

LIBERTY ADULT EDUCATION

Career and Educational Opportunities



Career Technical Education (CTE), p. 9

*"Together
We Make
It Happen"*

SCHEDULE OF CLASSES

WINTER/SPRING 2024



It's never too late to learn!

Classes January 8 – May 24, 2024
www.libertyadulthood.org
925.634.2565

Welcome Message

Welcome to Liberty Adult Education (LAE)

I am thrilled to welcome you to Liberty Adult School for the upcoming Winter/Spring Session!

Our school has a long-standing reputation for providing an excellent learning experience to adult students from all walks of life. As you prepare to enroll for the new year, we want to assure you that our team is committed to helping you achieve your educational and career goals. Whether you are looking to complete your high school diploma, improve your English language skills, or gain new job-related skills, we have a wide range of classes and programs to suit your needs.

At Liberty Adult School, we believe that education is for everyone, regardless of age or background. Our experienced teachers and staff are passionate about helping adult learners succeed, and we provide a supportive and welcoming environment to help you reach your full potential. We encourage you to explore our course offerings and enroll in the classes that interest you. Whether you are a returning student or new to our school, we are confident that you will find our classes challenging and rewarding.

Thank you for considering Liberty Adult School for your educational journey. We are excited to have you as part of our community and look forward to helping you achieve your goals this year.

– **Sarah Steen, Coordinator of Adult Education**



Educational Center of Lifelong Learning
"Together We Make It Happen"

Thinking of going to college?

**Start at
Liberty Adult Education!**

Liberty Adult Education partners
with Los Medanos College.

You can earn college credits while
you complete a business or
a medical certificate
program at LAE.

We also have
FREE workshops
to help get
you started at LMC!



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CLASS REGISTRATION

REGISTER IN PERSON OR ONLINE FOR YOUR CONVENIENCE

REGISTER ONLINE

- ◆ Go to www.libertyadulthood.org
- ◆ Select: Registration Form
- ◆ Create account/login
- ◆ Complete Online Registration Form and Submit
- ◆ 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.



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.

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.



Need a certificate verifying your typing speed?

We provide that service for only \$25!

(Warm-up and three 5-minute tests).

Register online: www.libertyadulthood.org

Call to make appointment: 925-634-2565

LIBERTY ADULT EDUCATION COMMUNITY EDUCATION CENTER



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

www.libertyadulthood.org



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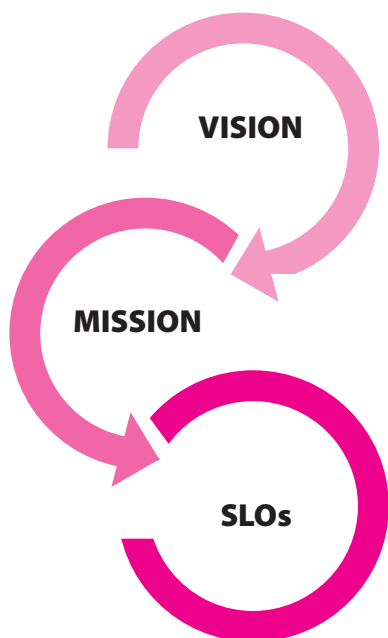


Liberty Adult Education is accredited by:

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



*On July 9, 2020, LAE was granted our third full six-year WASC Accreditation!
On August 15, 2023, LAE completed the mid-cycle report and was reaffirmed
through the end of the current accreditation cycle ending on June 30, 2026.*



VISION

MISSION

SLOs

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.

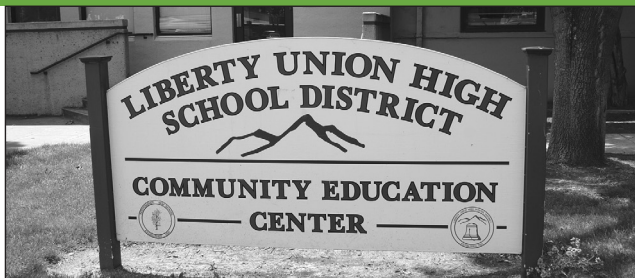
SLOs: SCHOOL WIDE LEARNER OUTCOME

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!



OFFICE HOURS:

The Liberty Adult Ed Office is located at 929 Second St., Brentwood
Monday - Thursday: 8:00 AM - 7:30 PM, Friday: 8:00 AM - 4:30 PM

HOLIDAY OFFICE HOURS:

Mon-Fri 8:00 AM - 4:30 PM

HOLIDAYS - OFFICE/CAMPUS WILL BE CLOSED:

January 1 & 15, February 12 & 19, April 19 & 22, May 27, June 19, July 4

WINTER BREAK: December 18 - January 5

SPRING BREAK: March 18 - March 22

SUMMER BREAK: May 27 - August 5

Note: The LAE Main Office will be located in Room 22 during Summer Roofing Project.

