FREE/LOW COST CLASSES AND CAREER TRAINING FOR ADULTS

BURBANK Adult School

FALL 2023 COURSE CATALOG
August 7, 2023 to December 16, 2023
(818) 729-5950  |  www.burbankusd.org/bas
DIRECTOR’S MESSAGE

With the core beliefs of equity, collaboration and excellence, Burbank Adult School continues to focus on offering high-quality instruction that will prepare students for their future. With pathways designed to transition students into college, vocational education, and directly into the workforce, Burbank Adult School commits itself to its students’ success and lifelong learning.

Burbank Adult School offers:

- English As A Second Language (ESL)
- Adult Secondary Education/High School Diploma
- Adult Basic Education
- Career & Technical Education (CTE)
- Parent Education
- Enrichment Classes
- FACTS (Foothill Area Community Transition Services)

If you are seeking to train for a career, improve your existing skills, learn English, complete your high school diploma, earn your high school equivalency, or become a more effective parent, then Burbank Adult School is for you. We are committed to providing supportive teachers, counselors, staff and administrators to assist you in achieving your educational goals. We are an inclusive campus, and all students are welcome. This is your school, your community, your future.

I am honored to serve as the Director of such a fine school and look forward to meeting you and helping you continue your quest to be a lifelong learner.

Very truly yours,

Juan Noguera
Director, Burbank Adult School
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My name is Lizbeth Camacho and I am from Mexico. It is an honor for me to share with you all my experience as an ESL student at this wonderful institution.

I started studying at Burbank Adult School from level 1, and now I am about to start level 5. The educational staff is excellent. They focus on student learning and keep the culture of each nation alive. Likewise, various activities are carried out in the classroom where all the students participate, putting into practice the English language and all the knowledge acquired from each course. It’s amazing to be able to communicate and be friends with people from other countries who speak different languages than mine. Because in addition to practicing the English language, I also learn about their countries, culture and traditions, and they learn about my country as well. Someday I would like to visit those countries.

Thanks to the education that I have received in this school, I have also been able to grow in the workplace. Since almost a year ago, I was promoted as a manager. So, I have more responsibility at work, and I have to converse more with people; in this case with customers since I work in a supermarket.

Burbank Adult School offers a great opportunity for people to grow and improve their skills to have a better future.
**FALL 2023 CALENDAR***

- **August 7, 2023** ......................................................... School Reopens; Learning Center classes begin
- **August 7 – 10, 2023** ............................................................ ESL Registration (Fall Session)
- **August 14, 2023** ............................................................... Academics, ABE, ESL and Parent Education classes begin
- **August 23, 2023** .............................................................. **Adult School Open House!**
- **August 18, 2023** .............................................................. All Staff Meeting (3:30 pm - 6:30 pm)
- **September 4, 2023** .............................................................. Labor Day (School closed)
- **TBD** .............................................................. Back-to-School Night (No Adult Classes at BHS)
- **November 10, 2023** ........................................................ Vets Day (School closed)
- **November 22, 2023** .............................................................. No Classes
- **November 23 – 25, 2023** ................................................ Thanksgiving Holidays (School closed)
- **December 16, 2023** .............................................................. Fall Semester Ends (ESL, ABE, Learning Center and Academic)
- **December 8, 2023** .............................................................. Fall Semester Ends (Parent Education)
- **December 18, 2023 – January 8, 2024** ................................ Winter Recess (Academics)
- **December 18, 2023 – January 8, 2024** ................................ Winter Recess (ESL)
- **December 11, 2023 – January 8, 2024** ................................ Winter Recess (Parent Ed)

* Start/end dates for individual classes vary. Please check course information for a specific schedule.

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**LOCATION & WEBSITE**

1. **Burbank Adult School (Main Campus) (BAS)**
   - Address: 3811 W. Allan Ave., Burbank, CA 91505
   - Tel: (818) 729-5950
   - Fax: (818) 729-3480
   - Web: www.burbankusd.org/bas
   - Follow us on Twitter: @BurbankAdult
   - Follow us on Instagram: @BurbankAdult
   - Like us on Facebook: www.facebook.com/burbankadultschool

   **Main Office Hours**
   - (Beginning August 7, 2023)
   - **Monday - Thursday** 8:00 am - 8:30 pm
   - **Friday** 8:00 am - 3:00 pm
   - **Saturday** 8:00 am - 12:30 pm

   **Academic Advising Office Hours**
   - (Beginning August 7, 2023)
   - (818) 729-5960
   - **Monday - Thursday** 8:00 am - 8:30 pm
   - **Friday** 8:00 am - 4:30 pm
   - **Saturday** 7:30 am - 1:00 pm

2. **Burbank High School (BHS)**
   - Address: 902 N. Third St.

3. **West Coast Customs (WCC)**
   - Address: 2101 W. Empire Ave.

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**BUSD Board of Education**

- Steve Ferguson, President
- Dr. Emily Weisberg, Vice President
- Dr. Armond Aghakhanian, Clerk
- Abby Pontzer Kamkar, Member
- Charlene Tabet, Member

**District Office/Site Administration**

- Dr. John Paramo, Acting Superintendent
  - johnpromo@burbankusd.org

- Juan Noguera, Director Burbank Adult School
- Elvis Carias, Assistant Principal Burbank Adult School

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**REGISTER FOR FALL 2023!**

Online registration opens on August 7, 2023! Registration site: https://bas.asapconnected.com
Classes are open to adults who are 18 years of age or older. Students may register online for most classes at https://bas.asapconnected.com

Nondiscrimination The Burbank Unified School District is committed to equal opportunity for all individuals in education. District programs and activities shall be free from discrimination based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics.

Campus Safety By state law, drugs, alcohol, tobacco, smoking, vaping and/or weapons are not permitted by anyone, anywhere, on any of the campuses of the Burbank Unified School District.

Certificates and Diplomas Certificates and diplomas must be picked up in person from the Main Office. Diplomas issued by the Burbank Adult School will not be replaced, so please be sure to make a copy for your records. Certificates will now be sent digitally through student emails. Please ensure the school has an updated email. Certificates will only be available digitally within a year of course completion.

CTE Courses Completion certificates for Career and Technical Education (CTE) courses will only be issued to students who have completed at least 80% of the course hours and have met course objectives and competencies. Burbank Adult School does not guarantee job, externship, or internship placement as a result of completing CTE courses. Tell us your CTE success story: bas@burbankusd.org

Disability Services Students with disabilities may be able to receive financial support for their career-based training, leading to employment, through the Department of Rehabilitation. Students with disabilities may also be able to obtain job search assistance and job placement services through the Department of Rehabilitation. For more information, please call (818) 901-5024, Monday through Friday, 8 am - 5 pm.

High School Equivalency Testing The Burbank Adult School (BAS) is an approved GED and HiSET testing site. Test registration, including payment, will be completed online at the GED/HiSET Testing Service websites.

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For more information about the GED test or scheduling, please visit the official GED website at https://ged.com or via telephone at 1-877-392-6433.

For more information about the HiSET test or scheduling, please visit the official HiSET website at http://hiset.org or via telephone at 1-855-MY-HiSET (694-4738).

Our students test for free! Ask one of our academic counselors how you can prepare for and take your High School Equivalency test free of charge. (818) 729-5960.

