

LIBERTY ADULT EDUCATION

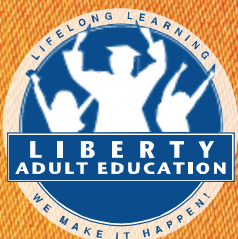
Career and Educational Opportunities



SCHEDULE OF CLASSES

SUMMER/FALL 2026

It's never too late to learn!



Classes July 27 – Dec. 11, 2026
www.libertyadulthood.org
925.634.2565



Welcome Message



"Together We Make It Happen"

Welcome to Liberty Adult Education's Summer/Fall 2026 Session!

Registration for 2026 is now open!

We are proud to continue offering a diverse selection of classes for adults in our community, including both free and low-cost options designed to support your personal, educational, and career goals. As you plan for the upcoming school year, we encourage you to explore the Summer/Fall 2026 brochure and discover the many opportunities available to you.

If you are unsure where to begin, our team is here to help. Please feel free to contact the LAE Office or visit the Career Center for personalized guidance. Whether you are working toward earning your high school diploma, studying for the GED exams, strengthening your English language skills, or exploring new career opportunities, we offer programs and resources to support your journey every step of the way.

At Liberty Adult Education, we remain committed to making education accessible, inclusive, and empowering for all learners. Our dedicated instructors and staff strive to create a welcoming and supportive environment where every student can grow, succeed, and reach their full potential.

Whether you are returning to continue your studies or joining us for the first time, we are excited to have you as part of our learning community. We look forward to supporting you as you take the next step toward your goals in 2026.

Warm regards,

Sarah Steen, Coordinator of Adult Education



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
- ◆ 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.



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



Independence High | Liberty Adult Education | Gateway Program



Liberty Adult Education is accredited by:

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



On April 29, 2026, LAE was granted their fourth full six-year WASC Accreditation!

VISION Encouraging adult learners to embrace lifelong learning in an inclusive environment that fosters personal growth, academic achievement, and career advancement. Programs empower individuals, enrich families, and strengthen the community.

MISSION Ensuring equitable access to education and workforce training so adult learners are equipped to succeed in society and can adapt to evolving technology. Through personalized instruction and a supportive environment, students gain confidence and skills needed to succeed in both personal and professional endeavors.

Liberty Adult Education students will:

Engage in lifelong learning to support personal and professional growth.

Access and utilize resources to achieve academic and career goals.

Communicate effectively in diverse personal, academic, and workplace settings.

Apply technology skills essential for success in daily life and employment.

Think critically to analyze information, solve problems, and make informed decisions.

Demonstrate perseverance and a growth mindset to overcome challenges & reach goals.

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
www.libertyadulthood.org

OFFICE HOURS:

Monday - Thursday: 8:00 AM – 7:30 PM
Friday: 8:00 AM - 4:30 PM

HOLIDAYS -

OFFICE/CAMPUS WILL BE CLOSED:

July 3
September 7
November 11 and 24 - 27
December 21- Jan 1

NON-INSTRUCTIONAL DAYS, NO CLASS:

SUMMER BREAK:

June 5 – July 24

FALL BREAK:

September 28 – October 9

Staff Development Day: October 23

WINTER BREAK:

December 14 – January 1

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

- Employment Development Department (EDD)
- State Department of Rehabilitation (DOR)
- Workforce Development Board (WDBCCC)



*Thank
you*

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

TRAINING & JOBS

The Farmworker Services Division of California Human Development (CHD) provides comprehensive employment and training services to Migrant and Seasonal Farmworkers (MSFW) and their dependents through the National Farmworker Jobs Program (NFJP) and Dislocated Agriculture Worker Program. These programs are designed to help participants fully enter the workforce, offering pathways to rewarding careers and stable, full-time employment opportunities.

Elizabeth Hernandez De La Cruz, Case Manager
Elizabeth.Cruz@cahumandevelopment.org
Mobile: 209-371-1016



California
Human Development

SERVICES PROVIDED

- EMPLOYMENT
- CLASSROOM TRAINING
- VOCATIONAL TRAINING

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

Register: www.libertyadulthood.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!



