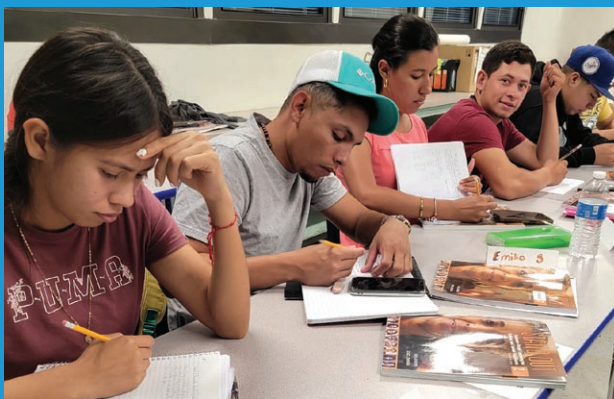


FREE/LOW COST CLASSES
AND CAREER TRAINING FOR ADULTS

BURBANK Adult School



SPRING 2024 COURSE CATALOG

January 8, 2024 to May 24, 2024

(818) 729-5950 | www.burbankusd.org/bas



WELCOME TO BURBANK ADULT SCHOOL



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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Health Careers, Medical Office Professional,
Computer Courses, Office Technology & Business Courses,
Workforce Readiness, Information Technology

ACADEMIC (HS DIPLOMA / GED) 18-20

ENGLISH AS A SECOND LANGUAGE (ESL)..... 21-24

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

Բարելավե՛ք ձեր կյանքը Բուրբանկի մեծահասակների դպրոցի
դասերի ուսուցման միջոցով.

버뱅크 성인 학교에서 수업과 생활을 개선.

PERSONAL ENRICHMENT CLASSES..... 25-29

Fine Arts, Music and Media, Fitness & Wellness Classes,
Learn a Language!, Workshops and Seminars,
Gardening Workshops, Money Matters

PARENT EDUCATION 30-31

STUDENT SUCCESS STORY



My name is Jaime Goodwin, and I wanted to share my positive student success story with you and the school.

I started taking classes in the fall of 2022 with Ms. Cynthia, who was wonderful. I quickly realized though that Billing and Coding was not for me, so I decided to try out the Pharmacy Technician's program with Ms. Manuela in the spring of 2023. I loved the course and the teacher. Not only did I learn so much from the teacher, but I also made new friends in the class. It has been wonderful to learn and grow with the BAS (Burbank Adult School) community and to see all the students succeed and finish their externships.

I never actually imagined that I would be starting a career when I first signed up in the fall. I finished my own externship this summer at Walgreens in Granada Hills. On the last day, they actually hired me as a pharmacy associate with the plan of moving me to pharmacy technician when my license was approved. Ms. Manuela helped me fill out the paperwork and I sent it in, in July. Five weeks later it was approved. I am now a licensed pharmacy technician and about to transition into my new role at work.

I just wanted to email and share my story and say thank you to the school and our wonderful teacher. It really has been a life-changing experience for myself and my family.

Jaime Goodwin

WELCOME - GENERAL INFORMATION

REGISTER FOR SPRING 2024!

Online registration opens on December 4, 2023! Registration site: <https://bas.asapconnected.com>

SPRING 2024 CALENDAR*

January 8, 2024	School Reopens: ABE, Learning Center & Parent Education classes begin
January 8, 2024	ESL Registration (Spring Semester)
January 15, 2024	Martin Luther King, Jr Day (School closed)
January 16, 2024	Academic and ESL classes begin
January 19, 2024	All Staff Meeting (3:30 – 6:30 pm)
February 12, 2024	Lincoln Holiday (School closed)
February 19, 2024	President's Day (School closed)
March 7, 2024	Open House – High Schools (No Adult Classes at BHS & JBHS)
March 18 – 23, 2024	Spring Recess (School closed)
April 3, 2024	BAS College & Career Fair
May 17, 2024	Spring Semester Ends (Parent Education)
May 22, 2024	Graduation
May 24, 2024	Spring Semester Ends (ESL)
May 24, 2024	Spring Semester Ends (ABE, Learning Center & Academic classes)
May 27, 2024	Memorial Day (School closed)

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

LOCATION & WEBSITE

1 Burbank Adult School (Main Campus) (BAS)

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/burbankadulthood

Office Hours

(Beginning January 8, 2024)

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 January 8, 2024)

(818) 729-5960

Monday - Thursday 8:00 am - 8:30 pm

Friday 8:00 am - 4:30 pm

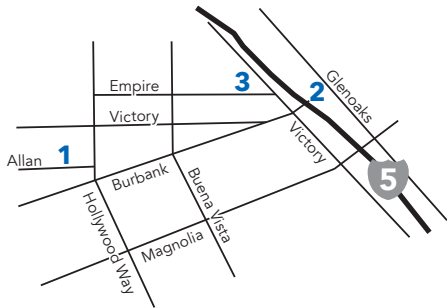
Saturday 8:00 am - 2:00 pm

2 Burbank High School (BHS)

902 N. Third St.

3 West Coast Customs (WCC)

2101 W. Empire Ave.



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, Superintendent

Juan Noguera, Director, Burbank Adult School

Elvis Carias, Assistant Principal, Burbank Adult School

WELCOME - GENERAL INFORMATION



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.