Fees and Refunds In the event that a class is canceled OR if a student chooses to withdraw from a class at least two business days prior to the class start date, the student will be entitled to a full refund. The refund may take up to three weeks to process. The fee for each class follows the course title. Checks, money orders, credit cards, and cash will be accepted. Returned checks will be charged a $20 fee payable in cash only. There is a $10 processing fee for all refunds not due to class cancellations.

No refunds will be issued to any student after the first scheduled class session (including no shows). There are no refunds for class materials and/or books purchased by students. There are no fees for ESL, ESL Special Topics, High School Diploma and High School Equivalency Test Prep classes and/or workshops.
LARAEC
Burbank Adult School is a member of the Los Angeles Regional Adult Education Consortium. LARAEC is a collaboration of five member districts: Burbank USD, Culver City USD, Los Angeles USD, Montebello USD, and Los Angeles Community College District. Consortium website: www.laraec.org

Transcripts
There will be a $5 fee per transcript requested. Payment may be in cash or money order only. Transcript Request Forms may be obtained on the school website: www.burbankusd.org/bas

Schedule Changes
Burbank Adult School reserves the right to make changes in course fees, schedules and assignments, and to cancel any course that does not have sufficient enrollment. There are times when situations arise, and a class may have to be canceled. If possible, a make-up class may be offered.

Student IDs
Burbank Adult School offers free student ID cards for students enrolled in an academic program with 12 or more hours of instruction. It will cost students $5 to replace a card under any circumstance. Student ID cards are optional for Enrichment and Parent Education students at the cost of $5.

Senior Discount
Everyone 55 years and older receive a discount of $5 per class.

Textbooks
Many classes do require textbooks. To inquire about textbook requirements, please contact the office at least one week before the class starts. Some books may be purchased online: www.burbankusd.org/bastextbooks

Uniform Complaint Procedures
In accordance with state guidelines in the Code of Regulation, Title 5, Sections 4600-4671, the Burbank Unified School District has adopted Uniform Complaint Procedures, which shall be followed when addressing complaints alleging unlawful discrimination, harassment or failure to comply with state and federal laws related to adult basic education programs. You may contact the Burbank Adult School office to obtain a copy of the Uniform Complaint Procedure by calling (818) 729-5950.

Vision Statement
Burbank Adult School will be a student-centered instructional program that responds to District and community needs, is actively collaborating with other service providers, and demonstrates a commitment to building and enhancing human potential through quality educational programs and services.

Mission Statement
The mission of Burbank Adult School is to meet the diverse educational needs of the District and community by equipping lifelong learners with the skills they need to reach their academic, career and personal goals.

Accreditation
Burbank Adult School is fully accredited by the Western Association of Schools and Colleges through 2027.
Pre-registration is required for all classes. A minimum of 10 students should be enrolled by 1 business day prior to the scheduled start date or the class will be cancelled.

Our CTE classes are free of tuition for the 2023-24 school year, to support our community in workforce development. Any charges to students are for materials and textbooks only.

**GET A NEW JOB!**

**WORK IN AN OFFICE**

Choose from these courses:
- MS Office, Word, Excel
- QuickBooks
- Payroll Accounting

**WORK IN I.T.**

Choose from these courses:
- Cable Installation Technician
- IT Tech Support/CompTIA A+ Certification
- Computer Networking

**WORK IN THE MEDICAL FIELD**

- Medical Terminology
- Medical Billing & Coding
- Home Health Care Aide*
- Physical Therapy Aide*
- Medical Front Office
- Certified Nursing Assistant*
- Sports Therapy Aide
- Ready for a Medical Office Assistant Job
- Ready for a CNA Job & NNAAP Exam
- Ready for a PTA Job at a Facility
- Become a Pharmacy Technician & Prepare for the PTCB Exam*
- Become a Medical Assistant & Prepare for the CMA Exam*
- *Provides Externship

Some careers might require a high school diploma or equivalency. We can help you with that too! Flexible options are available. Counselors are standing by to help! (818) 729-5960
CAREER TECHNICAL EDUCATION (CTE)

HEALTH CAREERS

Sports Physical Therapy*
Materials Fee: $64
(25 sessions, 08/26/23-05/18/24; no class on 09/02/23, 09/30/23, 11/11/23, 11/25/23, 12/16/23 to 01/06/24, 01/13/24, 02/10/24, 02/17/24, 03/23/24, 03/30/24)
062301 Saturday 9:00 am-3:30 pm BAS/I901 Mubiru
This course prepares students to work as physical therapy aides in sports medicine facilities and general health care facilities. Students will receive hands-on training and basic knowledge of certified athletic trainers (ATC), sports medicine, therapy/physical therapy aide, therapeutic massage, fitness and other health care professions. Students will explore various sports related injuries and learn about treatment and injury prevention; the various career paths of physical therapy and sports medicine and basic anatomy of selective body systems. Program offers an externship. Limited space available. Students that qualify are required to purchase uniforms, complete a live scan, and have a physical exam with negative results. Externship costs are additional. *See QR code on page 7 for textbook(s) link.

Physical Therapy Aide*
Materials Fee: $64
(45 sessions, 08/21/23-12/11/23, no class on 09/04/23, 11/10/22, 11/22/23-11/24/23)
062203 M & W 5:15 pm-9:15 pm BAS/I901 Mubiru
F 5:15 pm-9:15 pm Distance Learning Mubiru
This course prepares students to work as physical therapy aides; to provide basic physical therapy treatment in health care facilities under the direction of licensed physical therapists. Students will learn basic anatomy of selective body systems and scientifically based principals, medical terminology; the application of physical therapy treatment and therapeutic exercise. Students will also explore the relationships between physical therapists, physical therapy assistants and physical therapy aides. Students will receive hands-on training related to the assessment of vital signs, body mechanics, treatment methods, therapeutic, rehabilitative exercises and mobility training. Program offers an externship. Limited space available. Students that qualify are required to purchase uniforms, complete a live scan, and have a physical exam with negative results. Externship expenses are additional. *See QR code on page 7 for textbook(s) link.
Pre-Certified Nursing Assistant (CNA)*

Materials Fee: $450 + Textbook Fee

Program Admission Assessment & Orientation for both sections will be held on:
Thursday, 08/10/23, at 5:00 pm
For more information contact carinapamilar@burbankusd.org

(64 sessions, 08/21/23-12/13/23; no class on: 09/04/23, 11/22/23, and 11/23/23)

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Pamilar

**ESL Integrated Class** This entry level basic nursing course will prepare the student for employment as a Certified Nurse Assistant in both long-term and acute care hospital facilities. Graduates from the program will be prepared to take the National Nurse Aide Assessment (NNAAP) written and skills exam required for certification in the state of California. Students must demonstrate proficiency in written and verbal English, basic computer literacy, and the ability to push, pull, stand and lift a minimum of 50 lbs. Course instruction includes foundations of patient safety, patient/resident care, nutrition, restorative/rehabilitation care, and emergency procedures within the scope of practice of a California CNA. ESL students are welcome. *See QR code on page 7 for textbook(s) link.

Pharmacy Technician Training (Saturdays)*

(24 sessions, 09/09/23-04/20/24; no class on: 11/11/23, 11/25/23, 12/23-01/06/24, 01/13/24, 02/10/24, 02/17/24, 03/23/24)

Mandatory Orientation/Program Admission Test: Saturday, 08/26/23 at 9:00 am.

