



Burbank Adult School

SCHEDULE OF CLASSES SPRING 2020

Welcome to the Spring Semester! Online registration for all classes opens on December 6, 2019.

Don't forget to mark your calendar for the Adult School Open House scheduled on January 22, 2020.



California Adult Schools
LEARNING FOR LIFE

(818) 729-5950 3811 W. Allan Ave., Burbank, CA 91505 Like us on Facebook! www.facebook.com/burbankadulthoodschool



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 6, 2020):
Telephone: (818) 729-5960

Monday	8:00 am - 4:30 pm
Tuesday	8:00 am - 4:00 pm
Wednesday & Thursday	8:00 am - 8:30 pm
Friday	8:00 am - 4:30 pm
Saturday	7:30 am - 1:00 pm

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 must also meet the following requirement:
1) Completion of CASAS Assessments.

High School Diploma Classes

(18 weeks, 01/06/20 - 05/15/20)
The Burbank Adult School offers students all the courses that are required for graduation. Students work on their classes through software-based, contract-based, and small group instruction. **Students must see a counselor prior to enrolling in the High School Diploma program.**

High School Diploma offers three 6-week blocks per semester:

Classes are open for new enrollments during the first week of every block.

Block 1: January 6 - February 14

Block 2: February 18 - April 3

Block 3: April 6 - May 15

High School Diploma Class hours:

020111	Monday-Friday	8:30 am - 10:30 am	A109	Meza
020112	Monday-Friday	10:45 am - 12:45 pm	A109	Vehuni
020113	Monday-Thursday	3:00 pm - 5:45 pm	A109	Cooney/Rosa
020114	Monday-Thursday	6:00 pm - 8:45 pm	A109	Keshishi/Vehuni
020120	Saturday	9:00 am - 1:00 pm	A109	Vehuni



Have scheduling problems?
Ask about online classes!



Teacher Directed Test Preparation Classes

(17 weeks, 01/13/20 - 05/15/20)

HSE Test Prep

020201	M - F	8:30 am - 10:30 am	BAS/C302	Vehuni
020202	M - Th	6:30 pm - 8:30 pm	BAS/C302	Berhito

HiSET Preparation

023601	T & Th	8:30 am - 10:30 am	BAS/D402	Matlock
023401	T & Th	6:30 pm - 8:30 pm	BAS/G701	Osborne

GED Preparation

021400	M, W, F	8:30 am - 10:30 am	BAS/D402	Dionysian
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Academic College Readiness

(9 weeks, 02/25/20 - 04/28/20; no class 03/24/20)

024700	Tuesday	6:00 pm - 9:00 pm	BAS/E502	Free Vyor
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The Academic College Readiness course provides students with a comprehensive review of the skills needed to be successful on the Accuplacer test. The course will help students strengthen their skills in responding to multiple-choice questions, reading strategies, comprehension and sentence skills. Additionally, math skills and essay writing skills will be reviewed.

Adult Basic Education Classes (18 weeks, 01/06/20 - 05/14/20)

Adult Basic Education offers two 9-week blocks per semester:

Classes are open for new enrollments during the first 2 weeks of every block.

Block 1: January 6 - March 5

Block 2: March 9 - May 14

English Language Arts

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

Mathematics

010201	M & W	8:30 am - 11:30 am	BAS/C301	Desai
010204	T & Th	5:30 pm - 8:30 pm	BAS/C301	Gonder

APEX Online High School Subjects - Grade Improvement

Fee: \$149 per 5 credit course (BUSD students) / \$199 (Non-BUSD students)

Session 1: January 13 - March 5 (Enrollment January 6 - January 24)

022600	M - Th	3:00 pm - 5:45 pm	BAS/A109	Cooney/Rosa
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NEW STUDENT ORIENTATIONS: Wednesday 01/08/20 or Thursday 01/09/20 at 4 pm

Session 2: March 9 - May 7 (Enrollment January 27 - March 20)

022601	M - Th	3:00 pm - 5:45 pm	BAS/A109	Cooney/Rosa
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NEW STUDENT ORIENTATIONS: Wednesday 03/04/20 or Thursday 03/05/20 at 4 pm

This voluntary program is for concurrently enrolled high school students. Students eligible for this program are those who have earned a grade of "C" or "D" in a course and want to improve their grades for college admission or raise their GPA. Curriculum used is Apex Learning Online High School. Registration paperwork may be found at www.burbankusd.org/bas and should be completed by student, high school counselor, and parent. **APEX is not an NCAA approved program of instruction. Potential NCAA student-athletes should first consult with their high school counselor before enrolling in this program.**