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

Thank you

- 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)



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

Register: www.libertyadulted.org

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: 9:00am - 4:30pm
Tuesday: 9:00am - 5:30pm
Wednesday: 9:00am - 5:30pm
Thursday: 9:00am - 4:30pm
Friday: CLOSED

Hours may vary due to events and staffing.
Please call the main office for more information.

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

- Dress for Success
- Interviewing Skills
- Build a Basic Resume Workshops

See
pages 7 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.

**WIOA Orientation by
appointment, see page 7.**



*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.**

Meet our Transition Specialist Nidhal DeCesare

As your transition specialist, I help you transition within our adult education programs, like setting up your short- and long-term goals with our adult education programs, looking into training opportunities, transitioning to college, applying to college, looking into financial aid, exploring apprenticeships, or even figuring out which career path suits you.

Come visit me in Room 20.

See
pages 7-8 for
Workshop
listings



AMERICA'S JOB CENTER OF CALIFORNIA (AJCC)

ACCESS POINT CAREER CENTER WORKSHOP

THE FOLLOWING WORKSHOPS ARE FREE!

Please contact the Center to schedule an appointment:
925-634-2565 Ext. 1039

America's **JobCenter**
of CaliforniaSM



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 our 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"!

Build a 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.

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#	WORKSHOP TITLE	DATES	INSTRUCTOR	ROOM	FEE
615001	Dress for Success	By Appointment	DeCesare & Ruiz	CEC 22	No Charge
614101	Build a Resume	By Appointment	DeCesare & Ruiz	CEC 22	No Charge
615101	Transition Planning	By Appointment	DeCesare & Ruiz	CEC 22	No Charge

WIOA Orientation Sessions

Hello my name is Diana Bonilla, and I am the career coach for WIOA at Liberty Adult Education. As a career coach, I will provide support and assistance to you so that you can have a positive and successful job search experience. I look forward to providing you with job leads, resume assistance, interview skills, job training financial assistance, and many other job search related details. Please attend one of our orientations for more information, and enrollment. Please contact me for more information at google phone # (925) 335-6326 or email at dianab@rubiconprograms.org.

WORKSHOP TITLE	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
WIOA Session	1:00-2:00 PM	W	By Appointment	Bonilla	CEC 22	No Charge

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.

Register: www.libertyadulthood.org

CALWORKS

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

Attention CalWorks recipients: If you are interested in improving essential academic and work-related skills, contact your Contra Costa County worker (via phone or email) and let them know you want to enroll in the academic based FOCUS class or the Career Connections workplace related skills class offered at Liberty Adult Education!

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	Taylor	CEC 18

No Class: January 15, February 12 & 19, March 18-22, April 19 & 22, May 27, June 19

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, county guest speakers and the New World of Work 21st Century Employability Skills Program are just a few of the topics covered in our career development class. *4-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM
610701	9:00-4:30 PM	MTWThF	Contact your Worker	Torres	CEC 17

No Class: January 15, February 12 & 19, March 18-22, April 19 & 22, May 27, June 19

COLLEGE AND CAREER READINESS EDUCATIONAL OPPORTUNITIES (MORNING AND EVENING WORKSHOPS)

Liberty Adult Education (LAE) and Los Medanos College (LMC)

LAE and LMC partner to offer articulated courses and provide 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	11:30-12:30 PM	W	02/07	LMC Staff	CEC 22	No Charge
615202	6:30-7:30 PM	W	02/07	LMC Staff	CEC 22	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	11:30-12:30 PM	W	02/14	LMC Staff	CEC 22	No Charge
615302	6:30-7:30 PM	W	02/14	LMC Staff	CEC 22	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	TBD	W	02/21	LMC Staff	CEC 22	No Charge

CAREER TECHNICAL EDUCATION (CTE)

GENERAL INFORMATION FOR DAYTIME CTE CLASSES

About our CTE classes

Daytime CTE Classes are offered on a 5-week session schedule and in person attendance is required. Most CTE classes are self-paced and designed for the learner to move through the courses at their speed. Instructor lead courses are noted. With prior knowledge & experience, you can progress quickly. If subject matter is new to you it may take more time to complete. Your teacher is in the classroom to assist when you need help and guide you through courses.

CTE 5-WEEK CLASS SESSION DATES:

SESSION I: January 8 - February 9
SESSION II: February 13 - March 15
SESSION III: March 18 - April 18
SESSION IV: April 23 - May 24

**See classes and times on pages 10-17*

CTE BREAKS:

WINTER BREAK: December 22 - January 5
SUMMER BREAK: May 27 - August 5

HOLIDAYS:

January 15, February 12 & 19,
April 19 & 22, May 27, June 19

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. Certification programs are a series of 5-10 week classes.