063902 Saturday 8:00 am-3:30 pm BAS/G703 Abdelmalak
Pharmacy Technician Training (Evenings)*
(60 sessions, 08/15/23-01/24/24; no class: 11/22/23, 11/23/23, 12/18/23-12/28/23, 01/02/24-02/04/24)

Mandatory Orientation/Program Admission Test: Thursday, 08/10/23 at 5:00 pm.
063904  T, W, Th  6:00 pm-9:00 pm  BAS/G703  Meza

The Pharmacy Technician assists the pharmacist with mixing and packaging prescriptions, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. The curriculum includes materials to prepare graduates for the National Pharmacy Technician Certification Board (PTCB) examination. Prior to placement in an externship, all students must undergo a background check and live scan through the Department of Justice (DOJ) and the F.B.I. *See QR code on page 7 for textbook(s) link.

Clinical Medical Assistant Training*
(24 sessions, 09/09/23-04/20/24; no class on 11/11/23, 11/25/23, 12/23/23-01/13/24, 02/10/24, 02/17/24, 03/23/24)

Mandatory Orientation/Program Admission Test: Saturday, 08/26/23 at 9:00 am-2:00 pm.
064801  Saturday  8:30 am-4:00 pm  BAS/E501  Amirmozafari

The Clinical Medical Assistant works in the back office and assists the physician with procedures, cares for patients, performs simple laboratory tests and learns to do injections. Class includes materials and externship placement assistance. The is a six-month course that will prepare you for the state exam. For further information contact nikkiamirmozafari@burbanksd.org *See QR code on page 7 for textbook(s) link.

MEDICAL OFFICE PROFESSIONAL

Prepare yourself for an in-demand career as a medical office professional. Complete the following three courses to receive a certificate of program completion from the Burbank Adult School. These classes are currently offered during both Fall and Spring terms:

MEDICAL OFFICE ASSISTANT CERTIFICATE

- Medical Terminology (14 weeks)
- Medical Billing and Coding (15 weeks)
- Medical Front Office (14 weeks)

Medical Terminology
(28 sessions, 08/08/23-11/09/23)
069401  TTh  9:00 am-12:15 pm  Online Hybrid  Savala  
(Lecture: 9:00 am-10:30 am, Lab: 10:45 am-12:15 pm)

Learn medical language, terms and abbreviations associated with the human body systems that are necessary for persons entering medical office occupations. This course is a prerequisite for the Medical Billing and Coding program and strongly recommended for all students in the Pharmacy Tech Training and Clinical Medical Assistant Training programs. This class uses Zoom for lecture and Canvas for lab.

Medical Billing and Coding*
(41 sessions, 09/06/23-12/15/23; no class 11/10/23, 11/22/23, 11/24/23)
069501  MWF  9:00 am-12:15 pm  Online Hybrid  Savala  
(Lecture: 9:00 am-10:30 am, Lab: 10:45 am-12:15 pm)

Learn medical billing using ICD-10, CPT and HCPCS codes to complete the CMS1500 forms. Students will translate doctors’ diagnoses and procedures into accurate medical codes in order for insurance companies to reimburse providers for services rendered. Hands-on practice using patent accounting database, Total MD Medical Billing software. This class uses Zoom for lecture and Canvas for lab. Prerequisite: Medical Terminology. *See QR code on page 7 for textbook(s) link.
Medical Front Office*
(21 sessions, 10/03/23-12/07/23; no class on 11/22/23, 11/23/23)
069000   TWTh  1:00 pm-4:15 pm   Online Hybrid   Savala
(Lecture: 1:00 pm-2:30 pm, Lab: 2:45 pm-4:15 pm)

This class is designed for the student interested in an entry-level front office position in a doctor's office or medical clinic. The student will learn appointment scheduling, telephone techniques, filing skills, correspondence, payment posting, collections and more and will practice these skills on the computer using Medisoft. This class uses Total MD software. **This class uses Zoom for lecture and Canvas for lab. Prerequisite: Medical Terminology.**

Phlebotomy Technician Training
Fee: $2,500

**Classes Provided by the AUMT Institute**
(8 sessions, 08/19/23-10/21/23; no class on 09/02/23 and 10/07/23)

**CPTI (Phlebotomy) Information Session**
via Zoom: Friday, 07/28/23 at 1:00 pm
062001   Saturday  9:00 am-3:00 pm   BAS/H801   AUMT Staff

Phlebotomy technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy technician, collecting blood samples from patients in a hospital, clinical laboratory, medical office, or clinic. Through lectures and hands-on training, learn what you need to know about the circulatory system, venipuncture technique and specimen collection, risk factors and complications, and quality assurance. This course provides a complete learning experience—with 48 hours of classroom instruction and a 40-hour hands-on externship and prepares you to take the National Certification exam to become a Certified Phlebotomy Technician 1 (CPT1). A certificate of completion is awarded upon successful completion of the course. Enrollment is limited to 16 students due to COVID19 restrictions. You must be at least 18 years old and have a high school diploma or equivalent. Payment plans available. For more information and to reserve your seat in the mandatory orientation, please call (310) 574-2783 or email raquel@AUMT.org

**NHA Exam (Student will schedule NHA exam through PSI testing site)**
Orientation Zoom link: www.burbankusd.org/domain/829

Note: This class is offered by an external vendor. BAS is proud to host the class but is not responsible for the curriculum or certification.
DIGITAL GRAPHIC/WEB DESIGN COURSES

LEARN more to EARN more! Complete the training you need to begin a career in graphic/web design.

Web Design*
(12 sessions, 09/08/23-12/08/23; no class on 11/10/23 and 11/24/23)
066401  Friday 9:00 am-12:00 pm  BAS/F602  Ramirez

Whether you want to create your own personal webpage or become a webmaster/web page design for others, this course will teach you the basics. Especially for beginners: Learn basic website design including an introduction to programming scripts such as HTML, CSS, and JavaScript; website design elements including color choice, multimedia, links, and design elements and trends; creating a business and maintaining a website; SEO (search engine optimization); registering a domain name and server Account. *See QR code on page 7 for textbook(s) link.

Introduction to Adobe Design Suite CC
(14 sessions, 08/31/23-12/07/23; no class on 11/23/23)
067201  Thursday 6:00 pm-9:00 pm  BAS/F602  Matson-Fennell

Maximize your digital design skills with this introductory Adobe Creative Cloud course focusing on Photoshop, Illustrator, and InDesign, learn the programs for creating content for print, the web, and mobile. Prerequisite: Basic computer skills. Students should bring a USB flash drive.

Retouching and Compositing: Adobe Photoshop CC
(14 sessions, 08/29/23-11/28/23)
068501  Tuesday 6:00 pm-9:00 pm  BAS/F602  Sheetz

Focusing on powerful features exclusively found in Photoshop CC, learn retouching and compositing techniques geared toward digital image manipulation. *This course will use online video tutorials from www.Lynda.com at no additional cost to students. Instructor will provide additional details the first night of class. Students should have access to Photoshop CS6 or later at home or public library in order to practice and complete homework assignments. Prerequisite: Basic computer skills. Also recommended: Completion of Digital Darkroom: Lightroom CC.