Workforce Innovation & Opportunity Act (WIOA)



Individualized Career Services:

- Advanced Resume Assistance
- Interview Skills Development
- Tuition Assistance
- Employment Leads
- Career Planning
- On-the-Job Training Opportunities

**WIOA
Orientation
Dates are
listed on
page 7**

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

There are 2 types of services provided by WIOA: Employment Services and Career Services. Employment services help participants who are ready for employment right now with resume assistance, cover letters, job leads, etc. Career services are for participants who need assistance because they may be interested in upskilling, reskilling, or changing careers and need to explore their options with career assessments, some career coaching to help set goals, and or learning about training options and pathways. Sometimes you will need both types of services. The program also provides up to \$5,000.00 of training funds for eligible participants (contingent on the availability of funds).

If you are interested in the program, please visit the link below, watch the WIOA introductory videos, and complete and submit the information request at the bottom of the screen. You will then be assigned to a WIOA Career Coach who will help you on your journey to employment.
<https://www.wdbccc.com/bounce-back-contra-costa/jobseeker/>

WIOA Orientations are held every 1st Wednesday of the month at 1:00 pm in Room 20

**For more information please contact:
 Diana Bonilla, WIOA Career Coach
 Email: 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
 pages 7-8 for
 Workshop
 listings**

Register: 925.634.2565

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 Building pt.1, you will learn the purpose of a resume and receive a resume worksheet to complete. Resume Building 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.

WORKSHOP TITLE	DATES	INSTRUCTOR	ROOM	FEE
Dress for Success	By Appointment	DeCesare & Ruiz	CEC 20	No Charge
Build a Resume	By Appointment	DeCesare & Ruiz	CEC 20	No Charge
Transition Planning	By Appointment	DeCesare & Ruiz	CEC 20	No Charge

WIOA Orientation Sessions

The WIOA Career Coach provides support and assistance to create a positive and successful job search experience. Clients are provided with job leads, resume assistance, interview skills, job training, financial assistance, and many other job search related details. Please attend one of the orientations for more information and enrollment.

WORKSHOP TITLE	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
WIOA Session	1:00 PM-2:00 PM	W	1st Wed. of the Month	Bonilla	CEC 20	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

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.

DAYS	DATES	INSTRUCTOR	ROOM	FEE
TBD	By Appointment	LMC Staff	CEC 20	No Charge
TBD	By Appointment	LMC Staff	CEC 20	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!

DAYS	DATES	INSTRUCTOR	ROOM	FEE
TBD	By Appointment	LMC Staff	CEC 20	No Charge
TBD	By Appointment	LMC Staff	CEC 20	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!

DAYS	DATES	INSTRUCTOR	ROOM	FEE
TBD	By Appointment	LMC Staff	CEC 20	No Charge

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 related to employment. Students navigate the Workwise workbook series after identifying their individual needs and areas of necessary skill development. *6-week class*

HOURS	DAYS	DATES	INSTRUCTOR	ROOM
9:00 AM-2:30 PM	MTWThF	Contact your Worker	Kumar	CEC 15

No Class: September 7, September 28- October 9, November 11, November 23-27

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*

HOURS	DAYS	DATES	INSTRUCTOR	ROOM
9:00 AM-4:30 PM	MTWThF	Contact your Worker	Taylor	CEC 18

No Class: September 7, September 28- October 9, November 11, November 23-27

Register: 925.634.2565

CAREER TECHNICAL EDUCATION (CTE)

GENERAL INFORMATION FOR CTE CLASSES

About our CTE Programs

Daytime CTE Classes are offered with teacher-directed and self-paced learning options. In person attendance is required for the courses required for Program Certificates.

About our Self-Paced CTE Classes

The self-paced CTE classes are designed for the learner to move through the courses at their speed. With prior knowledge and 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 CLASS SESSION DATES:

SEMESTER 1: July 27 – December 11

QUARTER 1: July 27 – September 25

QUARTER 2: October 12 – December 11

See class information on pages 10-15

CTE CLASS FEES

Please see class descriptions for class fees. Fees vary depending on Semester or Quarter Tuition and Self Paced or Teacher Directed format. Class fees do not include the cost of books. For book prices visit libertyadulthood.org or call the office. Pay in person or over the phone. No online payments.



VISA



CAREER CERTIFICATION PROGRAMS:

Career Certification Programs prepare students for business and medical office careers in today's workplace. Certification programs are a series of CTE classes.