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 | 35 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 | 20 Weeks |

**Estimated time for completion is listed above, see pages 10-17 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*

PROGRAM CERTIFICATION

General Office Support

20 week program

AM only classes:

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

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
10:30-12:30 PM	MTWThF	See page 9	Chu	CEC 8	See page 9
1:00-3:00 PM	MTWTh	See page 9	Zabbo	CEC 10	See page 9

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*

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.** *10-week class*



PROGRAM CERTIFICATION

Microsoft Office Business Suite

20 week program

AM only classes:

- Computer Concepts
- MS Office Core Skills
- Outlook
- Keyboarding: 35 WPM

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 9	Chu	CEC 8	See page 9
10:30-12:30 PM	MTWThF	See page 9	Chu	CEC 8	See page 9



Register: 925.634.2565

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES



PROGRAM CERTIFICATION

Business Information Worker

25 week program

AM only classes:

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

Word: Beginning-Intermediate – 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.** 5-week class

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

25 week program

AM only classes:

- Word (Beg-Int)
- Word (Int-Adv)
- Excel (Beg-Int)
- Excel (Int-Adv)
- PowerPoint (Beg-Int)
- Power Point (Int-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

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30-10:30 AM	MTWThF	See page 9	Chu	CEC 8	See page 9
10:30-12:30 PM	MTWThF	See page 9	Chu	CEC 8	See page 9

BUSINESS OFFICE ACADEMY

DAYTIME CLASSES

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



PowerPoint: Beginning-Intermediate

– 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

35 week program

AM only classes:

- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Word: (Beg-Int)
- Word: (Int-Adv)
- Excel: (Beg-Int)
- Excel: (Int-Adv)
- PowerPoint: (Beg-Int)
- PowerPoint: (Int-Adv)
- Outlook
- Keyboarding: 50 WPM
- Ten Key: 200 SPM

PM Only Class

- QuickBooks Level 1

PowerPoint: Intermediate-Advanced

– ARTICULATED WITH LMC*

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 customize slides with 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

***Note: PowerPoint is Articulated with LMC when both classes are taken: Beg-Int and Int-Adv.**

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

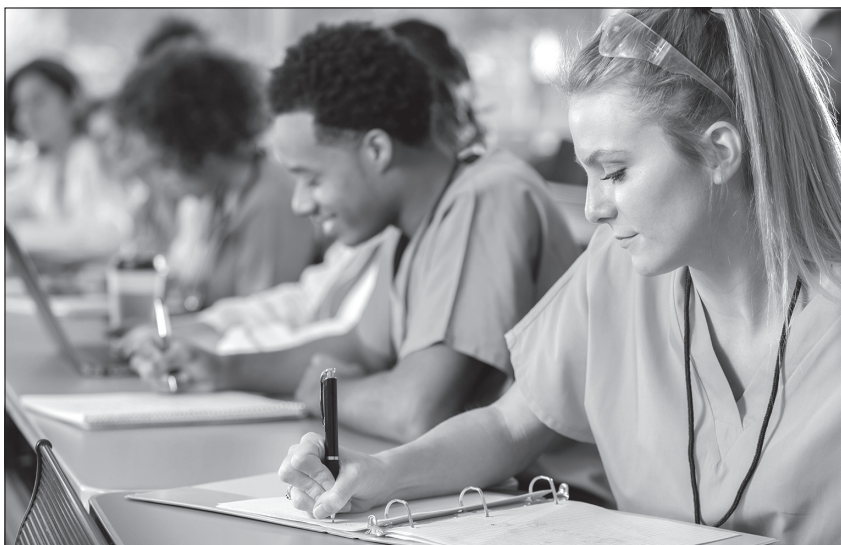
This course is a continuation of Access Beginning through Intermediate, where you will begin working with more advanced tasks. This course covers creating forms, reports, mailing labels, using objects, and sorting and filtering data in the database. You will practice importing and exporting data within 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 9	Chu	CEC 8	See page 9
10:30-12:30 PM	MTWThF	See page 9	Chu	CEC 8	See page 9

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	03/18-04/18	Santos-Silva	CEC 10	\$135

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	02/26-03/15	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	04/23-05/24	Santos-Silva	CEC 10	\$135



Accounting I, Accounting II and Accounting III

See page 16 Register TODAY! www.libertyadulthood.org

Register: www.libertyadulthood.org

MEDICAL OFFICE ACADEMY

DAYTIME CLASSES

Medical Terminology (Teacher-Directed) – 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	01/08-02/23	Santos-Silva	CEC 10	\$185

No Class: January 15, February 12 & 19

Medical Office Procedures

This course will simulate the work of a Medical Front Office Administrative Assistant. Students will learn how to use Electronic Health Records 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: telephone triage, scheduling, daily reports, banking, insurance claims processing, charting and critical thinking exercises. This course is excellent preparation for an entry level front office position in a medical office setting. *Prerequisites: Medical Terminology, knowledge of basic word processing, basic computer skills and type 25 WPM.* **USB drive and textbook required for first class meeting.** 15- Week course.