Photoshop for Beginners
(6 sessions, 09/06/23-10/11/23)
669601  Wednesday 9:00 am-12:00 pm  BAS/F600  Sheetz

Learn the fundamentals of Photoshop including image adjustments, color correction, layers, and retouching techniques. Prerequisite: Basic computer skills. Students should bring a USB flash drive.

Photoshop for Intermediates
(6 sessions, 10/25/23-12/06/23; no class 11/22/23)
090300  Wednesday 9:00 am-12:00 pm  BAS/F600  Sheetz

Take your Photoshop skills to the next level. In this class students will learn to work with Paths, Filters, Masking, Animation Tools, Adjustment Layers, Blend modes, and more. Prerequisite: a basic knowledge of Photoshop or completion of Photoshop for Beginners. Please bring a flash drive to class, exercise files will be provided.
### Microsoft Word
(16 sessions, 08/22/23-12/05/23)

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This course will cover the essential features of Microsoft Office, so that students will be proficient in Word for personal and office use. You will master the basics such as creating a document, formatting text, paragraphs, and sections. Additionally, you will learn how to create and modify tables and lists, apply references, and understand how to insert and format objects. This class will prepare you for the Microsoft Office Specialist certification. **Prerequisite:** Intro to Computers course or have basic computer skills. Students should bring a USB flash drive. *Class uses Macs.*

### Intro to Computers: Windows
(14 sessions, 08/22/23-10/05/23)

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This course is for beginners to the computer world. It includes an introduction to Windows, file management, the Internet, hardware/software and more. You will also work on improving your keyboarding speed and accuracy. Start building your digital skills!

### Microsoft Excel
(16 sessions, 08/24/23-12/14/23; no class on 11/23/23)

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This course will cover the essential and advanced features of Microsoft Excel, so that students will be proficient in Excel for personal and office use. Learn how to create and manage worksheets and workbooks, format cells and ranges, create and modify tables, create and format charts and objects, apply commonly used formulas and functions. This class will prepare you for the Microsoft Office Specialist certification. **Prerequisite:** Intro to Computers course or have basic computer skills. Students should bring a USB flash drive. *Class uses Macs.*

### Intro to Computers: Microsoft Office
(16 sessions, 08/21/23-10/16/23; no class on 09/04/23)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>664400</td>
<td>M &amp; W</td>
<td>6:00 pm-9:00 pm</td>
<td>BAS/F602</td>
<td>Hernandez</td>
</tr>
</tbody>
</table>

(14 sessions, 08/19/23-12/08/23; no class 09/02/23, 11/11/23)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>664401*</td>
<td>Saturday</td>
<td>9:00 am-12:45 pm</td>
<td>BAS/F600</td>
<td>Hernandez</td>
</tr>
</tbody>
</table>

(16 sessions, 10/12/23-12/7/23; no class on 11/23/23)

<table>
<thead>
<tr>
<th>Code</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>664402</td>
<td>T &amp; Th</td>
<td>9:00 am-12:00 pm</td>
<td>BAS/F602</td>
<td>Ramirez</td>
</tr>
</tbody>
</table>

This course is for beginners. It is an entry-level course that will introduce you to Microsoft Office applications. In addition, students will learn about computer terminology, hardware/software, email, and the Internet. Build your skills to become digitally fluent. **Students should bring a USB flash drive.** *Class uses Macs.*
Computers for the Workplace  
(16 sessions, 10/18/23-12/13/23; no class 11/22/23)  
664711 M & W 6:00 pm-9:00 pm  BAS/F602  Paguia  
This course is designed to provide students with the necessary computer skills needed in a variety of professional work environments through lectures and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals of Microsoft Office applications. **Prerequisite:** Intro to Computers course or have basic computer skills. Students should bring a USB flash drive.

QuickBooks for Business*  
(15 sessions, 08/21/23-10/11/23; no class 09/04/23)  
066102 M & W 9:30 am-12:45 pm  BAS/F602  Ramirez  
(14 weeks, 08/19/23-12/09/23; no class on 09/02/23, 11/11/23, and 11/25/23)  
066100 Saturday 9:00 am-11:00 am  BAS/F602  House  
Lab 11:00 am-12:00 pm  
QuickBooks users will learn how businesses organize all their finances in one place. The key concepts of this course include how to create and manage a company, create invoices and track sales, pay bills and track purchases, banking and correct errors, and customize reports. You will also learn how to deal with physical inventory, and work with balance sheet accounts and budgets. You will create invoices and track sales, pay bills, work with estimates, track time, reconcile bank statements and record credit card transactions. **Students must bring a USB flash drive.** *See QR code on page 7 for textbook(s) link.

Payroll Accounting*  
(15 sessions, 10/16/23-12/06/23; no class 11/22/23)  
067801 M & W 9:30 am-12:45 pm  BAS/F602  Ramirez  
(14 sessions, 08/19/23-12/09/23; no class on 09/02/23, 11/11/23, and 11/25/23)  
067800 Saturday 12:30 pm-2:30 pm  BAS/F602  House  
Lab 2:30 pm-3:30 pm  
Learn the skills to work in the employee center where you will be able to set up required information for new employees and run payroll for hourly or salary employees with different taxes or benefits. Become a confident QuickBooks Payroll user by learning to record business transactions using Source Documents such as bills/invoices, receipts, memorandums, purchase orders, bank statements. Additional topics covered in this course include accounts receivable, accounts payable, bank reconciliations, credit cards transactions, and creating a company. The key concepts regarding this part of the course include how to create invoices and track sales, pay bills, reconcile bank statements and record credit card transactions using Source Document. *See QR code on page 7 for textbook(s) link.
### Resume Writing
(3 sessions, 08/18/23-09/01/23)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>066600</td>
<td>Friday</td>
<td>9:00 am-12:00 pm</td>
<td>BAS/H805</td>
</tr>
</tbody>
</table>

(3 sessions, 11/17/23-12/08/23; no class on 11/24/23)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>066601</td>
<td>Friday</td>
<td>9:00 am-12:00 pm</td>
<td>BAS/H805</td>
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</tbody>
</table>

Based on your skills and work experience, you can create a resume that represents the unique person that you are. Decide on a resume style and write a professional resume with your summary, skills, and work experience to get you noticed for a promotion or a new job. Participants should bring a USB to class so they can work directly on the laptops on their own projects.

### Job Search
(3 sessions, 09/08/23-09/22/23)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>666101</td>
<td>Friday</td>
<td>9:00 am-12:00 pm</td>
<td>BAS/H805</td>
</tr>
</tbody>
</table>

(3 sessions, 10/20/23-11/03/23)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>666102</td>
<td>Friday</td>
<td>9:00 am-12:00 pm</td>
<td>BAS/H805</td>
</tr>
</tbody>
</table>

Learn where to look online or offline, how to upload your resume and cover letter, get job alerts, and network online. Knowing where to look makes your job search easier and faster. Participants should bring a USB to class so they can work directly on the laptops on their own projects.

