fundamentals of Drawing

In this class, expressing what is observed through the eyes of an artist will be emphasized. We will explore line quality, value, creating texture, and composition. Students will learn to draw from direct observation, emphasizing space, volume, depth, perspective, light, and shading. **The supply list is available at the time of registration, and a drawing kit is available for purchase from Way Up Art. Please get in touch with the instructor to order a drawing kit. (12 Student Minimum Requirement) 7-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801301	1:30-3:30 PM	T	08/16-09/27	Greig	CEC 24	\$60
801302	1:30-3:30 PM	T	10/11-11/29	Greig	CEC 24	\$60

No Class: November 21-25

WORLD LANGUAGE

Conversational Spanish

Fling the doors of opportunity wide open and experience the Spanish culture and language. The possibilities are endless to enrich your personal growth and apply this skill in the marketplace. Join our interactive class and gain confidence in speaking this beautiful language. You will also strengthen your 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	08/11-09/29	Greig	CEC	\$65
802102	6:00-8:00 PM	Th	10/13-12/08	Greig	CEC	\$65

No Class: November 21-25

COMMUNITY INTEREST

NEW – OSHA 10 Construction

The OSHA 10 Hour Construction Industry Outreach Training Program provides general awareness for entry-level construction workers. The training program covers recognizing and preventing hazards on a construction site. OSHA recommends Safety Certification courses. These courses serve as an orientation to occupational safety and health for workers covered by OSHA 29 CFR 1926. Workers must receive additional training on the specific hazards of the job when required by OSHA standards. Upon completing this course, you will be mailed an OSHA 10-HOUR Construction Industry Outreach certification card. **Materials will be provided first day of class. (10 student Minimum) 3-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
611901	5:00-8:30 PM	Th	08/18-09/01	Pasley	17	\$125

SOLAR TECHNOLOGY

Introduction to Solar Energy, Batteries, and Electric Vehicles for Homeowners

This course is an introduction to solar energy systems, batteries, and electric vehicles for homeowners. If you have a solar energy system and would like to know how it works, thinking about a battery for your home in the event of a power outage, or considering on purchasing an electrical vehicle and would like to learn how the equipment can all work together, then this class is for you! The instructor has 15 years of experience in the solar industry as a licensed contractor and drives an electric vehicle. Get started on your way to a clean energy future! **(15 student Minimum Requirement)**



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
611701	6:00-9:00 PM	W	08/17	Herzfeld	CEC 18	\$35
611702	6:00-9:00 PM	W	10/19	Herzfeld	CEC 18	\$35

NEW – Introduction to Permaculture (Earth care, People care, Future care) Workshop

You may have heard the word “permaculture” tossed around here and there in the gardening and agricultural circles, but what the heck is it? Why does it matter? Permaculture is an innovative framework for creating sustainable ways of living. It is a practical method of developing ecologically harmonious, efficient, and productive systems that anyone can use. This workshop will give you a brief introduction to permaculture and how it can help your plant and soil’s health, water retention, and everyday life through strategic design principles.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
803501	6:00-8:00 PM	W	08/31	Stuart	CEC 24	\$20
803502	1:00-3:00 PM	W	10/26	Stuart	CEC 24	\$20

COMMUNITY INTEREST - MIND AND BODY WELLNESS EVENING CLASSES

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) 7 or 9 week class**



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801701	6:00-7:00 PM	M	08/01-09/26	Cabusas	CEC MPR	7 week \$55
801702	6:00-7:00 PM	W	08/03-09/28	Cabusas	CEC MPR	7 week \$55
801703	6:00-7:00 PM	M	10/10-12/12	Cabusas	CEC MPR	9 week \$65
801704	6:00-7:00 PM	W	10/12-12/14	Cabusas	CEC MPR	9 week \$65

No Class: September 5, 7, 12, 14, November 21-25

COMMUNITY INTEREST - MIND AND BODY WELLNESS

EVENING CLASSES

Tai Chi & Qigong 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)** 6-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
803001	6:30-7:30 PM	Th	08/25-09/29	Stuart	CEC MPR	\$50
803002	6:30-7:30 PM	Th	10/27-12/08	Stuart	CEC MPR	\$50

No Class: November 21-25

NEW - Tai Chi Yang 24 Short Form Workshop

Do you have some experience with Tai Chi or Qigong and would like to learn or practice the Yang 24 short form? This workshop delves into the foundational elements of Tai Chi while leading you through a standardized form popular around the globe. By the end of the workshop, you will better understand functional movement in general and Tai Chi footwork and sequencing.