Electronic Health Records using SimChart for the Medical Office

This updated course will have you working with patient records as you might in a medical office setting. You will learn about HIPAA patient privacy laws as they relate to confidential patient records. Through a series of simulations you will enter patient demographics, chart notes, insurance billing and coding, as well as patient accounting. *Prerequisites: Medical Terminology, knowledge of basic computer skills, and type 25 WPM.* **USB drive and textbook required first day of class.** 5-Week course

Medical Law and Ethics (HIPAA)

This course introduces Medical Law, including contracts and the ethical demands for healthcare professionals. Learn about privacy rules and patient's rights under the privacy standards, as well as the penalties for non-compliance with HIPAA. **USB drive and textbook required the first day of class.** 5- Week course

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
1:00-3:00 PM	MTWTh	See page 9	Zabbo	CEC 10	See page 9

PROGRAM CERTIFICATION

Medical Administrative Assistant

35 week program

AM only classes:

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



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.

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 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. *Prerequisites: Medical terminology or instructor approval. Textbook required first day of class. 5-Week course*

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 approach to medical insurance billing and coding for the medical office setting. *Prerequisites: Medical Terminology, Introduction to Medical Billing and Coding. Textbook required first day of class. 5-Week course*

Comprehensive Medical Coding and Billing

Building further on the foundations of using the CPT, ICD-10 and HCPCS code books, this course rounds out the textbook and prepares the student for an entry level position in the field of medical insurance billing for the outpatient Medical Office setting. *Prerequisites: Medical Terminology, Intermediate Medical Coding and billing. 5-Week course*

PROGRAM CERTIFICATION

Medical Billing & Insurance Clerk

25 week program

AM only classes:

- Medical Terminology
- Introduction to Medical Coding
- Intermediate Medical Coding & Billing
- Comprehensive Medical Coding & Billing
- Electronic Health Records
- MS Office Core
- Medical Law & Ethics (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 9	Zabbo	CEC 10	See page 9

MEDICAL OFFICE ACADEMY

ADDITIONAL DAY & EVENING CLASSES

Addiction Counselor Academy

► Online Distance Learning!

Begin a new career in as little as 6-months! The Center for Higher Purpose Online Addiction Academy is a certified Substance Abuse Counselor Training Program that grounds students with in-depth knowledge of Addiction, Recovery and provides the appropriate Skill Sets needed to work in their community. The online curriculum is as easy as sending and receiving documents through email correspondence between the instructor and the student. **The 20-module curriculum prepares every student for the IC&RC Statewide Certification Exam. OPEN ENROLLMENT!** Get started today through Liberty Adult Education.



SEC#	HOURS	DATES	INSTRUCTOR	FEE
680602	Online 24/7	01/08-06/28	Dr. Breiling	\$250 per Module

Remember

KEEP THIS
BROCHURE!

It covers **WINTER** and **SPRING**
(January 8 - May 24)

Register: www.libertyadulted.org

BUSINESS OFFICE ACADEMY

EVENING CLASSES

ACCOUNTING/BOOKKEEPING

Bookkeeping/ Accounting I, II, III

This series consists of three classes, Accounting I, II, III. Accounting I and II are instructor-led classes and Accounting III, you will work independently with instructor support. Each class covers terms, concepts, and applications of a double-entry accounting system and how to apply basic rules of generally accepted accounting principles. Students learn to deal effectively with assets, liabilities, and equity accounts in Accounting I, then continue learning more advanced accounting procedures like payroll and depreciation in Accounting II and III. *Prerequisite:* Accounting I - Workplace Math; Accounting II - Accounting I; Accounting III - Accounting II or equivalent experience. **Textbook + MindTap required the first class meeting. (12 Student Minimum Requirement) 9-week class**



LEVEL	SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
I	603201	6:00-8:30 PM	Th	01/18-03/14	Schliesman	CEC 10	\$115
II	603301	6:00-8:30 PM	Th	01/18-03/14	Schliesman	CEC 10	\$115
III	603401	6:00-8:30 PM	Th	01/18-03/14	Schliesman	CEC 10	\$115
I	603202	6:00-8:30 PM	Th	03/28-05/23	Schliesman	CEC 10	\$115
II	603302	6:00-8:30 PM	Th	03/28-05/23	Schliesman	CEC 10	\$115
III	603402	6:00-8:30 PM	Th	03/28-05/23	Schliesman	CEC 10	\$115

QuickBooks: Level 1 - 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 the first class meeting. (10 Student Minimum Requirement) 8-week class - Earn College Credit for completing levels 1 & 2.**



PROGRAM CERTIFICATION

Accounting Assistant 30 week program

AM only classes:

- Computer Concepts
- Customer Relations for the 21st Century
- English for the Workplace
- Workplace Math
- Word: (Beg-Int)
- Excel: (Beg-Int)
- Excel: (Int-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	01/23-03/12	Schliesman	CEC 10	\$95

Register: 925.634.2565

BUSINESS OFFICE ACADEMY

EVENING CLASSES

QuickBooks: Level 2 – 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 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
608802	6:00-8:00 PM	T	03/26-05/14	Schliesman	CEC 10	\$95

COMMUNITY INTEREST

COMPUTER/TECHNOLOGY

Computer Basics Plus!