### Interviewing Techniques
(3 sessions, 09/29/23-10/13/23)

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>666201</td>
<td>Friday</td>
<td>9:00 am-12:00 pm</td>
<td>BAS/H805</td>
</tr>
</tbody>
</table>

Get acquainted with the diverse types of interviews that employers use. Practice the regular questions employers ask candidates, as well as the behavioral questions. Learn how to manage objections and ask your own questions at a job interview. Participants should bring a USB to class so they can work directly on the laptops on their own projects.
Cable Installation Technician Course
(31 sessions, 08/19/23-12/16/23; no class on 09/02/23, 11/11/23, and 11/25/23)
068801  Saturday  8:00 am-4:00 pm  BAS/F603  Rivas
This course provides students with the knowledge and skills required to become a cable installer technician. The course covers all the new TIA/EIA and ANSI standards information and features extensive integrated hands-on lab procedure. The students will learn how to plan, wire, terminate, test and troubleshoot copper & fiber, low voltage wiring systems: voice, data, video and UTP for connecting computers to the internet and networking computers together. Network terminology, telephony, fiber optics, wireless router configuration and punch down will be covered. Students are highly encouraged to take the Data Cabling Installers Certification exam from ETAI (Evolving Technologies Association International) which is a third-party certification for skilled personnel who install low voltage Category 5 copper data cabling. This is an Integrated Education and Training Course. English Learners are encouraged to enroll. For more information, please call the office.

IT Tech Support/CompTIA A+ Certification Exam Preparation Course
(34 sessions, 08/15/23-12/12/23; no class on 11/23/23)
065501  Tue & Thu 8:30 am-12:15 pm BAS/F603  Rivas
065502 Tue & Thu 5:30 pm-9:15 pm BAS/F603  Rivas
This certification is the industry standard for establishing a career in Information Technology and the preferred credential for technical support. Students will learn to troubleshoot, problem-solve and better understand the functions from networking and operating systems to mobile devices and security. Prepare for your exam at the Burbank Adult School. Our course offers all the information and practice necessary to pass your exam with confidence. Students enjoy the convenience of having the course and the testing facilities offered to them in one location. This is a comprehensive hands-on training curriculum designed to prepare students as IT tech support specialists. The course utilizes structured lectures followed by related hands-on lab assignments. Instruction includes an introduction to basic computer theory, installation of the hardware components of a computer system, motherboard, microprocessors, memory, hard drives, sound, video, and wireless adapters. Maintenance of operating systems such as Windows 7 and above, data recovery, antivirus, and spyware also required industry tech support skills, network basics, wireless, servers, and sharing resources. This is an excellent beginning class for students wanting to enter the IT field and/or the Networking classes.

The Fundamentals of Computer Networking
(34 sessions, 08/14/23-12/13/23; no class on 09/04/23 and 11/22/23)
634010  Mon & Wed  8:30 am-12:15 pm  BAS/F603  Rivas
634011  Mon & Wed  5:30 pm-9:15 pm  BAS/F603  Rivas
This course is designed to be the foundation for computer networking. We’ll cover everything from the fundamentals of networking technologies and protocols to an overview of the cloud and practical applications and network troubleshooting. By the end of this course, you’ll be able to: Describe computer networks in terms of a five-layer model, understand all the standard protocols involved with TCP/IP communications, grasp powerful network troubleshooting tools and techniques, learn network services like DNS and DHCP that help make computer networks run understand cloud computing, everything as a service, and cloud storage.
Academic Advising Services
Students must meet with a counselor to register for academic classes. Please bring sealed transcripts for every school or program attended (this includes transcripts from other countries) to this meeting.

College and Career Counseling Services
Did you know? Burbank Adult School offers FREE College & Career transition services to all High School Diploma and Equivalency graduates! See counselors for details! (818) 729-5960

Academic Counseling/College and Career Counseling Office Hours (Beginning August 7, 2023):
Monday - Thursday 8:00 am - 8:30 pm
Friday 8:00 am - 4:30 pm
Saturday 7:30 am - 1:00 pm
Telephone: (818) 729-5960

Graduation Requirements
American Government ................................................ 5 credits
Biological & Physical Science ....................................... 20 credits
Economics .......................................................... 5 credits
Electives ........................................................ 50 credits
English .......................................................... 40 credits
Fine Arts/Foreign Language .................................... 10 credits
Mathematics ....................................................... 20 credits
Practical Arts ...................................................... 10 credits
United States History ........................................... 10 credits
World History ...................................................... 10 credits
Total ................................................................. 180 credits

In addition to the above requirements, students should also meet the following requirement: Completion of CASAS Assessment.
Adult High School Diploma Classes - Learning Center
(19 weeks, 08/07/23 - 12/16/23)*

020111  M - F  8:30 am - 11:30 am  BAS/A109  Staff
020112  M - F  10:45 am - 12:45 pm  BAS/A109  Vehuni
020113  M - Th  3:00 pm - 5:45 pm  BAS/A109  Vehuni
020114  M - Th  6:00 pm - 9:00 pm  BAS/A109  Staff
020120  Sat  9:00 am - 1:00 pm  BAS/A109  Vehuni

Complete courses for your diploma at your own pace! Students should meet with an adult school academic counselor before enrolling in this program.

*INTERESTED IN TAKING ACADEMIC CLASSES ONLINE. Ask our counselor if you qualify!

Teacher Directed Test Preparation Classes: HiSET/GED
(9 week blocks, 08/14/23 - 10/13/23 & 10/16/23 - 12/15/23)

English & Social Studies Test Preparation: HiSET/GED
BLOCK 1:
023201  T & Th  8:30 am - 10:30 am  BAS/D402  Vehuni
023202  M & W  6:30 pm - 8:30 pm  BAS/C302  King

BLOCK 2:
023203  T & Th  8:30 am - 10:30 am  BAS/D402  Vehuni
023204  M & W  6:30 pm - 8:30 pm  BAS/C302  King

Math & Science Test Preparation: HiSET/GED
BLOCK 1:
021501  M, W, F  8:30 am - 10:30 am  BAS/D402  Vehuni
021502  T & Th  6:30 pm - 8:30 pm  BAS/C302  Berhitoe

BLOCK 2:
021503  M, W, F  8:30 am - 10:30 am  BAS/D402  Vehuni
021504  T & Th  6:30 pm - 8:30 pm  BAS/C302  Berhitoe

HiSET/GED Spanish (Sesiones de 9 semanas, 08/14/23 - 10/13/23 & 10/16/23 - 12/15/23)

BLOCK 1:
021100  M - Th  Lecture  5:00 pm - 7:00 pm  ONLINE  Staff
          Office Hours  7:00 pm - 8:00 pm

BLOCK 3:
021101  M - Th  Lecture  6:00 pm - 8:00 pm  ONLINE  Staff
          Office Hours  8:00 pm - 9:00 pm

BLOCK 2:
021102  M - Th  Lecture  5:00 pm - 7:00 pm  ONLINE  Staff
          Office Hours  7:00 pm - 8:00 pm

BLOCK 4:
021103  M - Th  Lecture  6:00 pm - 8:00 pm  ONLINE  Staff
          Office Hours  8:00 pm - 9:00 pm

Este curso te preparará para el examen de GED en español. La clase se centrará en las cuatro áreas de contenido cubiertas en los exámenes: Razonamiento matemático, Razonamiento a través de las artes del lenguaje, Estudios sociales y Ciencias. La clase usa Zoom. Habilidades de computación y acceso a una computadora es requerido.
Adult Basic Education Classes
(9 week blocks, 08/14/23 - 10/12/23 & 10/16/23 - 12/14/23)