BUSINESS AND MEDICAL OFFICE ACADEMY CERTIFICATION PROGRAMS

- *Medical Billing & Coding Specialist*
- *Project Manager*
- *Accounting Specialist*

CERTIFICATE PROGRAMS

You're Invited: CTE Open House!

Wednesday, July 15th

Explore your future at our CTE Open House on July 15th! Join us at 9:00 AM or 5:00 PM to learn about our three Career Technical Education programs, meet instructors, and discover how you can gain real world skills for in demand careers.

Whether you're just starting out or ready to take the next step,
this is your chance to see what's possible.

Don't miss this opportunity to invest in your future—we can't wait to meet you!



Scan the QR code to RSVP & save your spot!

Call Adult Education office for more
information 925-634-2565

PROJECT MANAGER

PROGRAM LENGTH: 2 SEMESTERS

HYBRID DAY PROGRAM

The Project Manager Program builds on foundational administrative and business skills and prepares students for leadership roles in project coordination and organizational operations. Students develop practical skills in project planning, scheduling, budgeting, team collaboration, risk management, business communication, and project management software. Through hands-on training, students learn how to organize resources, manage timelines, and support successful project outcomes across a variety of industries. Completers may qualify for positions such as *Project Coordinator*, *Assistant Project Manager*, or *Project Management Specialist*. The program also prepares students to take and earn the Certified Associate in Project Management (CAPM) credential. Upon successful completion, students receive a Project Manager Program Certificate of Completion recognizing their advanced career-ready management and leadership skills.

MEDICAL BILLING & CODING SPECIALIST

PROGRAM LENGTH: 2 SEMESTERS

HYBRID DAY PROGRAM

The Medical Billing and Coding Specialist Program builds on foundational medical office knowledge and prepares students for advanced careers in healthcare administration, billing, and coding. Students develop specialized skills in medical terminology, diagnostic and procedural coding, insurance claims processing, reimbursement methods, electronic health records, and healthcare regulations. Through hands-on training, students learn how to accurately code medical services, manage billing procedures, and support revenue cycle operations in healthcare settings. Completers may qualify for positions such as *Medical Billing and Coding Specialist*, *Medical Coder*, or *Insurance Claims Specialist*. The program also prepares students to take the Certified American Academy of Professional Coders credential exam. Upon successful completion, students receive a Medical Billing and Coding Specialist Program Certificate of Completion recognizing their advanced career-ready skills.

Program Open House
July 15th 9am or 5pm

“Completing the Medical Billing and Coding Specialist program at Liberty Adult Education provided me an opportunity to transition into a career that I didn’t know could happen. With the support of my teachers and the hands on education received, I gained the confidence to take the AAPC exam and passed it on the first try! I am now a Medical Coder for UCSF Health and feel incredibly grateful.”

– Lea



CERTIFICATE PROGRAMS

ACCOUNTING SPECIALIST

PROGRAM LENGTH: 2 SEMESTERS

HYBRID NIGHT PROGRAM

The Accounting Specialist Program builds on foundational bookkeeping knowledge and prepares students for advanced roles in accounting and financial operations. Students develop skills in accounting procedures, payroll administration, financial reporting, computerized accounting systems, and business financial management. Through hands-on training, students learn to analyze financial information, maintain accurate records, and support organizational accounting functions in a variety of professional settings. Completers may qualify for positions such as *Accounting Specialist*, *Senior Bookkeeper*, or *Payroll Specialist*. The program also prepares students to take the Certified Bookkeeper (CB) Designation exam credential. Upon successful completion, students receive an Accounting Specialist Program Certificate of Completion recognizing their advanced career-ready skills.

Program Open House
July 15th 9am or 5pm

"Finishing the Accounting program at LAE was a great experience. I feel so accomplished and excited for what's ahead! I've gained practical, real-world skills and confidence I never had before. The program truly prepared me to jump into my career and succeed, and I'm ready to make a real impact in the accounting field."