Do you want to take your computer skills to the next level? We will explore the Microsoft Office Suite (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 database. *Prerequisite: Basic computer skills. Textbook and USB Flash Drive required. (10 Student Minimum Requirement) 8-week class*

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604601	5:30-8:30 PM	T	01/23-03/12	Tinder	CEC 8	\$115
604602	8:30-10:00 AM	T/Th	01/23-03/14	STAFF	CEC 10	\$115

ART

Fundamentals of Drawing

Expressing what is observed through the eyes of an artist will be emphasized. We will explore line quality, value, textures, 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. This class is offered both in person and online via zoom. (12 Student Minimum Requirement) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801303	1:30-3:30 PM	T	01/16-03/05	Greig	CEC 24	\$60
801304	1:30-3:30 PM	T	01/16-03/05	Greig	ONLINE/ZOOM	\$60
801305	1:30-3:30 PM	T	03/26-05/14	Greig	CEC 24	\$60
801306	1:30-3:30 PM	T	03/26-05/14	Greig	ONLINE/ZOOM	\$60

Fundamentals of Watercolor

Discover the intricacies of watercolor! We will explore a variety of artists for inspiration and apply different techniques to enhance your creative expressions. We will focus on brushstrokes, composition, perspective, value, color theory and color mixing. Students will paint confidently landscapes, seascapes and still life paintings. **This class is offered both in person and online via zoom. (12 Student Minimum Requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
801901	10:00-1:00 PM	T	01/16-03/05	Greig	CEC 24	\$80
801902	10:00-1:00 PM	T	01/16-03/05	Greig	ONLINE/ZOOM	\$80
801903	10:00-1:00 PM	T	03/26-05/14	Greig	CEC 24	\$80
801904	10:00-1:00 PM	T	03/26-05/14	Greig	ONLINE/ZOOM	\$80

COMMUNITY INTEREST

WORLD LANGUAGE

Conversational Spanish

Fling the doors of opportunity wide and experience the Spanish 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
802103	6:00-8:00 PM	Th	01/18-03/07	Greig	CEC 24	\$65
802104	6:00-8:00 PM	Th	03/28-05/16	Greig	CEC 24	\$65

ENTERTAINMENT

Introduction to Voiceovers

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

"Wow, you have a great voice!" How many times have you heard that? Or maybe you listen to your favorite audiobooks, commercials, or cartoon characters and think, "I could do that!" Want to earn income using your talents from the comfort of your home? Explore the growing remote voiceover industry with your instructor, a professional, working voice actor from Voices For All. 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 the tools you'll need to find success. Your instructor 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. You owe it to yourself to finally explore the possibilities of this fun and rewarding field! 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

SOLAR TECHNOLOGY

Introduction to Solar Energy, Batteries, & 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
611702	6:00-9:00 PM	T	03/12	Herzfeld	CEC 22	\$35

COMMUNITY INTEREST

REVIVE CPR TRAINING

BLS = CPR/AED for All Healthcare Worker Including Inpatient

Accepted at all healthcare facilities including John Muir, Kaiser, Sutter, County, and all other hospitals. Initial certification or Renewals. On completion of the classroom and skills session, a BLS Provider Course Completion Card will be issued and will be valid for two years. Basic Life Support for Healthcare Providers (CPR and AED Program). The American Heart Association BLS is the level of CPR certification needed for anyone with a healthcare license, working in a healthcare setting, or a student in a healthcare program. The BLS Provider course teaches CPR skills for Adult, Child and Infant. Skills to help choking conscious and unconscious victims of all ages, use of an automated external defibrillator (AED), and use of Bag Valve Mask and Pocket Mask and more.

AMERICAN HEART ASSOCIATION = CPR for All Professions

AMERICAN HEART ASSOCIATION (AHA) ACCREDITED: CLASSROOM: THIS CLASS INCLUDES ADULT/CHILD/INFANT CPR/AED/FIRST AID The AHA's Heartsaver First Aid CPR AED course trains participants to provide first aid, CPR, and use an automated external defibrillator (AED) in a safe, timely, and effective manner. The AHA's Heartsaver First Aid CPR AED Course is designed for anyone with little or no medical training who needs a course completion card for their job, regulatory (e.g., OSHA), or other requirements, or anyone who wants to be prepared for an emergency in any setting. Course covers: First aid basics; Medical emergencies; Injury emergencies; Environmental emergencies; Preventing illness and injury; Adult CPR and AED use; Opioid-associated life-threatening emergencies; Child CPR AED and Infant CPR; Choking child/infant/adult. On completion of the HeartSaver Provider Course, Completion Card will be issued and will be valid for two years. (CPR/AED/First Aid Program).