English Language Arts
BLOCK 1:
010111  T & Th  8:30 am - 11:30 am  BAS/C301  Mejia
010114  M & W  5:30 pm - 8:30 pm  BAS/C301  Staff

BLOCK 2:
010115  T & Th  8:30 am - 11:30 am  BAS/C301  Mejia
010116  M & W  5:30 pm - 8:30 pm  BAS/C301  Staff

Mathematics
BLOCK 1:
010201  M & W  8:30 am - 11:30 am  BAS/C301  Desai
010204  T & Th  5:30 pm - 8:30 pm  BAS/C301  Manoukian

BLOCK 2:
010205  M & W  8:30 am - 11:30 am  BAS/C301  Desai
010206  T & Th  5:30 pm - 8:30 pm  BAS/C301  Manoukian

Math Bootcamp
212800  Fridays  10:45 am - 12:45 pm  BAS/A111  Vehuni

HIGH SCHOOL EQUIVALENCY TESTING

The Burbank Adult School (BAS) is an approved GED and HiSET testing site. Test registration, including payment, will be completed online at the GED/HiSET Testing Service websites.

For more information about the GED test or scheduling, please visit the official GED website at https://ged.com or via telephone at 1-877-3926433.

For more information about the HiSET test or scheduling, please visit the official HiSET website at https://hiset.org or via telephone at 1-855-MY-HISET (694-4738).

Our students test for free! Ask one of our academic counselors how you can prepare for and take your High School Equivalency test free of charge. (818) 729-5960

PearsonVue Official Testing Center Site

Burbank Adult School (BAS) is an official Testing Center Site for other tests besides the GED & HiSET. In partnership with PearsonVue, the following teacher certifications tests are offered: California Basic Educational Skills Test (CBEST), California Subject Examinations for Teachers (CSET), California Teacher of English Learners (CTEL), and Reading Instruction Competence Assessment (RICA). You can also attain your CompTIA certification, Cisco certification and Pharmacy Technician certification at our testing center.
ENGLISH AS A SECOND LANGUAGE (ESL)

Mejora tu vida con las clases en la Escuela de Adultos de Burbank.

Բարելավեք ծեր կյանքը Բւրբանկի մեծահասկների դպրոցի դասերի ուսուցման միջոցով.

Pagbutihin ang iyong buhay sa mga klase sa Burbank Adult School.

버뱅크 성인 학교에서 수업과 생활을 개선.

BURBANK ADULT SCHOOL (MAIN CAMPUS)
ESL REGISTRATION BEGINS AUGUST 7, 2023

ESL registration will be in person and on a first-come, first-served basis:
Monday, August 7 - Friday, August 11, 2023 from 8:30 am to 12:00 pm AND
Monday, August 7 - Tuesday, August 8, 2023 from 5:00 pm to 8:00 pm.

Question? Call the ESL Office: (818) 729-5950 extensions: 33920, 33921 & 33922
ESL Office Hours: Monday - Friday 8:30 am to 12:30 pm, Monday - Thursday 4:30 to 8:30 pm.

Classes begin the week of August 14, 2023 and they run through December 14, 2023
ENGLISH AS A SECOND LANGUAGE (ESL)

MORNING CLASSES AT THE MAIN CAMPUS

Classes begin: Monday, August 14, 2023

**Literacy**
- 030011 M-Th 9:15 am-12:00 pm BAS/H802 Gamboa
- 030012 M-Th 9:15 am-12:00 pm BAS/H801 Hutchings

**Beginning Low - Level 1**
- 030111 M-Th 9:15 am-12:00 pm BAS/D400 Cooney
- 030112 M-Th 9:15 am-12:00 pm BAS/C302 Canas
- 030115 Saturday 8:00 am-12:15 pm BAS/H802 Schmidt

**Beginning High - Level 2**
- 030211 M-Th 9:15 am-12:00 pm BAS/D401 Bagdasarian
- 030212 M-Th 9:15 am-12:00 pm BAS/G703 Taub
- 030214 Saturday 8:00 am-12:15 pm BAS/D401 Zardaryan

**Intermediate Low - Level 3**
- 030311 M-Th 9:15 am-12:00 pm BAS/H804 Hakopyan
- 030214 Saturday 8:00 am-12:15 pm BAS/D400 Staff

**Intermediate High - Level 4**
- 030411 M-Th 9:15 am-12:00 pm BAS/H803 Keshishi

**Advanced Low - Level 5**
- 030511 M-Th 9:15 am-12:00 pm BAS/H805 Noss

**Advanced High - Level 6**
- 030616 M-Th 9:15 am-12:00 pm BAS/G702 Ewan

**TOEFL Preparation**
- 036116 M-Th 9:15 am-12:00 pm BAS/I901 Lerner
  This class will help prepare you for the TOEFL iBT exam. The TOEFL test is a requirement for foreign students at most of the 4-year universities in this country. The class will cover an orientation to the TOEFL exam as well as the four parts of the test: Reading, Writing, Listening, and Speaking. **Prerequisite:** A strong background in ESL (levels 5 and 6 or equivalent).

EVENING CLASSES AT THE MAIN CAMPUS

Classes begin: Monday, August 14, 2023

**Literacy**
- 030013 M-Th 6:15 pm-9:00 pm BAS/G702 Hakobian
- 030014 M-Th 6:15 pm-9:00 pm BAS/H802 Ahn

**Beginning Low - Level 1**
- 030113 M-Th 6:15 pm-9:00 pm BAS/D400 Medrano
- 030114 M-Th 6:15 pm-9:00 pm BAS/H801 Vanegas

**Beginning High - Level 2**
- 030213 M-Th 6:15 pm-9:00 pm BAS/D401 Cañas
- 030215 M-Th 6:15 pm-9:00 pm BAS/D402 Staff
ENGLISH AS A SECOND LANGUAGE (ESL)

Intermediate Low - Level 3
030313 M-Th 6:15 pm-9:00 pm BAS/H804 Sardarian

Intermediate High - Level 4
030413 M-Th 6:15 pm-9:00 pm BAS/H803 Vaganyan

Advanced Low - Level 5
035613 M-Th 6:15 pm-9:00 pm BAS/H805 Noss

Advanced High - Level 6
036616 M-Th 6:15 pm-9:00 pm BAS/G701 Staff

BURBANK HIGH SCHOOL
ESL REGISTRATION BEGINS AUGUST 9, 2023
Registration Days/Times: Monday - Thursday 5:30 pm to 7:30 pm
To register, call (818) 729-5950 extension 51247.
For more information, go to www.burbankusd.org/bas.