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.

WELCOME - GENERAL INFORMATION



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.

Fully Accredited by



Accreditation

Burbank Adult School is fully accredited by the Western Association of Schools and Colleges through 2027.

CAREER TECHNICAL EDUCATION (CTE)

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:

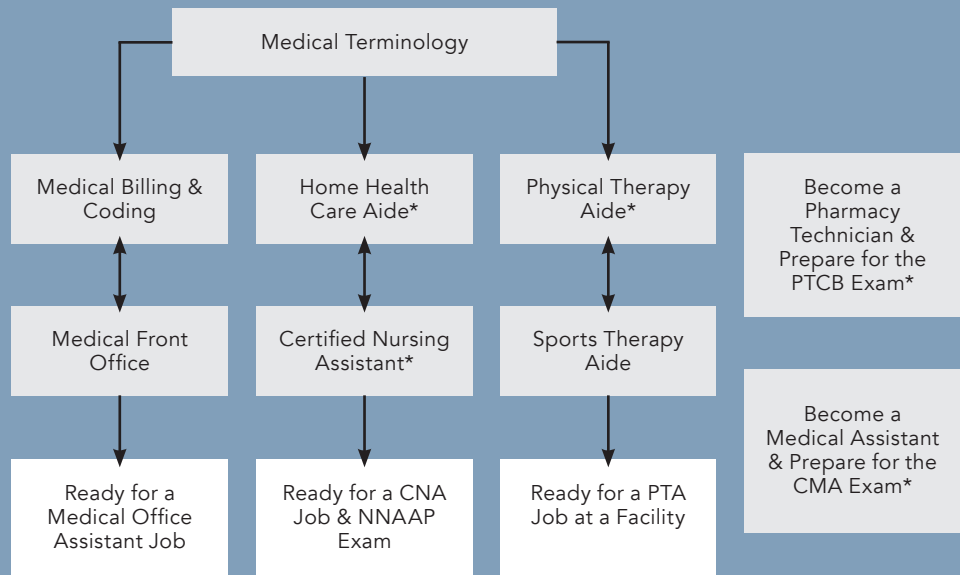
- Administrative Assistant
- QuickBooks
- Payroll Accounting

WORK IN I.T.

Choose from these courses:

- Cable Installation Technician
- IT Tech Support / CompTIA A+ Certification
- Computer Networking

WORK IN THE MEDICAL FIELD



**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



Pre-Certified Nursing Assistant (CNA)*

Materials Fee: \$475 + Textbook Fee

Program Admission Assessment & Orientation for both sections will be held on:

Thursday, 01/11/24, at 5:00 pm-8:00 pm

For more information contact carinapamilar@burbankusd.org, CNA Administrator

(64 sessions, 01/16/24-04/25/24; no class on: 02/12/24, 02/19/24, and 03/18/24-03/23/24)

062703 AM**

Theory	01/16/24-02/22/24
Clinical	02/26/24-05/03/24

BAS/E501

M-Th
M-W

Saldana

8:45 am-1:00 pm
7:30 am-3:00 pm

(64 sessions, 01/16/24-04/25/24; no class on: 02/12/24, 02/19/24, 03/18/24-03/23/24)

062704 PM**

Theory	01/16/24-02/21/24
Clinical	02/22/24-05/04/24

BAS/E501

M-Th
T, Th
Sat

Pamilar

5:00 pm-9:15 pm
3:00 pm-8:00 pm
7:00 am-3:00 pm

Culmination: May 8, 2024

NNAAP: May 10, 2024

****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.



Scan code for
textbook
information.

*FOR MORE
INFORMATION*



CAREER TECHNICAL EDUCATION (CTE)

Physical Therapy Aide*

Materials Fee: \$64

(45 sessions, 01/17/24-05/22/24, no class 02/12/24, 02/19/24, 03/18/24-03/29/24, 04/01/24, and 04/24/24)

062203	M	5:15 pm-9:15 pm	Online Hybrid (Lec/Lab)	Mubiru
	W	5:15 pm-9:15 pm	BAS/I901	
	F	5:15 pm-9:15 pm	Online	

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 as an option. Externship participants are required to purchase uniforms, complete a physical exam, and provide a TB test. Externship expenses are in addition to the materials fee.*

*See QR code on page 7 for textbook(s) link.