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
803601	1:00-3:00 PM	T	09/13	Stuart	CEC MPR	\$25
803602	1:00-3:00 PM	T	10/25	Stuart	CEC MPR	\$25

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 two-hour workshop for newly enrolling in Medicare, someone helping a family member enroll or someone who already enrolled and wants to understand their Medicare options better. During this session we look at how Medicare is organized and give you up-to-date information about Medicare plans and supplements in Contra Costa County. Our goal is to enable you to make informed decisions about your health insurance coverage with Medicare and to avoid expensive problems. **(8 Student Minimum Requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
805001	2:00-4:00 PM	W	09/14	Farrell	CEC 11	No Charge
805002	2:00-4:00 PM	W	11/09	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.

ART

Acrylic & Luminous Oil Painting

(Painting with acrylic or water mixable oil paints)

We will learn to express the beauty around us. We will explore a variety of artists for inspiration and apply different techniques to enhance our creative expression. This class will equip students with the skills to paint effortlessly and confidently landscapes, seascapes, and still life paintings. We will focus on brushstrokes, composition, value, color theory, and design elements. **A Supply list is available at registration, and a kit is available for purchase from Way Up Art. Please get in touch with the instructor to order an art kit. (12 Student Minimum Requirement.)** 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800501	9:30-12:30 PM	Th	08/11-09/29	Greig	BSAC	\$80
800502	9:30-12:30 PM	Th	10/13-12/08	Greig	BSAC	\$80

No Class: November 21-25

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.

Watercolor Painting

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

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800601	9:30-12:30 PM	F	08/12-09/30	Greig	Library Com-Room	\$80
800602	9:30-12:30 PM	F	10/14-12/16	Greig	Library Com-Room	\$80

No Class: November 11, 21-25

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 two dances that were born in the Big Band era, Foxtrot to Swing! No prior experience necessary, our expert instructors will have you dancing in no time, and it's never too late to start learning. Sign up as a single or couple and come ready to learn and have some fun. **(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	08/04-09/29	Thomson	BSAC	\$230 / \$125

No Class: September 8

Ballroom Sampler – Country 2-Step!

This session Ballroom Sampler will introduce you to the most popular country dance 2-Step; A must know for any country event, bar, or trip to Texas! No experience needed, come with a partner or just bring yourself! It's never too late to learn how to dance. **(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	10/20-12/01	Thomson	BSAC	\$175 / \$95

No class: November 21-25

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.) 7 or 9 week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800101	8:30-9:30 AM	M	08/01-09/26	Cabusas	BSAC	7 week \$55
800102	8:30-9:30 AM	W	08/03-09/28	Cabusas	BSAC	7 week \$55
800103	8:30-9:30 AM	M	10/10-12/12	Cabusas	BSAC	9 week \$65
800104	8:30-9:30 AM	W	10/12-12/14	Cabusas	BSAC	9 week \$65

No Class: September 5, 7, 12, 14, November 21-25

"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	08/08-09/30	Ghiggeri	BSAC	\$60
800202	10:00-11:30 AM	M/W/F	10/17-12/16	Ghiggeri	BSAC	\$60

No Class: September 5, November 11, 21-25



ENGLISH AS A SECOND LANGUAGE

NEW

Walk-in Orientation and Class Placement Sessions

Wednesday & Thursday, July 13th & 14th 9:30-1:30 PM

Tuesday, July 26th 3:30-7:00 PM

New Students must register online www.libertyadulted.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



Alejandra Campo
ESL

My name is Alejandra. I'm currently in the intermediate /advanced ESL program. Before starting the program, I didn't understand words like "coinsurance" or "deductible." I didn't know how to pronounce words like "pollute" or "spruce," but now I have better pronunciation. I can speak more fluently, and I have a better understanding of the language. Thanks to this program and to the password game that the teacher plays in class, I have a larger vocabulary.

I would recommend LAE to other students because it's an easy and affordable way to learn English. The teacher has impacted my progress because she's really patient and a great teacher. Her positive attitude motivated me to learn. Some of the goals I hope to achieve in the future are: becoming an actress, speaking fluent English, having a successful career, having a family and being a better version of myself.