– Arden



ACCOUNTING/BOOKKEEPING CTE CLASSES

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.) 10-week class**

LEVEL	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
I	6:00 PM-8:30 PM	Th	7/30 - 9/24	Schliesman	CEC 10	\$150
II	6:00 PM-8:30 PM	T	7/28 - 9/22	Schliesman	CEC 10	\$150
III	6:00 PM-8:30 PM	T	7/28 - 9/22	Schliesman	CEC 10	\$150
II	6:00 PM-8:30 PM	Th	10/15 - 12/15	Schliesman	CEC 10	\$150
III	6:00 PM-8:30 PM	Th	10/15 - 12/15	Schliesman	CEC 10	\$150

No Class: November 26

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.) 10-week class - Earn College Credit for completing levels 1 & 2.**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
6:00 PM-8:00 PM	T	10/13 - 12/8	Schliesman	CEC 10	\$150

No Class: November 24

***Note: QuickBooks is Articulated with LMC when both classes are taken: Level 1 and Level 2.**

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.) 10-week class - Earn College Credit for completing levels 1 & 2.**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
6:00 PM-8:00 PM	T	Q3 SPRING 2027	Schliesman	CEC 10	\$150

***Note: QuickBooks is Articulated with LMC when both classes are taken: Level 1 and Level 2.**

Register: www.libertyadulthood.org

LAE SELF-PACED CTE CLASSES

Students work at their own pace with the instructor present for support. The hybrid model allows students to work in the classroom and at home. Day class meets Monday – Thursday, and there is an open lab available on Friday. The night class meets Monday evenings, and the Friday lab is also open to students, if needed.

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, Cost: \$25.00.**



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. **Key-board license required.**

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.**

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.**

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.**

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.**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
10:30 AM-12:30 PM	MTWTh *Fri Lab	Q1: 7/27-9/25	Chu	CEC 8	\$150
10:30 AM-12:30 PM	MTWTh *Fri Lab	Q2: 10/12-12/11	Chu	CEC 8	\$150
5:30 PM-8:30 PM	M	Q1: 7/27-9/25	Chu	CEC 8	\$150
5:30 PM-8:30 PM	M	Q2: 10/12-12/11	Chu	CEC 8	\$150

No Class: September 7, September 28 – October 9, October 23, November 11, November 23-27

LAE SELF-PACED CTE CLASSES

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 AM class / 15-week PM class

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

Word: Intermediate-Advanced

– ARTICULATED WITH LMC*

This course is a continuation of MS Word Beginning through Intermediate. You will move into learning desktop publishing, graphic design, using templates, building blocks, forms, macros, security, 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 AM class / 15-week PM class

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

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 AM class / 15-week PM 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 AM class / 15-week PM 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 AM class / 15-week PM class

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

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 AM class / 15-week PM class

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

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
10:30 AM-12:30 PM	MTWTh *Fri Lab	Q1: 7/27-9/25	Chu	CEC 8	\$150
10:30 AM-12:30 PM	MTWTh *Fri Lab	Q2: 10/12-12/11	Chu	CEC 8	\$150
5:30 PM-8:30 PM	M	Q1: 7/27-9/25	Chu	CEC 8	\$150
5:30 PM-8:30 PM	M	Q2: 10/12-12/11	Chu	CEC 8	\$150

No Class: September 7, September 28 – October 9, October 23, November 11, November 23-27

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*

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
5:30 PM-8:30 PM	T	10/13-12/8	Tinder	CEC 8	\$150

No Class: November 24

iPhone Basics Workshop

Are you new to the world of smartphones or feeling overwhelmed by your iPhone? Don't worry, you're not alone! Our iPhone Basics class is designed to help you navigate and master the essential features of your iPhone in a relaxed and supportive environment. As an interactive and hands-on experience, these are some topics that we will cover: making calls/sending messages, managing contacts, exploring apps, using the camera, and how to add customizable settings. **No prior experience necessary. Must have charged iPhone 10 or above, Apple ID+Password, and updated to iOS 17. (4 Student Minimum Requirement.) One day workshop.**



HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
6:00 PM-8:00 PM	M	8/3	Cendejas	CEC 10	\$35
2:00 PM-4:00 PM	M	11/2	Cendejas	CEC 8	\$35

iPhone Basics 2.0 Workshop

This is a continuation class of the iPhone Basics Workshop. Join us as we dive deeper into the system settings of your iPhone and learn new tips and tricks like making notes and storing passwords. This interactive workshop will have you explore apps on your iPhone like Notes, Calendar, Reminders, Wallet and more! **Must have charged iPhone 10 or above, Apple ID+Password, and updated to iOS 17. (4 Student Minimum Requirement.) One day workshop.**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
2:00 PM-4:00 PM	M	11/16	Cendejas	CEC 8	\$35



What? My class is cancelled?