Pharmacy Technician Training (Evenings)*

(60 sessions, 01/30/24-06/20/24; no class: 03/19/24-03/21/24)

Mandatory Orientation/Program Admission Test:

Thursday, 01/25/24 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. Successful completion of the course requires 120 hours of externship hours.

*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, 01/23/24-05/02/24; no class 03/19/24, 03/21/24)

069401	T, Th	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 is 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. Zoom link will be sent via email one week prior to start date.**

*See QR code on page 7 for textbook(s) link.

CAREER TECHNICAL EDUCATION (CTE)

Medical Billing and Coding*

(41 sessions, 01/22/24-05/06/24; no class 02/12/24, 02/19/24, 03/18/24-03/22/24)

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. Zoom link will be sent via email one week prior to start date. Students are required to have a computer to successfully participate in the course. Windows preferably. Prerequisite: Medical Terminology.**

*See QR code on page 7 for textbook(s) link.

Medical Front Office

(28 sessions, 01/23/24-04/02/24; no class on 03/19/24-03/21/24)

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. Zoom link will be sent via email one week prior to start date. Students are required to have a computer to successfully participate in the course. Windows preferably. Prerequisite: Medical Terminology.**

Phlebotomy Technician Training

Fee: \$2,500

Classes Provided by the AUMT Institute

(8 sessions, 01/27/24-04/06/24; no class on 02/10/24, 02/17/24 and 03/23/24)

CPTI (Phlebotomy) Information Session via Zoom: Friday, 01/05/24 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.



CAREER TECHNICAL EDUCATION (CTE)

COMPUTER COURSES

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, 02/02/24-04/26/24; no class 03/22/24)

066401 Friday 9:00 am-12:15 pm BAS/F600 Staff

Whether you want to create your own personal webpage or become a webmaster/web page designer 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.

Introduction to Adobe Creative Suite CC

(14 sessions, 01/22/24-05/13/24; no class on 02/12/24, 02/19/24, and 03/18/24)

**067201 Monday 6:00 pm-9:00 pm
BAS/F600 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, 01/30/24-05/14/24; no class on 03/05/24, and 03/19/24)

068501 Tuesday 6:00 pm-9:00 pm BAS/F600 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.

Photoshop for Beginners

(6 sessions, 01/31/24-03/13/24; no class 03/06/24)

669601 Wednesday 9:00 am-12:15 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, 03/27/24-05/01/24)

090300 Wednesday 9:00 am-12:15 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.



CAREER TECHNICAL EDUCATION (CTE)

OFFICE TECHNOLOGY & BUSINESS COURSES

Computer Lab Hours

(01/31/24-05/15/24)

664100 Wednesday 1:00 pm-4:00 pm

BAS/F602

Sheetz

Lab is open to students for schoolwork activities.

Introduction to Macintosh

(14 sessions, 01/22/24-05/13/24; no class on 02/12/24, 02/19/24 and 03/18/24)

634111 Monday 9:00 am-12:15 pm

BAS/F600

Staff

(14 sessions, 01/31/24-05/08/24; no class on 03/20/24)

634112 Wednesday 6:00 pm-9:00 pm

BAS/F600

Staff

This is a beginners course designed to introduce students to Mac computers and iPads. Students will learn about Apple hardware and software, basic iOS applications and functions, and the Safari browser. Students should bring a compatible USB flash drive.

Microsoft Excel

(16 sessions, 01/23/24-05/14/24; no class on 03/19/24)

064301* Tuesday 6:00 pm-9:00 pm

BAS/F602

Paguaia

(16 sessions, 01/25/24-05/16/24; no class on 03/21/24)

064300 Thursday 6:00 pm-9:00 pm

BAS/F602

Assali

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: Introductory computer course or have basic computer skills. Students should bring a USB flash drive.** *See QR code on page 7 for textbook(s) link.