Classes begin the week of August 14, 2023 and they run through December 14, 2023

Burbank High School: 902 N Third St. ESL Office Room 247.
(Enter at corner of N. Glenoaks Boulevard and E. Harvard Road)
Office hours: Monday - Thursday 5:30 to 8:30 pm

EVENING CLASSES AT BURBANK HIGH SCHOOL CAMPUS

Classes begin: Monday, August 14, 2023

Literacy
030023 M-Th 6:15 pm-9:00 pm BHS/245 Abruzzo

Beginning Low-Level 1
030123 M-Th 6:15 pm-9:00 pm BHS/239 Sanchez

Beginning High-Level 2
030223 M-Th 6:15 pm-9:00 pm BHS/330 Coyle

Intermediate Low-Level 3
030323 M-Th 6:15 pm-9:00 pm BHS/234 Hakopyan
ENGLISH AS A SECOND LANGUAGE (ESL)

ESL SPECIAL TOPICS

ESL Conversation
Levels 1-3
(18 weeks, 08/18/23-12/15/23; no class on 11/10/23, and 11/24/23)
030813 Friday 9:00 am-12:00 pm BAS/H804 Hakopyan
Levels 4-6
(18 weeks, 08/19/23-12/16/23; no class on 09/02/23, 11/11/23, and 11/25/23)
030813 Saturday 9:00 am-12:00 pm BAS/H804 Hakopyan
This course prepares students for self-sufficiency in the three principal areas of their lives: the community, the home, and the workplace. It will enable students to understand spoken and written general language; communicate orally and in writing; understand the culture and civic expectations of their new environment; and master life skills necessary to survive and thrive in their community and workplace. Course may only be repeated once in consecutive academic years. Prerequisite: Students must have completed ESL Level 2.

ESL Citizenship Preparation
(14 weeks, 08/19/23-12/15/23 no class on 09/02/23, 11/11/23, and 11/25/23)
031511 Saturday 9:00 am-12:00 pm BAS/H803 Keshishi
This class is intended to prepare students for the naturalization interview process. Class will focus on N-400 application questions, history and government questions, reading and writing skills. Additionally, the class will cover good interview skills such as proper attire, interpersonal conversation skills, and body language. Students are expected to attend each class session and are expected to practice at home as well.

ESL Pronunciation
(14 weeks, 08/19/23-12/16/23; no class on 09/02/23, 11/11/23 and 11/25/23)
031812 Saturday 9:00 am-12:00 pm BAS/H805 Ewan
In this class, students will work on the way in which words, phrases, and sentences are pronounced. Students will learn that sound spelling patterns determine pronunciation and the fact that certain letters when combined make one sound. Additionally, students will learn and practice the difference between long and short vowel sounds, digraphs, and diphthongs. Lastly, students will also practice diction, delivery, and intonation along with identifying the schwa sound in words. Prerequisite: Students must have completed ESL Level 2.

ESL Writing 1
(9 weeks, 8/15/23-10/12/23)
032211 T, Th 12:15 pm-2:00 pm BAS/H803 Keshishi
Writing 1 is designed to help students improve their written communication by focusing on sentence structure, word order, and different types of sentences (simple, compound, and complex). Students practice writing sentences that are grammatically correct and well-punctuated. Prerequisite: Students must have completed ESL Level 2.

ESL Writing 2
(9 weeks, 10/17/23-12/14/23; no class 11/23/23)
032511 T, Th 12:15 pm-2:00 pm BAS/H803 Keshishi
Writing 2 helps students develop paragraph and essay writing skills including topic and support sentences, coherence, and unity. Students also practice business and descriptive writing and editing. Prerequisite: Students must have completed ESL Level 2.
Personal Enrichment Classes

Pre-registration is required for all classes. A minimum of 10 Students should be enrolled by 1 business day prior to the scheduled start date or the class will be cancelled.

**Fine Arts, Music and Media**

**Women’s Chorus**
(14 weeks, 09/12/23-12/12/23)  
Fee: $89  
992011 Tuesday 9:00 am-11:30 am BAS/AUD Tyson  
Join the Women’s Chorus, also known as the Burbank Singers, to have fun, meet new friends, and perform at various community events throughout the year. You will learn music in a variety of styles and from several different eras. Auditions are NOT required; reading music is not necessary, but always a plus!

**Just Paint!**
(6 sessions, 09/06/23-10/11/23)  
Fee: $69  
994300 Wednesday 6:00 pm-8:00 pm BAS/TBD Nassim  
(6 sessions, 10/25/23-12/06/23; no class on 11/22/23)  
Fee: $69  
994301 Wednesday 6:00 pm-8:00 pm BAS/TBD Nassim  
A comprehensive painting class covering everything from brush to canvas. You may work on a painting or you may work on a class project.

**Genealogy Scrapbooking with Photoshop**
(6 sessions, 09/05/23-10/10/23)  
Fee: $59  
998701 Tuesday 9:00 am-12:00 pm BAS/F600 Sheetz  
(6 sessions, 10/17/23-11/21/23)  
Fee: $59  
998702 Tuesday 9:00 am-12:00 pm BAS/F600 Sheetz  
This class will help you search, organize, scan, and turn your old family pictures into a book that will be cherished for generations to come. We will be using Photoshop to design and create family history timelines and pages. Scanning old family pictures, restoration, and discovering family history through Ancestry and FamilySearch will be covered along with options for printing pages and books. Please bring a flash drive to class, digital elements and genealogy charts will be provided.
Personal Enrichment Classes

Fitness & Wellness Classes

Gentle, Mindful Yoga - SATURDAY MORNING
(6 sessions, 08/26/23-10/07/23; no class 09/02/23) Fee: $39
996500 Saturday 8:00 am-9:00 am BAS/AUD Levitt
996502 Saturday 9:15 am-10:15 am BAS/AUD Pike

This course is a gentle, kind, softer, slower paced, compassionate and nurturing Yoga. The class is not about pretzel poses or Yoga-robics. The focus will be on mind-body breath connection, along with balance, flexibility, range of motion and stress reduction. This is a great class for seniors, students new to Yoga and for people in recovery. Students must have their own yoga mat. edyogaguy@gmail.com

Gentle, Mindful Yoga - TUESDAY EVENING
(6 sessions, 08/29/23-10/03/23) Fee: $39
996501 Tuesday 6:00 pm-7:00 pm BAS/AUD Levitt

This course is a gentle, kind, softer, slower paced, compassionate and nurturing Yoga. The class is not about pretzel poses or Yoga-robics. The focus will be on mind-body breath connection, along with balance, flexibility, range of motion and stress reduction. This is a great class for seniors, students new to Yoga and for people in recovery. Students must have their own yoga mat. edyogaguy@gmail.com

Gentle, Mindful Yoga - THURSDAY EVENING
(6 sessions, 08/31/23-10/05/23) Fee: $39
996508 Thursday 6:00 pm-7:00 pm BAS/AUD Pike

This course is a gentle, kind, softer, slower paced, compassionate and nurturing Yoga. The class is not about pretzel poses or Yoga-robics. The focus will be on mind-body breath connection, along with balance, flexibility, range of motion and stress reduction. This is a great class for seniors, students new to Yoga and for people in recovery. Students must have their own yoga mat.
PERSONAL ENRICHMENT CLASSES

LEARN A LANGUAGE!

Beginning Conversational American Sign Language (A)  (10 sessions, 08/24/23-10/26/23)  Fee: $89
993603 Thursday 6:30 pm-8:30 pm BAS/TBD Wu
Join a fun and interactive class! Learn to converse with the Deaf and Hard of Hearing (DHH) in your family and/or community.