We hate to do it, but if too many people wait until the last minute to register, we have no choice. Please Register Early to avoid disappointment for yourself and others.

COMMUNITY INTEREST



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. (KIT COST: \$176.40) Please get in touch with the instructor to order a drawing kit. This class is offered both in person and online via zoom. (10 Student Minimum Requirement.)** 8-week class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
1:00 PM-4:00 PM	W	8/12 - 9/23	Greig	CEC 22	\$80
1:00 PM-4:00 PM	W	8/12 - 9/23	Greig	ONLINE/ZOOM	\$80
1:00 PM-4:00 PM	W	10/14 - 12/9	Greig	CEC 22	\$80
1:00 PM-4:00 PM	W	10/14 - 12/9	Greig	ONLINE/ZOOM	\$80

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. **(KIT COST: \$148.84) This class is offered both in person and online via zoom. (10 Student Minimum Requirement.)** 8-week class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
9:30 AM-12:30 PM	W	8/12 - 9/23	Greig	CEC 22	\$80
9:30 AM-12:30 PM	W	8/12 - 9/23	Greig	ONLINE/ZOOM	\$80
9:30 AM-12:30 PM	W	10/14 - 12/9	Greig	CEC 22	\$80
9:30 AM-12:30 PM	W	10/14 - 12/9	Greig	ONLINE/ZOOM	\$80

Remember

**KEEP THIS
BROCHURE!**

It covers **SUMMER** and **FALL**
(July 27 – December 11)

Register: www.libertyadulthood.org

COMMUNITY INTEREST

WORLD LANGUAGE

Conversational Spanish

Unlock the power of real-world Spanish through conversation. This engaging course focuses on practical speaking skills, helping you communicate with confidence in everyday situations—from casual chats to professional interactions. Through interactive activities, guided practice, and supportive feedback, you'll build fluency while strengthening your grammar and expanding your vocabulary. Enjoy a welcoming, relaxed environment designed to make learning both effective and enjoyable. **Purchase the required workbook in the LAE Office (\$10) (10 Student Minimum Requirement.) 8-week class**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
6:00 PM-8:00 PM	Th	8/13 - 9/24	Greig	CEC 22	\$65
6:00 PM-8:00 PM	Th	10/15 - 12/10	Greig	CEC 22	\$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. You'll get a comprehensive introduction into the voice over industry. You'll learn through real life accounts of jobs your instructor has booked and get an inside look at their experience. Then it's time to read a script and receive some coaching and performance ideas. 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.**

HOURS	DATES	INSTRUCTOR	ROOM	FEE
By Appointment	7/27 - 12/11	Staff	ONLINE	\$49

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. **(4 Student Minimum Requirement.)**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
2:00 PM-4:00 PM	W	7/29	Cendejas	CEC 8	\$35
6:00 PM-8:00 PM	M	9/14	Cendejas	CEC 10	\$35

CPR/First Aid/AED Training - American Heart Association

Heartsaver First Aid CPR AED is geared towards 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.

Basic Life Support (BLS) is geared towards healthcare workers, like EMTs, paramedics, fire fighters, and in-facility hospital providers.

Upon successful completion of these courses, students receive a course completion card, valid for two years. (Min 4, Max 8)



Please call the LAE office for class dates, 925-634-2565

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. **(6 Student Minimum Requirement.)**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
2:00 PM-3:30 PM	W	8/12	Farrell	CEC 12	No Charge
2:00 PM-3:30 PM	W	9/9	Farrell	CEC 12	No Charge
2:00 PM-3:30 PM	W	12/9	Farrell	CEC 12	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 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. **(KIT COST: \$235) 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.)