Introductory: Microsoft Office

(16 sessions, 01/22/24-03/27/24; no class 02/12/24, 02/19/24, 03/18/24, and 03/20/24)

664400 M & W 6:00 pm-9:00 pm

BAS/F602

Hernandez

(16 sessions, 03/05/24-05/02/24; no class 03/19/24, and 03/21/24)

664402* T & Th 9:00 am-12:00 pm

BAS/F600

Staff

(14 sessions, 01/20/24-05/11/24; no class 02/10/24, 02/17/24, and 03/23/24)

664401* Saturday 9:00 am-12:45 pm

BAS/F600

Hernandez

This 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.**

Intermediate: Microsoft Office

(16 sessions, 04/01/24-05/22/24)

664911 M & W 6:00 pm-9:00 pm

BAS/F602

Hernandez

This is an intermediate course 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: Introductory Microsoft Office course or have basic computer skills. Students should bring a USB flash drive.**

CAREER TECHNICAL EDUCATION (CTE)

Basic Computer Skills for ESL

(9 Sessions, 02/02/24-04/05/24; no class 03/22/24)

665001 Friday 9:00 am-12:00 pm BAS/F602 Chavez

This is an ESL support class intended for students who are new to computers. Students will acquire skills to navigate the Windows desktop and how to complete basic computer functions. Students will learn basic computer components, practice keyboarding skills, learn how to use the internet and use email. The program also includes an introduction to Microsoft Word and Microsoft PowerPoint.

QuickBooks for Business*

(14 sessions, 01/30/24-3/14/24)

606611 T, Th 9:30 am-11:30 am Online Staff

(14 weeks, 01/20/24-05/11/24)

(6 in-person sessions, 01/20/24-02/03/24, 04/27/24-05/11/24)

(8 online sessions, 02/24/24-04/20/24; no class 03/23/24)

606100 Saturday 9:00 am-11:00 am BAS/F602, Online 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. **This class meets both online and in-person. Zoom link will be sent via email one week prior to start date. Students should bring a USB flash drive.** *See QR code on page 7 for textbook(s) link.

Payroll Accounting*

(14 sessions, 03/26/24-05/09/24)

606711 T, Th 9:30 am-11:30 am Online Staff

(14 weeks, 01/20/24-05/11/24)

(6 in-person sessions, 01/20/24-02/03/24, 04/27/24-05/11/24)

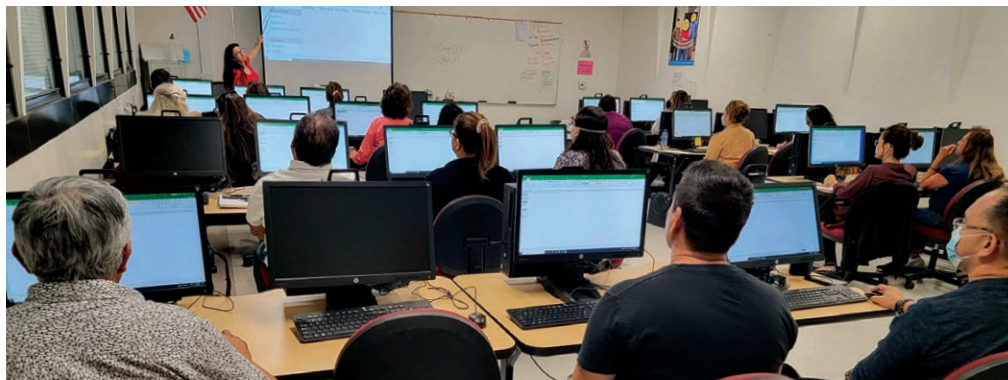
(8 online sessions, 02/24/24-04/20/24; no class 03/23/24)

607800 Saturday 12:30 pm-2:30 pm BAS/F602, Online 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. **This class meets both online and in-person. Zoom link will be sent via email one week prior to start date. Textbook is available either through purchase or deposit. Students should bring a USB flash drive.** *See QR code on page 7 for textbook(s) link.



CAREER TECHNICAL EDUCATION (CTE)



ADMINISTRATIVE OFFICE ASSISTANT TRAINING PROGRAM

Burbank Adult School now offers a short-term training administrative assistant program that prepares students for an entry-level position in an office environment. In this program, students will acquire the fundamental skills necessary to be good communicators, great teammates, and digitally proficient employees at the workplace. **(158 Hours)**

Earn the certificate by completing all three courses:

- Computers for the Workplace (72 Hours)
- Soft Skills for the Workplace (32 Hours)
- Business Communication for the Workplace (54 Hours)

Computers for the Workplace

(24 sessions, 01/22/24-04/24/24; no class 02/12/24, 02/19/24, 03/18/24, and 03/20/24)

664700 M, W 9:00 am-12:15 pm BAS/F602 Staff

This course is designed to provide students with the necessary computer skills needed in a variety of professional workplace environments. You will learn how to effectively navigate the Internet and how to use proper email standards. Additionally, you will learn the fundamentals of Microsoft Office applications, such as Word and Excel, that are most commonly used in the workplace. This class includes typing basics to increase your wpm. **Prerequisite: Basic computer skills. Students should bring a USB flash drive.**

Soft Skills for the Workplace

(16 sessions, 03/26/24-05/16/24)

665700 T, Th 9:00 am-11:00 am BAS/F602 Chavez

This entry-level course is designed to provide new and current workers the customer service skills required to increase their employability. You will learn the soft skills that employers recommend and require at the workplace. Topics covered include how to interact professionally with customers, and coworkers, knowing what customers want, actively listening to customers and over-the-phone customer service.