Call LAE to register or go online. FEE: \$99. Classes are located at 613 1st Street, Suite 214, Brentwood, CA 94513 (Student Requirement: NO MINIMUM.)

CLASS	HOURS	DATES	INSTRUCTOR	ROOM	FEE
CPR for All	10:00AM-1:00 PM	01/27, 02/24, 03/30, 04/20, 05/18, 06/15	Silva	OFF SITE	\$99
BLS for Healthcare	1:00 PM -4:00 PM	01/27, 02/24, 03/30, 04/20, 05/18, 06/15	Silva	OFF SITE	\$99

PERSONAL TRAVEL

Travel Planning 101

If you find yourself struggling to book your next summer trip, this workshop is for you! This class provides hands-on use of navigating online search engines and websites that can be used to research and book domestic travel. Although this information can be used to book international trips too, the primary focus will be on domestic travel. This workshop meets 2 evenings.. **(4 Student Minimum Requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
809003	6:00-7:30 PM	W	01/31 & 02/07	Cendejas	CEC 8	\$30
809004	6:00-7:30 PM	W	03/06 & 03/13	Cendejas	CEC 8	\$30
809005	6:00-7:30 PM	W	04/10 & 04/17	Cendejas	CEC 8	\$30

International Travel Planning 101

This workshop is a budding class to the domestic travel workshop "Travel Planning 101". We will focus on websites that can help with booking hotels, airfare, transportation, tour guides and much more. This class will take a look at some of the most popular cities like Rome (Italy), Paris (France), London (England) and Edinburgh (Scotland) as examples. This workshop meets 2 evenings.. **(4 Student Minimum Requirement.)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
809101	6:00-7:30 PM	W	05/01 & 05/08	Cendejas	CEC 8	\$30

Register: www.libertyadulted.org

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 workshop for people who are newly enrolling in Medicare, helping a family member to enroll, or already enrolled and want to understand their Medicare options better. The class offers free and impartial 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
805003	2:00-3:30 PM	W	01/10	Farrell	CEC 11	No Charge
805004	2:00-3:30 PM	W	03/13	Farrell	CEC 11	No Charge
805005	2:00-3:30 PM	W	05/08	Farrell	CEC 11	No Charge

WOODWORKING

Introduction to Woodworking

This class is designed to provide a safe introduction to working with hand and power tools in a fun and creative environment. Remember that woodshop class you took in Jr. High or High School? Your friends won't be there so you will be able to finish your project and enjoy it! Learn safe operation of power tools, which tools to use for each step of your project, production, and get involved in the crazy world of woodworking. You won't regret it! **(10 student minimum requirement.) 8-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
604302	6:30-9:00 PM	T	01/09-02/27	English	LHS-K1	\$110
604303	6:30-9:00 PM	T	04/02-05/21	English	LHS-K1	\$110

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.

Acrylic & Luminous Oil

Painting with acrylic or water mixable oil paints. Learn to express the beauty around you. We will explore a variety of artists for inspiration and apply different techniques to enhance our creative expression. We will focus on brushstrokes, value, composition, color theory and color mixing. Students will acquire skills to confidently paint landscapes, seascapes, and still life paintings. A supply list is available at time of registration and a kit is available for purchase. Contact (text) instructor to order kit. **(12 Student Minimum Requirement.) 8-week class**



SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800501	9:30-12:30 PM	Th	01/18-03/07	Greig	BSAC	\$80
800503	9:30-12:30 PM	Th	03/28-05/16	Greig	BSAC	\$80

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.

Intermediate Watercolor Painting

Discover the intricacies of watercolor! We will explore a variety of artists for inspiration and apply different techniques to enhance your creative expressions. We will focus on brushstrokes, composition, perspective, value, color theory and color mixing. Students will paint confidently landscapes, seascapes and still life paintings. **(12 Student Minimum Requirement.)** 8-week class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800601	9:30-12:30 PM	F	01/19-03/08	Greig	Library Com-Room	\$80
800603	9:30-12:30 PM	F	03/29-05/24	Greig	Library Com-Room	\$80

No Class: April 19



DANCE

Ballroom Sampler – West Coast Swing!

West Coast Swing is the state dance of California and one of the most popular and versatile social dance styles. In this session, we will cover the basics of West Coast Swing, as well as some fundamental patterns and concepts that will have you enjoying this fun and expressive dance! This is a 8 week, beginning level class. No partner or experience required. Note: Please be sure to complete one enrollment per person for both single and couple registrations. **(10 Couples/Single Minimum Requirement.)** 8-session class (Class Fee: Couples \$230, Single \$125)

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800801	7:00-8:00 PM	Th	01/11-02/29	Thomson	BSAC	\$230/\$125

Ballroom Sampler – Night Club Two-Step!