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
9:30 AM-12:30 PM	Th	8/13 - 9/24	Greig	BSAC	\$80
9:30 AM-12:30 PM	Th	10/15 - 12/10	Greig	BSAC	\$80

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. **(KIT COST: \$148.84) (12 Student Minimum Requirement.)**

6-week class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
9:30 AM-12:30 PM	F	8/14 - 9/25	Greig	Library Com-Room	\$80
9:30 AM-12:30 PM	F	10/16 - 12/11	Greig	Library Com-Room	\$80

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.)**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
10:00 AM-11:30 AM	M/W/F	8/3 - 9/25	Ghiggeri	BSAC	\$60
10:00 AM-11:30 AM	M/W/F	10/12 - 12/16	Ghiggeri	BSAC	\$60

No Class: September 7, September 28 – October 9, November 11, November 23-27

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, and advanced classes. **(15 Student Minimum Requirement.)**

LEVEL	HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
Beginning	8:30 AM-11:30 AM	T/Th	7/28-12/10	Ladeinde	CEC 9	No Charge
Intermediate	8:30 AM-11:30 AM	T/Th	7/28-12/10	Huffaker	CEC 12	No Charge
Advanced	8:30 AM-11:30 AM	M/W	7/27-12/9	Randall	CEC 9	No Charge
Beginning	5:30 PM-8:30 PM	M/W	7/27-12/9	Kumar	CEC 15	No Charge
Intermediate	6:30 PM-8:30 PM	T/W/Th	7/28-12/10	Clutter	CEC 12	No Charge
Advanced	6:00 PM-9:00 PM	T/Th	7/28-12/10	Henson	CEC 9	No Charge

No Class: September 7, September 28 – October 9, October 23, November 11, November 23-27

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**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
12:00 PM-1:30 PM	M/W	8/17-11/20	Kohl	CEC 11	No Charge

No Class: September 7, 28 & 30, October 5 & 7, November 11

ESL at Home/Distance Learning

This class is a distance learning option. Students will complete online modules. Mandatory technology orientation is required to enroll. **(10 Student Minimum Requirement)**

Call the office to schedule an Orientation.

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 storage.

USB drive required at first class meeting. (15 Student Minimum Requirement) Class cannot be repeated. 11-week class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30 AM-11:30 AM	F	8/21-11/20	Randall	CEC 9	No Charge

No Class: October 2, 9 & 23

ENGLISH AS A SECOND LANGUAGE



Medical Terminology for ESL - SUPPORT (Teacher-Directed)

This class is a support class for the Medical Terminology Class that is articulated with Los Medanos College! You will need to register for Medical Terminology as well. See page 14. You can begin one of our Medical Certificate Programs. 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**

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
10:30 AM-12:30 PM	F	7/31-9/11	Staff	CEC 10	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, y avanzados. **(Requisito mínimo de 15 estudiantes.)**

NIVEL	HORARIOS	DÍAS*	FECHAS	PROFESOR	SALÓN	TARIFA
Principiante	8:30 AM-11:30 AM	T/Th	7/28-12/10	Ladeinde	CEC 9	Gratis
Intermedio	8:30 AM-11:30 AM	T/Th	7/28-12/10	Huffaker	CEC 12	Gratis
Avansado	8:30 AM-11:30 AM	M/W	7/27-12/9	Randall	CEC 9	Gratis
Principiante	5:30 PM-8:30 PM	M/W	7/27-12/9	Kumar	CEC 15	Gratis
Intermedio	6:30 PM-8:30 PM	T/W/Th	7/28-12/10	Clutter	CEC 12	Gratis
Avansado	6:00 PM-9:00 PM	T/Th	7/28-12/10	Henson	CEC 9	Gratis

No hay clases: September 7, September 28 – October 9, October 23, November 11, November 23-27

***Los días estan en Inglés.**

ESL Aprender En Casa

Esta clase es una opción de aprendizaje a distancia. Los estudiantes completarán módulos en línea. Se requiere orientación tecnológica obligatoria para inscribirse. **(Requisito mínimo de 10 estudiantes)**

Llame a la oficina para programar una orientación.

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.