Business Communication for the Workplace

(18 sessions, 01/16/24-03/14/24)

666700 T, Th 9:00 am-12:15 pm BAS/F602 Staff

This entry-level course will guide students in creating and sending effective business correspondence in oral and written form using effective communication for the workplace. In addition, this course will teach students the principles of effective workplace communication through writing basics, email etiquette and proofreading skills that will give you the fundamentals needed to succeed in the workplace.

CAREER TECHNICAL EDUCATION (CTE)



WORKFORCE READINESS

Resume Writing

(3 sessions, 01/19/24-02/02/24)

066600	Friday	9:00 am-12:00 pm	BAS/H805	Noss
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(3 sessions, 03/15/24-04/05/24; no class 03/22/24)

066601	Friday	9:00 am-12:00 pm	BAS/H805	Noss
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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/Hard and Soft Skills

(2 sessions, 02/09/24-02/16/24)

666101	Friday	9:00 am-12:00 pm	BAS/H805	Noss
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(2 sessions, 04/12/24-04/19/24)

666102	Friday	9:00 am-12:00 pm	BAS/H805	Noss
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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, 02/23/24-03/08/24)

666201	Friday	9:00 am-12:00 pm	BAS/H805	Noss
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(3 sessions, 04/26/24-05/10/24)

666202	Friday	9:00 am-12:00 pm	BAS/H805	Noss
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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.

CAREER TECHNICAL EDUCATION (CTE)

INFORMATION TECHNOLOGY

Cable Installation Technician Course

(15 sessions, 01/20/24-05/18/24; no class on 02/10/24, 02/17/24, and 03/23/24)

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 procedures. 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, 01/23/24-05/23/24; no class 3/19/24 and 03/21/24)

065501 Tue & Thu 8:30 am-12:15 pm BAS/F603 Rivas

(34 sessions, 01/23/24-05/23/24; no class 3/19/24 and 03/21/24)

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, motherboards, 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, 01/10/24-05/22/24; no class 01/15/24, 02/12/24, 02/19/24, 03/18/24, and 03/20/24)

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 DEPARTMENT



HIGH SCHOOL DIPLOMA/EQUIVALENCY PREPARATION

Academic Counseling 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 January 8, 2024):

Monday - Thursday 8:00 am - 8:30 pm

Friday 8:00 am - 4:30 pm

Saturday 8:00 am - 2:00 pm

Telephone: (818) 729-5960

**EARN YOUR
DIPLOMA ONLINE!**

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.

ACADEMIC DEPARTMENT

Adult High School Diploma Classes - Learning Center

(19 weeks, 01/16/24 - 05/24/24)*

020111	M - F	8:30 am - 10:30 am	BAS/A109	Laventure
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	Medrano
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, 01/16/24 - 03/15/24 & 03/25/24 - 05/24/24)

English & Social Studies Test Preparation: HiSET/GED

BLOCK 1:

023201	Th & F	8:30 am - 10:30 am	BAS/C302	Vehuni/Taub
023202	M & W	6:30 pm - 8:30 pm	BAS/C302	King

BLOCK 2:

023203	Th & F	8:30 am - 10:30 am	BAS/C302	Vehuni/Taub
023204	M & W	6:30 pm - 8:30 pm	BAS/C302	King

Math & Science Test Preparation: HiSET/GED

BLOCK 1:

021501	M, T, W	8:30 am - 10:30 am	BAS/C302	Vehuni
021502	T & Th	6:30 pm - 8:30 pm	BAS/C302	Berhitoe

BLOCK 2:

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

HiSET/GED Spanish Online (Sesiones de 9 semanas, 01/16/24 - 03/14/24 & 03/25/24 - 05/23/24)

BLOCK 1:

022201*	M - Th		ONLINE	Castro
	Lecture	5:00 pm - 7:00 pm		
	Office Hours	7:00 pm - 8:00 pm		
022203*	Fri	9:00 am - 12:00 pm	ONLINE	Staff

BLOCK 2:

022202*	M - Th		ONLINE	Castro
	Lecture	5:00 pm - 7:00 pm		
	Office Hours	7:00 pm - 8:00 pm		

HiSET/GED Spanish In Person (Sesiones de 8 semanas, 01/20/24 - 03/16/24 & 03/30/24 - 05/18/24)

BLOCK 1:

022100	Sat	8:00 am - 12:15 pm	BAS/C301	Miranda
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BLOCK 2:

022101	Sat	8:00 am - 12:15 pm	BAS/C301	Miranda
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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.