Have you ever wanted to learn how to dance to slow, romantic songs better? Night club two step was designed specifically for those rhythmic love songs that we love to dance to - and now you can! We will cover the basics of Night Club, as well as some turns and patterns that will have you gliding across the floor. This is a 8 week, beginning level class. No experience or partner necessary. Note: Please be sure to complete one enrollment per person for both single and couple registrations. **(10 Couples/Single Minimum Requirement.)** 8-session class (Class Fee: Couple \$230, Single \$125)

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800802	7:00-8:00 PM	Th	03/21-05/30	Thomson	BSAC	\$230/\$125

No Class: April 11, May 2 & 16

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.

FITNESS

"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)**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
800201	10:00-11:30 AM	M/W/F	01/08-03/15	Ghiggeri	BSAC	\$60
800202	10:00-11:30 AM	M/W/F	04/01-05/31	Ghiggeri	BSAC	\$60
800203	10:00-11:30 AM	M/W/F	06/03-06/21	Ghiggeri	BSAC	\$25

No Class: January 15, February 12 & 19, April 19 & 22, May 27, June 19

ENGLISH AS A SECOND LANGUAGE

Orientation and Class Placement Sessions are available!

Please contact the LAE office for dates and times.

New Students can register online www.libertyadulted.org, or go to the Adult Education Office. Students must take the required CASAS Pre/Post-Assessments.

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) 20-week class**

This is an Open Entry/Open Exit class

SEC#	LEVEL	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
300101	Beginning	8:30-12:00 PM	T/Th	01/09-05/23	Ladeinde	CEC 9	No Charge
300301	Intermediate	8:30-12:00 PM	T/Th	01/09-05/23	Huffaker	CEC 12	No Charge
300501	Advanced	8:30-12:00 PM	M/W	01/08-05/22	Ladeinde	CEC 9	No Charge
300201	Beginning	6:00-8:30 PM	T/W/Th	01/09-05/23	Kohl	CEC 12	No Charge
300601	Int/Adv	6:00-8:30 PM	T/W/Th	01/09-05/23	Clutter	CEC 9	No Charge

No Class: January 15, February 12 & 19, March 18-22, April 19 & 22

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. 11-week class (11 class sessions)

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
301201	8:30-12:00 PM	F	01/26-04/12	Ladeinde	CEC 9	No Charge

No Class: March 22

Register: 925.634.2565

ENGLISH AS A SECOND LANGUAGE

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	M	01/29-05/06	Tumin	CEC 12	No Charge

No Class: February 12 & 19, March 18, April 22

ESL at Home/Distance Learning

This class is a distance learning option. Students will complete online modules. Students must meet with the teacher once a week to review coursework, ask questions, get support, and discuss progress. Mandatory technology orientation is required to enroll. **(10 Student Minimum Requirement)**

SEC#	DATES	INSTRUCTOR	ROOM	FEE
302101	01/08-05/24	Staff	Online/CEC	No Charge

INGLÉS COMO SEGUNDO IDIOMA

¡Las sesiones de orientación y ubicación de clase están disponibles!

Comuníquese con la oficina de LAE para conocer las fechas y los horarios.
Los nuevos estudiantes pueden registrarse en línea www.libertyadulthood.org,
o ir a la Oficina de Educación de Adultos. Es requerido que los estudiantes
tomen el examen de CASAS al comienzo del curso y durante el curso.

Inglés como segundo idioma

Aprende Inglés para mejorar las oportunidades de empleo; ayude a sus hijos con sus tareas escolares; prepárate para continuar tu educación y participar más en tu comunidad. Las clases de ESL enseñan gramática, vocabulario, escritura, lectura, expresión oral y habilidades para la vida. Tenemos clases para principiantes, intermedios, avanzados y multinivel. **(Requisito mínimo de 15 estudiantes)** Clase de 20 semanas

Esta es una clase de Entrada Abierta/Salida Abierta

SEC#	NIVEL	HORARIOS	DÍAS*	FECHAS	PROFESOR	SALÓN	TARIFA
300101	Principiante	8:30-12:00 PM	T/Th	01/09-05/23	Ladeinde	CEC 9	Gratis
300301	Intermedio	8:30-12:00 PM	T/Th	01/09-05/23	Huffaker	CEC 12	Gratis
300501	Avansado	8:30-12:00 PM	M/W	01/08-05/22	Ladeinde	CEC 9	Gratis
300201	Principiante	6:00-8:30 PM	T/W/Th	01/09-05/23	Kohl	CEC 12	Gratis
300601	Int/Avan	6:00-8:30 PM	T/W/Th	01/09-05/23	Clutter	CEC 9	Gratis

No hay clases: January 15, February 12 & 19, March 18-22, April 19 & 22

***Los días estan en Inglés.**

ESL Aprender En Casa

Esta clase es una opción de aprendizaje a distancia. Los estudiantes completarán módulos en línea. Los estudiantes deben reunirse con el maestro una vez por semana para revisar el trabajo del curso, hacer preguntas, obtener apoyo y discutir el progreso. Se requiere orientación tecnológica obligatoria para inscribirse. **(Requisito mínimo de 10 estudiantes)**

SEC#	FECHAS	PROFESOR	SALÓN	TARIFA
302101	01/08-05/24	Staff	Online/CEC	Gratis

Register: www.libertyadulthood.org

ADULT BASIC EDUCATION

Orientation and Class Placement Sessions are available!