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	8:30-12:30 PM	M/W	08/01-12/14	Tumin	CEC 12	No Charge
300301	Intermediate	8:30-12:00 PM	T/Th	08/02-12/15	Huffaker	CEC 12	No Charge
300501	Advanced	8:30-11:30 AM	T/W/Th	08/02-12/15	Ladeinde	CEC 9	No Charge
300201	Beginning	6:00-8:30 PM	T/W/Th	08/02-12/15	Staff	CEC 12	No Charge
300601	Int/Adv	6:00-8:30 PM	T/W/Th	08/02-12/15	Clutter	CEC 9	No Charge

No Class: September 5, October 3-7, November 21-25

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.
- ◆ 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	08/15-09/23	Ladeinde	CEC 9	No Charge

No Class: September 5

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	8:30-11:30 AM	F	08/26-11/18	Taylor	CEC 11	No Charge

No Class: October 3-7, November 11

ADULT BASIC EDUCATION

NEW

Walk-in Orientation and Class Placement Sessions

Wednesday & Thursday, July 13th & 14th 9:30-1:30 PM

Tuesday, July 26th 3:30-7:00 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	08/01-12/14	Taylor	CEC 11	No Charge
100201	6:00-9:00 PM	M/W	08/01-12/14	Taylor	CEC 11	No Charge

No Class: September 5, October 3-7, November 21-25

HIGH SCHOOL EQUIVALENCY

NEW

Walk-in Orientation and Class Placement Sessions

Wednesday & Thursday, July 13th & 14th 9:30-1:30 PM

Tuesday, July 26th 3:30-7:00 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	08/02-12/15	Satterlee	CEC 11	No Charge
200201	6:00-9:00 PM	T/Th	08/02-12/15	Satterlee	CEC 11	No Charge

No Class: October 3-7, November 21-25

Mathematics Preparation for GED Test

This 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. This class is for LAE's concurrently enrolled students. **(10 Student Minimum Requirement) 17-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200401	12:00-1:00 PM	T	08/02-12/13	Satterlee	CEC 11	No Charge

No Class: October 3-7, November 21-25

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	08/02-12/15	Satterlee	No Charge

No Class: October 3-7, November 21-25

ADULT HIGH SCHOOL DIPLOMA

Adult High School Diploma (HSD) Program

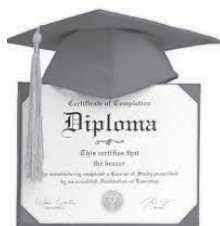
Learning Center:

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 five (5) hours a week to remain in the program. 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 and 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	08/04-12/15	Heinrich	CEC 8	No Charge

No Class: October 3-7, November 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

Carlos Alberto Pirela ♦ Program: ESL

Before starting this program my English was very basic. It was very difficult for me to express myself. I had stage fright and it blocked me because I tried to translate in my mind what I wanted to say in English. Once I started taking classes at LAE, I started to make significant gains in language proficiency. Through practical examples, educational games and conversations in pairs, I noticed the progress and realized how I was progressing, learning many words, training my brain to think in English. All this has allowed me to expand my mind and it is something that I tell my family and I apply it in my work with customers when they approach me and ask me questions about my work. I know that I still have a long way to go to be a person with a fluent level of English, but I am very proud of the progress I have made so far.

Olga Mojica ♦ Program: GED

I would like to thank Liberty Adult Education (LAE) in Brentwood, CA for the valuable opportunity they provided me to continue my education and obtain my GED Certificate. They made me feel very safe and welcome. Our teacher, Mr. Clayton was always happy to help us with our questions. I would also like to thank my friends and family for their support and help. I am very excited about receiving my GED. Last year I lost the opportunity to get a job in the field I love for not having my GED. This situation put me in the need to look for it. Now I have my GED and can do my favorite Job. Don't give up. You can do it too! Thank you LAE!



Rebeca Vasquez ♦ Program: ESL

While attending LAE, I have made progress in not being afraid to speak English. LAE has impacted my life by helping me communicate with people when I go out. Now in my family, I can teach my daughter what I am learning too. I recommend LAE, because it teaches you to speak, write and read in English. My teacher is very kind, and teaches very well. My future goals are to have a better job and to be able to converse and talk with other people in my daily life. I have always wanted to speak English since I studied tourism in my country. I dream of the day where I can communicate in English, I know I'm going to make it.