**FOR MORE
INFORMATION**



ACADEMIC DEPARTMENT

Adult Basic Education Classes

(9 week blocks, 01/16/24 - 03/14/24 & 03/25/24 - 05/23/24)

English Language Arts

BLOCK 1:

010111	T & Th	8:30 am - 11:30 am	BAS/C301	Staff
010114	M & W	5:30 pm - 8:30 pm	BAS/C301	Branson

BLOCK 2:

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

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	Staff

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	Staff

Math Bootcamp

212800	M & W	1:00 pm - 2:00 pm	BAS/C302	Vehuni
212801	F	8:30 am - 10:30 am	BAS/C301	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.

Բարելավե՛ք ձեր կյանքը Բուրբանկի մեծահասակների 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 JANUARY 8, 2024

ESL registration will be in person and on a first-come, first-served basis:

Monday, January 8 - Friday, January 12, 2024 from 8:30 am to 12:00 pm AND

Monday, January 8 - Tuesday, January 9, 2024 from 5:00 pm to 7:30 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 January 16, 2024 and they run through May 24, 2024



ENGLISH AS A SECOND LANGUAGE (ESL)

MORNING CLASSES AT THE MAIN CAMPUS

Classes begin: Tuesday, January 16, 2024

No class on: 02/10/24, 02/12/24, 02/17/24, 02/19/24, 03/18/24-03/23/24

Literacy

030011	M-Th	9:15 am-12:00 pm	BAS/H802	Gamboa
030012	M-Th	9:15 am-12:00 pm	BAS/G703	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/D402	Baldwin
030115	Saturday	8:00 am-12:15 pm	BAS/D402	Baldwin

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/H801	Guba
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
030314	M-Th	9:15 am-12:00 pm	BAS/ILA#1	Taub
030312	Saturday	8:00 am-12:15 pm	BAS/D400	Zaeimi-Nikoo

Intermediate High - Level 4

030411	M-Th	9:15 am-12:00 pm	BAS/H803	Keshishi
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Advanced Low - Level 5

030511	M-Th	9:15 am-12:00 pm	BAS/H805	Noss
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Advanced High - Level 6

030611	M-Th	9:15 am-12:00 pm	BAS/G702	Ewan
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TOEFL Preparation (ends May 17, 2024)

031711	M-Th	9:15 am-12:00 pm	BAS/I901	Lerner
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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: Tuesday, January 16, 2024

No class on: 02/12/24, 02/19/24, 03/18/24-03/21/24

Literacy

030013	M-Th	6:15 pm-9:00 pm	BAS/G702	Hakobian
030014	M-Th	6:15 pm-9:00 pm	BAS/H801	Guba

Beginning Low - Level 1

030113	M-Th	6:15 pm-9:00 pm	BAS/D402	Baldwin
030114	M-Th	6:15 pm-9:00 pm	BAS/H802	Vanegas

ENGLISH AS A SECOND LANGUAGE (ESL)

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/D400	Coyle

Intermediate Low - Level 3

030313	M-Th	6:15 pm-9:00 pm	BAS/H804	Sardarian
030315	M-Th	6:15 pm-9:00 pm	BAS/ILA#1	Staff

Intermediate High - Level 4

030413	M-Th	6:15 pm-9:00 pm	BAS/H803	Vaganyan
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Advanced Low - Level 5

030513	M-Th	6:15 pm-9:00 pm	BAS/H805	Noss
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Advanced High - Level 6

030613	M-Th	6:15 pm-9:00 pm	BAS/G701	Ahn
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BURBANK HIGH SCHOOL ESL REGISTRATION BEGINS JANUARY 10-11, 2024

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 January 16, 2024 and they run through May 24, 2024

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: Tuesday, January 16, 2024

No class on: 02/12/24, 02/19/24, 3/18/24-03/21/24

Literacy

030023	M-Th	6:15 pm-9:00 pm	BHS/245	Bennett
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Beginning Low-Level 1

030123	M-Th	6:15 pm-9:00 pm	BHS/241	Staff
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Beginning High-Level 2

030223	M-Th	6:15 pm-9:00 pm	BHS/240	Staff
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Intermediate Low-Level 3

030323	M-Th	6:15 pm-9:00 pm	BHS/248	Hakopyan
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FOR MORE
INFORMATION



ENGLISH AS A SECOND LANGUAGE (ESL)