WORKSHOPS AND SEMINARS

Consciousness with Comedy  (6 sessions, 08/30/23-10/04/23)  Fee: $49
950700 Wednesday 6:30 pm-8:00 pm BAS/B203 Stein
(6 sessions, 10/11/23-11/15/23)  Fee: $49
950701 Wednesday 6:30 pm-8:30 pm BAS/B203 Stein
Happiness, health, and wealth are an “inside job” played in your head. This class is a fun, stress-relieving ride of self-discovery to inspire a practice of mind-blowing, deliberate creation through soulful neuroscience, laughs, and epiphanies, until the voice in your head is helping instead of hurting you (the woo-woo term is “inner peace”).

AARP Driver Safety  (One-day classes)  Fee: Payable to Instructor*
*AARP Members: $20. Cash only. Paid directly to instructor at class. (Bring membership card.)
*Non-AARP Members: $25. Cash only. Paid directly to the instructor at class.
993700 09/16/23 Saturday 8:30 am-4:30 pm BAS/C302 Gray
993701 10/14/23 Saturday 8:30 am-4:30 pm BAS/C302 Gray
993702 11/18/23 Saturday 8:30 am-4:30 pm BAS/C302 Gray
In this 8-hour course, students learn defensive driving techniques, new traffic laws and rules of the road that can lead to an insurance discount. Please bring your AARP Membership Card and Driver’s License for identification. You may also bring a sack lunch and water, etc. Please bring the exact change when paying in cash.
PERSONAL ENRICHMENT
CLASSES

AARP Driver Safety Refresher (One-day classes)  Fee: Payable to Instructor*
*AARP Members: $20. Cash only. Paid directly to instructor at class. (Bring membership card.)
*Non-AARP Members: $25. Cash only. Paid directly to the instructor at class.
992700  09/23/23  Saturday  8:30 am-12:30 pm  BAS/C302  Gray
992701  10/21/23  Saturday  8:30 am-12:30 pm  BAS/C302  Gray
This four-hour refresher class is designed for those who have previously completed an 8-hour AARP Driver Safety class in a classroom setting or online. Please bring your AARP Membership Card and Driver’s License for identification. You may also bring a sack lunch and water, etc. Please bring the exact change when paying in cash.

CPR/First Aid - Child, Infant & Adult (One-day workshop)  Fee: $64
996901  09/16/23  Saturday  9:00 am-3:00 pm  BAS/D402  Bognar
996902  10/14/23  Saturday  9:00 am-3:00 pm  BAS/D402  Bognar
Parents, caregivers, nannies, anyone! This class covers basic emergency First Aid including CPR for adults, children and infants, along with proper use of an AED. Taught by a certified First Responder.

CPR/Basic Life Support  Fee: $64
09/30/23  Saturday  9:00 am-3:00 pm  BAS/D402  Bognar
10/28/23  Saturday  9:00 am-3:00 pm  BAS/D402  Bognar
The Basic Life Support class is for healthcare providers and those in the medical field including physical therapy. The course certifies CPR, First Aid, use of Epi-Pen and the certification is valid for 2 years. Taught by a certified First Responder.
To obtain your CPR card, you must provide a valid email address. Students will receive an email from e-cards@heart.org with an e-code to claim their cards upon completion. Students are encouraged to check their junk email or spam folders. In the case that students don’t find the email, students can visit AHA website.
Personal Enrichment Classes

Gardening Workshops

Greywater
(One-day Workshop, 10/07/23)  
Fee: $25  
102000  Saturday  9:00 am-12:00 pm  BAS/TBD  Hampel  
In this class you will learn the basic design of a laundry to landscape greywater system that can deliver thousands of gallons of water to your fruit trees or landscape each year. The class covers costs, parts, layout, resources, health and legal concerns.

Rainwater Harvesting  (One-day Workshop, 10/14/23)  
Fee: $25  
101900  Saturday  9:00 am-12:00 pm  BAS/TBD  Hampel  
Learn simple and amazingly effective techniques to slow, spread, sink, and hold rainwater with basic garden tools and free materials. Our dry summers are a great time to plan for winter rains. You’ll be thrilled to know rain will be soaking into your landscape and enabling new life.

Money Matters

Real Estate Careers – Become a Realtor
(4 sessions, 10/11/23-11/01/23)  
Fee: $29  
998501  Wednesday  6:00 pm-8:00 pm  BAS/TBD  Gussow  
Join the exciting life of Real Estate professionals. This introductory 4-week course will introduce you to the world of Real Estate, and teach you basic practices in the fields of real estate and related fields such as finance, administration positions, escrow, title and others. Information on licensing and licensing requirements will be covered as well.

Stock Market Boot Camp
(3 sessions, 10/11/23-10/25/23)  
Fee: $39  
996602  Wednesday  6:00 pm-8:00 pm  BAS/B202  Newman  
(3 sessions, 11/01/23-11/15/23)  
996603  Wednesday  6:00 pm-8:00 pm  BAS/B202  Newman  
Where is the stock market headed? Where are interest rates going? Should I be worried about inflation? How do I get my portfolio back on track? Starting with the fundamentals of investing, learn to identify different types, analyze them, and understand potential hazards & opportunities unique to each of them.

For more information

bas@burbankusd.org  |  (818) 729-5950  |  29
Let the children play, sing songs, experience painting and other crafts and interact with other children. Parents have discussions about child development and all kinds of parenting issues. All parenting styles are honored.

For more information, please contact christinayew@burbankusd.org the Parent Education Office at (818) 729-5970 or visit www.burbankparented.org

Requirements for Registration:

■ Updated copy of child’s immunization record.
■ Copy of parent’s negative TB test.
■ All class and lab fees are payable at registration and are not refundable.
ParenT eduCaTion

daY classes

BIRTH DATE OF THE CHILD DETERMINES THE CLASS
Reduced fees and scholarships available for families that qualify.

Parenting Your Infant
(Yellow group, born between March 1, 2023 and the present) Fee: $125
073012 Tuesday 12:00 pm-2:15 pm BAS/B201 Solley

Parenting Your Child
(Green group, born between October 1, 2022 – February 28, 2023) Fee: $125
073100 Wednesday 12:00 pm-2:15 pm BAS/B201 Staff

Parenting Your Child
(Blue group, born between April 1, 2022 – September 30, 2022) Fee: $125
072015 Monday 9:00 am-11:15 am BAS/B201 Staff

Parenting Your Child
(Purple group, born between September 1, 2021 – March 31, 2022) Fee: $125 Lab Fee: $10
071111 Tuesday 9:00 am-11:15 am BAS/B201 Staff
071112 Friday 9:00 am-11:15 am BAS/B201 Staff

Parenting for English Language Learners
(Orange group, born between September 1, 2018 – August 31, 2020) Fee: $125 Lab Fee: $10
073611 Friday 9:00 am-11:15 am BAS/B806 Yew

Multi-Age Class: Infant-4-Year-Old Fee: $125 Lab Fee: $10 (per child)
075711 Wednesday 9:15 am-11:30 am BAS/B200 Staff
075712 Thursday 9:15 am-11:30 am BAS/B200 Staff

The Elementary School-Age Child (Adults Only) Fee: $125
071811 Thursday 9:30 am-11:45 am BAS/G701 Matsumoto

The Middle School-Age Child (Adults Only) Fee: $125
070811 Wednesday 9:30 am-11:45 am BAS/G701 Matsumoto
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SHOW YOUR PASSION IN A ONE MINUTE VIDEO ENTRY TELLING US WHY YOU ARE APPLYING TO OUR ELITE PROGRAM

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