Caroll Swager ♦ Genealogy

Moving back to CA in 2019, I was looking for something to do. I came upon the Genealogy Classes at Liberty Adult School. I had been working on my family history for more than 50 years & it seemed as though I needed to find a different way or methods of searching. I decided to take the Beginning class and see what I could learn! Wow! I walked away with a new wealth of knowledge & was very excited to get into the Intermediate class. Then COVID-19 took us all by surprise. I had to wait until this Fall to complete the Intermediate Genealogy class. I have gotten through some tough brick walls and I have Sabina Brooks to thank. She is always available for questions or suggestions on ways research or places to look. I have very much enjoyed these two classes and would love to see a more advanced class offered.



Mehala Kumar ♦ Program: ESL

While attending LAE, I have improved my vocabulary and communication skills. Before attending LAE, I didn't have the courage and confidence. I wanted to accomplish something in life. Due to lack of confidence I restricted myself. After attending LAE, I felt like I gained my confidence. I was very shy to speak in front of people. Now I speak in front of people through small talks. It has helped me to open up and to gain confidence. I will recommend LAE to as many as people I can. You don't just learn English, you also learn to socialize with people. My teacher gave me the confidence to speak out. She is a good listener. Even though we make a lot of mistakes, she encourages us to speak. My goal is to get a good job.

Rob Long ♦ Career Connection

I came to Liberty Adult looking to restart my career. I gained a lot of knowledge here and learned about all the resources available. I was presented with information about money management, counseling, careers and college. My family sees a change in me and has really encouraged me. With the help of my instructor, Tara, I also updated my resume and applied for several jobs. I was invited to a number of interviews and am now employed full time! I gained a lot of confidence at Liberty Adult, and this put a fire in me to succeed!



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

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

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

ENGLISH AS A SECOND LANGUAGE, ADULT BASIC EDUCATION, AND HIGH SCHOOL EQUIVALENCY (GED)

Allow 2.5 hours for Orientation • No children allowed at Orientation.

Dates and times listed
on pages 23 & 24

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

THANK YOU, LIBERTY ADULT EDUCATION!

I love LAE. I got my GED and now I am taking an Administrative Executive Assistant Program that is helping me in every aspect of my life.

Alma Santana - CTE

I always wanted to learn English. Now that I have this opportunity I will not miss it. Thanks, America!

Luciano P Goncalves - ESL

The school is pretty cool. I've learned a lot within a little time of me being here.

- GED

I feel grateful to be attending Liberty Adult Education School because I am learning little by little. Since I am now retired and have not been in school for many years, it was a little tough for me to begin again. Thank you for your support.

Carmen - GED

I am very happy to come to school. Cindy is great. She is very patient and eager to teach, and Miguel accompanies us and helps.

Silvina Baistroqui - ESL

School is challenging. If you fail to plan, you plan to fail.

- GED

I am grateful for the help that I have gotten and I thank the Career Center, the Coordinator and the instructors for coming along for the ride while I finish my education at LAE.

Lilibeth - CTE

I love coming to school. I have made great friends. I like my teacher. I feel like I learn more coming to school in person. - ABE

I like coming to school because after taking classes I feel more confident when I need to communicate.

M.T. - ESL

"Love" does not need to be in a relationship to exist. It can be for things like school, books, learning etc. Love does exist within me for this class!

Jamie B. - GED

I'm enjoying school so far, it may be a bit challenging but that is what I like about this Adult School. - ABE

School is great, nice environment in the classroom! (It always seems impossible until it's done)

L.W. -GED

LAE helps me to learn other countries' culture, food, and people. It also helps you to boost your self esteem.

Mehala Kumar - ESL

GENEALOGY



Janine Garcia

Want answers to questions about your family?

Want proof to validate, correct or dismiss your family's oral history? Want the possibility of an opportunity to meet family? LAE's Genealogy classes are outstanding in achieving these goals. We received materials and instructions to start us on our searches and assist us in organizing the information we discovered. Weak computer skills were augmented by our instructor, Sabina Brooks. Family members, who had lost contact with each other in the '40s, were located, resulting in a World War I Veteran's American Interment Flag with 48 stars being presented to his great-great-granddaughter, 61 years after his death. Some family trees have a few branches, and others resemble an ivy plant. What's in your garden?