ESL SPECIAL TOPICS

ESL Conversation

(17 weeks, 01/19/24-05/18/24; no class on 02/10/24, 02/17/24, 03/22/24, and 03/23/24)

Levels 1-3

031411	Friday	9:00 am-12:15 pm	BAS/H804	Hakopyan
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Levels 4-6

032411	Saturday	9:00 am-12:15 pm	BAS/H804	Hakopyan
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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 for Saturday class: Students must have completed ESL Level 3.**

ESL Citizenship Preparation

(14 weeks, 01/20/24-05/11/24; no class on 02/10/24, 02/17/24, and 03/23/24)

031511	Saturday	9:00 am-12:15 pm	BAS/H803	Keshishi
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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, 01/20/24-05/11/24; no class on 02/10/24, 02/17/24, and 03/24/24)

031812	Saturday	9:00 am-12:15 pm	BAS/H805	Ewan
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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, 01/16/24-03/14/24)

032211	T, Th	12:15 pm-2:00 pm	BAS/H803	Keshishi
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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, 03/26/24-05/23/24)

032511	T, Th	12:15 pm-2:00 pm	BAS/H803	Keshishi
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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, 02/06/24-05/14/24; no class on 03/19/24)

992011 Tuesday 9:00 am-11:30 am BAS/AUD

Fee: \$89

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!

Genealogy Scrapbooking with Photoshop

(6 sessions, 01/30/24-03/12/24, no class on 03/05/24)

988701 Tuesday 9:00 am-12:00 pm BAS/F600

Fee: \$59

Sheetz

(6 sessions, 04/02/24-05/07/24)

988702 Tuesday 9:00 am-12:00 pm BAS/F600

Fee: \$59

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.**



Just Paint!

(6 sessions, 01/20/24-03/09/24, no class on 02/10/24 and 02/17/24)

994300 Saturday 12:00 pm-2:00 pm BAS/C302

Fee: \$69

Nassim

(6 sessions, 03/20/24-05/04/24)

994301 Saturday 12:00 pm-2:00 pm BAS/C302

Fee: \$69

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.

Just Draw!

(6 sessions, 01/20/24-03/09/24)

994400 Saturday 2:00 pm-4:00 pm BAS/C302

Fee: \$69

Nassim

(6 sessions, 03/30/24-05/04/24)

994401 Saturday 2:00 pm-4:00 pm BAS/C302

Fee: \$69

Nassim

A comprehensive drawing class covering graphite to paper; focus will be on shading techniques, light and dark, and how to increase overall contrast abilities on paper.

PERSONAL ENRICHMENT CLASSES



FITNESS & WELLNESS CLASSES

Gentle, Mindful Yoga - SATURDAY MORNING

(6 sessions, 01/20/24-03/09/24; no class 02/10/24, 02/17/24)

996500 Saturday 8:00 am-9:00 am BAS/AUD

Fee: \$39
Levitt

(6 sessions, 01/20/24-03/09/24; no class 02/10/24 and 02/17/24)

996502 Saturday 9:15 am-10:15 am BAS/AUD

Fee: \$39
Pike

(6 sessions, 03/30/24-05/04/24)

996504 Saturday 8:00 am-9:00 am BAS/AUD

Fee: \$39
Levitt

(6 sessions, 03/30/24-05/04/24)

996505 Saturday 9:15 am-10:15 am BAS/AUD

Fee: \$39
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, 01/23/24-02/27/24)

996501 Tuesday 6:00 pm-7:00 pm BAS/AUD

Fee: \$39
Levitt

(6 sessions, 03/05/24-04/16/24; no class 03/19/24)

996503 Tuesday 6:00 pm-7:00 pm BAS/AUD

Fee: \$39
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, 01/25/24-02/29/24)

996508 Thursday 6:00 pm-7:00 pm BAS/AUD

Fee: \$39
Pike

(6 sessions, 03/07/24-04/18/24; no class 03/21/24)

996509 Thursday 6:00 pm-7:00 pm BAS/AUD

Fee: \$39
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, 01/25/24-04/04/24; no class on 03/21/24)

993603 Thursday 6:30 pm-8:30 pm BAS/B203

Fee: \$89

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, 01/24/24-02/28/24)

950700 Wednesday 6:30 pm-8:00 pm BAS/B203

Fee: \$49

Stein

(6 sessions, 03/27/24-05/01/24)

950701 Wednesday 6:30 pm-8:30 pm BAS/B203

Fee: \$49

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”). https://youtu.be/IG_NzYrSDqI