Please contact the LAE office for dates and times.

New Students can register online www.libertyadulthood.org, or go to the Adult Education Office. Students must take the required CASAS Pre/Post-Assessments.

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) 20-week class**

This is an Open Entry/Open Exit class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
100101	8:30-11:30 AM	T/Th	01/09-05/23	Kohl	CEC 11	No Charge

No Class: March 18-22

HIGH SCHOOL EQUIVALENCY

Orientation and Class Placement Sessions are available!

Please contact the LAE office for dates and times.

New Students can register online www.libertyadulthood.org, or go to the Adult Education Office. Students must take the required CASAS Pre/Post-Assessments.

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) 20-week class.**

This is an Open Entry/Open Exit class

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200101	8:30-11:30 AM	M/W	01/08-05/24	Satterlee	CEC 11	No Charge
200201	6:00-9:00 PM	M/W	01/08-05/24	Satterlee	CEC 11	No Charge

No Class: January 15, February 12 & 19, March 18-22, April 22

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) 20-week class**

SEC#	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
200401	12:00-1:00 PM	W	01/10-05/22	Satterlee	CEC 11	No Charge

No Class: March 18-22

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 - 10:00 a.m. to 3:30 p.m.

PEARSON

VUE- Authorized
Test Center

3. For questions regarding the website please call:

◆ 1-877-392-6433

4. The price for the GED TEST is:

◆ \$41.00 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)**

SEC#	HOURS	DATES	INSTRUCTOR	FEE
200501	Online 24/7	01/08-05/24	Satterlee	No Charge

No Class: January 15, February 12 & 19, March 18-22, April 19 & 22

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

Plus

See page 8 to find out how
Liberty Adult Education can
help you go to college!

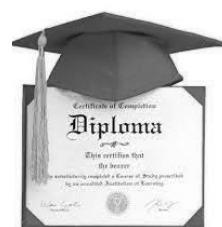


ADULT HIGH SCHOOL DIPLOMA

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, Imagine Learning. 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) to 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 Imagine Learning 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	01/11-05/23	Heinrich	CEC 8	No Charge

No Class: March 21

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.

Register: 925.634.2565

Upgrade Your Life!



Liberty Adult Education's Community Interest classes have something for everyone!



TRAVEL PLANNING

Two Night Workshop to help you plan and navigate your next vacation!



SOLAR TECHNOLOGY

If you have a solar energy system and would like to know how it works, then this is the class for you!

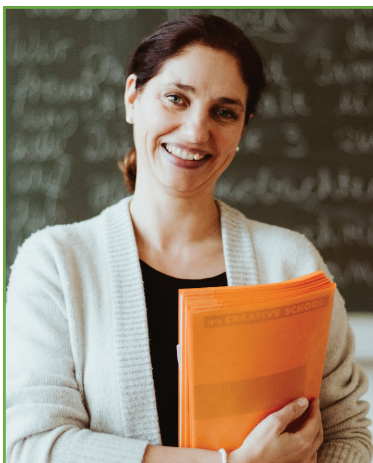
WOODWORKING

Tuesday Night Classes at Liberty High School to introduce you to woodworking with hand and power tools.



CPR

CPR Classes for Healthcare workers and CPR Classes for all professions. American Heart Association Accredited Class!



Interested in Teaching? *We need you!*

Our students are asking for new classes!

Maybe you have always wondered how to share your skills with others.

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



Our students have mentioned these subjects and others:

- Photography
- Union math prep courses
- Notary classes
- Parenting classes
- Budgeting classes

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

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

Check for job listing at Edjoin.com

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

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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>

**Orientation and Class Placement Sessions
are available weekly!**

FREE CLASSES: ESL • ABE • HSE

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

New students:

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

Returning students:

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

Allow 2.5 hours for Orientation • No children allowed at Orientation

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!

WHAT'S NEW at LAE:

- ◆ Introduction to Woodworking, p. 20
- ◆ Travel Planning 101, p. 19
- ◆ International Travel Planning 101, p. 19
- ◆ College & Career Readiness, p. 8
- ◆ CPR for All Professions, p. 19
- ◆ Introduction To Solar Energy, Batteries, & Electric Vehicles For Homeowners, p. 18