Adult Basic Education (ABE)

Would you like to brush up on your basic academic 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. **For more information, call us today at 925-634-2565. Textbook required. (15 Student Minimum Requirement.)**

This is an Open Entry/Open Exit class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30 AM-11:30 AM	M/W	7/27-12/9	Kohl	CEC 11	No Charge

No Class: September 7, September 28 – October 9, November 11, November 23 & 25



High School Equivalency (HSE) (GED Test Preparation)

LAE offers a comprehensive High School Equivalency (HSE) program designed to help you achieve your educational goals. Whether you prefer the GED® or HiSET® exam, we provide the preparation and testing resources you need to succeed. Earning your GED opens doors! 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 preparing students to pass the subject exams. **For more information, call us today at 925-634-2565. Textbook required. (15 Student Minimum Requirement.)**

This is an Open Entry/Open Exit class

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
8:30 AM-11:30 AM	T/Th	7/28-12/10	Randall	CEC 11	No Charge
6:00 PM-9:00 PM	M/W	7/27-12/9	Staff	CEC 11	No Charge

No Class: September 28 – October 9, November 23-27

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



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.GED.com

2. Testing time and dates:

◆ Mondays - 5:00 p.m. to 8:30 p.m.

◆ Fridays - 10:00 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:

◆ \$41.00 per each module (4 Modules)

• Mathematical Reasoning (120 minutes)

• Reasoning through Language Arts (155 minutes)

• Science (95 minutes)

• Social Studies (75 minutes)

5. Students must arrive 15 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.

PEARSON

VUE- Authorized
Test Center

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 hours of curriculum. Students are required to work online a minimum of five 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 must attend two in-person classes to enter the program, after attending the first two classes in-person attendance becomes optional, then students will complete classes online using Imagine Learning. 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: Must be 18.

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.

HOURS	DAYS	DATES	INSTRUCTOR	ROOM	FEE
6:00 PM-8:00 PM	W	7/29-12/9	Heinrich	CEC 8	No Charge

No Class: September 30, October 7, November 11 & 25



Plus

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

Student Spotlight

Huda

Huda is a shining example of perseverance, determination, and academic excellence. After coming to the United States from Estonia, she enrolled in the GED program at Liberty Adult Education with a strong desire to succeed and create new opportunities for herself and her family.

From the very beginning, she demonstrated an eagerness to learn, consistently challenging herself to take and pass each GED exam with outstanding results — earning college-ready credit along the way.

Her dedication, positive attitude, and commitment to her education made her stand out among her peers. Today, we proudly celebrate not only her completion of the GED program, but also her selection as a student speaker for the GED Graduation ceremony.

Her journey is an inspiration to everyone and a reminder that with hard work, courage, and determination, anything is possible.

“Liberty Adult Education gave me the structure and support I needed to turn determination into achievement. With consistency, resilience, and guidance from the staff, I was able to reach a milestone that changed the direction of my future.”

- Huda





FALL 2026

FREE CLASSES

BEGIN JULY 27th

Learn English
Earn High School Diploma
Study for GED Tests
Prepare for US Citizenship

NEW STUDENTS

Follow these steps as easy as 1,2,3!

Step 1

**Register
online
or in
person**

Step 2

**July 6th
Contact office
to schedule a
Student
Orientation**

Step 3

**Attend
Student
Orientation
July 13th – 17th
(appointment only)**

**Scan QR Code
to Register**



929 Second Street Brentwood, CA 94513
www.libertyadulthood.org PH: (925) 634-2565



Register: www.libertyadulthood.org

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.

LEVEL UP!



**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!



ART CLASSES

Feeling creative? Drawing, painting and décor workshops are for you!

iPhone Basics

Our iPhone Basics workshop will help you master the essential features of your iPhone!



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.

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.

Adult Ed teachers are in high demand!

Qualifications Needed to Teach:

ESL (English as a Second Language)

- BA or BS Degree and Teaching Credential

GED (General Education Development)

- BA or BS Degree and Teaching Credential

Career Technical

- BA or BS Degree and Teaching Credential

Community Enrichment Classes

- No college degree - Just a talent to share



**Current job openings are
posted at [Edjoin.org](https://edjoin.org)**

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

NONPROFIT ORG
US POSTAGE
PAID
GARDENA CA
PERMIT NO. 40

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>

**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 3 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.

Join our growing list of success stories... ENROLL TODAY!



- ◆ Career Technical Education (CTE)
- ◆ Certificate Programs
- ◆ College & Career Readiness
- ◆ Adult High School Equivalency & Diploma
- ◆ Enrichment (Community Interest)
- ◆ Active Adults (in partnership with City of Brentwood)