CPR/First Aid - Child, Infant & Adult (One-day workshop)

996901 02/24/24 Saturday 9:00 am-3:00 pm BAS/G701

Fee: \$64

Bognar

996902 03/16/24 Saturday 9:00 am-3:00 pm BAS/G701

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

986901 03/09/24 Saturday 9:00 am-3:00 pm BAS/G701

Fee: \$64

Bognar

986902 03/30/24 Saturday 9:00 am-3:00 pm BAS/G701

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

Setting Up Your at Home Compost (One-day Workshop, 02/24/24)

102900

Saturday

9:00 am-11:00 am

BAS/G701

Fee: \$25

Arciniega

Working with worms to reduce your carbon footprint and get amendments into your soil. Do you love growing vegetables but don't know how to keep your soil healthy? Join the vermicompost class and learn how to utilize your food waste and create a dynamic worm compost bin that gives back to your garden. This is an effective way of utilizing your food scraps and letting nature do the dirty work. In turn, you'll be rewarded with beautiful soil amendments.

Gardening With Kids (One-day Workshop, 03/09/24)

102300

Saturday

9:00 am-11:00 am

BAS/G701

Fee: \$25

Arciniega

Easy ways to start a non-fussy garden. Utilize your outdoor space in a way that contributes to your child's education. Use a home garden to teach your family about plants, food systems and decomposition. There is no better way to learn that to set up a small garden where your family can thrive with the hands-on learning opportunities.

Setting Up Your Kitchen Garden (One-day Workshop, 03/16/24)

103000

Saturday

9:00 am-11:00 am

BAS/G701

Fee: \$25

Arciniega

Learn to set up an herb or kitchen garden. Use small spaces like balconies in order to add healthy herbs to your cooking. Small space? No problem! If you have bigger spaces, that's fine too, there is plenty of opportunity to use what you have in order to eat healthier, cook flavorful meals and reduce your grocery bill as herbs are pricey! Join us and bring your favorite recipes!

Rainwater Harvesting (One-day Workshop, 03/09/24)

101900

Saturday

9:00 am-12:00 pm

BAS/G701

Fee: \$25

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.

PERSONAL ENRICHMENT CLASSES

MONEY MATTERS

Real Estate Careers - Become a Realtor

(4 sessions, 02/22/24-03/14/24)

998501 Thursday 6:00 pm-8:00 pm

BAS/B202

Fee: \$29

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, 02/07/24-02/21/24)

996602 Wednesday 6:00 pm-8:00 pm

BAS/B202

Fee: \$39

Newman

(3 sessions, 03/06/24-03/27/24; no class 03/20/24)

996603 Wednesday 6:00 pm-8:00 pm

BAS/B202

Fee: \$39

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**



PARENT EDUCATION

REGISTRATION: OPEN ENROLLMENT. JOIN AT ANY TIME!

Classes begin the week of January 8, 2024 and they run through May 17, 2024



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. Learn to help your children succeed in school and beyond.

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.

*FOR MORE
INFORMATION*



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 Solley

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 Solley

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 Abrahamian
071112 Friday 9:00 am-11:15 am BAS/B201 Abrahamian

Parenting Your Child

(Red group, born between September 1, 2020 – August 31, 2021) Fee: \$125 Lab Fee: \$10
071411 Monday 9:00 am-11:15 am BAS/B200 Jennings
071412 Tuesday 9:00 am-11:15 am BAS/B200 Jennings
071413 Wednesday 9:00 am-11:15 am BAS/B201 Jennings

Parenting Your Child

(Orange group, born between September 1, 2018 – August 31, 2020) Fee: \$125 Lab Fee: \$10
073511 Tuesday 9:00 am-11:15 am BAS/H806 Yew
073512 Thursday 9:00 am-11:15 am BAS/H806 Yew

Parenting for English Language Learners

(Orange group, born between September 1, 2018 – August 31, 2020) Fee: \$0 Lab Fee: \$10
073200 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 9:00 am-11:15 am BAS/B200 Adelman
075712 Thursday 9:00 am-11:15 am BAS/B200 Adelman

CLASSES FOR PARENTS OF SCHOOL-AGE CHILDREN

These classes focus on helping parents support their school-age children's academic and social/emotional success.

The Elementary School-Age Child (Adults Only)

071811 Thursday 9:30 am-11:45 am BAS/B203 Fee: \$0 Matsumoto

The Middle School-Age Child (Adults Only)

070811 Wednesday 9:30 am-11:45 am BAS/G701 Fee: \$0 Matsumoto

BURBANK UNIFIED SCHOOL DISTRICT
Burbank Adult School
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(818) 729-5950
www.burbankusd.org/bas

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