Residential Customer

*****ECRWSSDDM*****

3811 W. Allan Ave. Burbank CA 91505

Burbank Adult School

PAID

U.S. POSTAGE

ORGANIZATION

NON-PROFIT

PERMIT NO. 447

VAN NUYS, CA

CAREER TECHNICAL EDUCATION (CTE)

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

HEALTH OCCUPATIONS

Physical Therapy Aide

(45 sessions, 01/27/20-05/22/20;
no class on 02/10/20, 02/17/20, and 03/23/20-03/27/20) Fee: \$1,395 + textbooks
062203 Monday 9:00 am - 2:15 pm
Wednesday 12:45 pm - 2:45 pm
Friday 9:00 am - 2:15 pm BAS/I-901 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 assistant 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.
Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>.

Pre-Certified Nursing Assistant (CNA) Fee: \$1,295 + textbooks
(64 sessions, 02/03/20-06/03/20;
no class on 02/10/20, 02/17/20, 03/23/20-03/26/20 and 5/25/20)

Orientation/Program Admission Test:
Tuesday, 01/21/20 and Monday, 01/27/20 at 9:00 am.
062703 M - Th 8:45 am-1:00 pm BAS/E501 Carlson

(64 sessions, 02/03/20-06/03/20;
no class on 02/10/20, 02/17/20, 03/23/20-03/26/20 and 5/25/20)
Orientation/Program Admission Test:
Tuesday, 01/21/20 and Monday, 01/27/20 at 5:00 pm.
062704 M - Th 5:00 pm-9:15 pm BAS/E501 Carlson

Attendance at orientation **required**. This course will prepare the student for employment in a skilled nursing facility or other long-term hospital facility. Includes resident care, nutrition, rehabilitation and emergency care. Graduates will be prepared to take the state competency examination for CNA. You are required to push, pull, stand, sit and lift a minimum of 50 lbs. Students must have a social security card and photo ID. Students must demonstrate proficiency in written and verbal English. Fee includes required uniform, equipment and clinical (hospital) training.
Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>.



Health Occupations Test Preparation

(8 sessions, 03/13/20-05/08/20; no class on 03/27/20) Free!
063800 Friday 9:00 am - 12:30 pm BAS/G703 Abdelmalak

This course is designed to prepare students to utilize mathematical computations related to health care procedures and health care delivery. Instruction will include review of the basic concepts of arithmetic operations: addition, subtraction, multiplication, and division. It will also include the concepts of conversions: fractions to decimals (vice versa), decimals to percentages (vice versa), and metric system to the English system (vice versa). Basics skills in Algebra with the order of operations and ascending and descending powers of 10 will also be covered. Math dosage and calculations for health occupations will be emphasized.

Health Care Occupations

(12 sessions, 02/07/20-05/01/20; no class on 03/27/20) Free!
062411 Friday 9:00 am - 12:00 pm BAS/H804 Hakopyan/Meza

This class will include the highlights of health care history (ancient times to 21st century). This class will also include the history and trends of U.S. health care, U.S. health care systems, personal qualities of health systems, types of health care facilities, personal qualities of health care workers, careers in health care, infection control and safety in health care, legal and ethical issues, cultural diversity and preparing for a career in health care/insurance. Students will watch and listen to videos, prepare a short presentation on a specific health care career and prepare a personal health career plan for themselves.

MEDICAL OFFICE PROFESSIONAL

LEARN more to EARN more! Prepare yourself for an in-demand career as a medical office professional. Complete the following four courses within one and a half years 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 PROFESSIONAL CERTIFICATE

- ✓ **Medical Office Assistant** (14 weeks)
- ✓ **Medical Billing** (14 weeks)
- ✓ **Medical Coding** (14 weeks)

Medical Office Assistant Fee: \$189 + textbook
(56 sessions, 02/03/20-05/19/20; no class on 02/10/20, 02/17/20, 03/23/20-03/26/20)
069000 Monday-Thursday 10:00 am-1:00 pm BAS/G703 Levein

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. 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.
Medical Terminology is included in this course. Textbooks: <https://dealoz.com/>.

Medical Billing Fee: \$189 + textbooks
(28 sessions, 02/03/20-05/20/20; no class on 02/10/20, 02/17/20, 03/23/20 & 03/25/20)
069700 Monday & Wednesday 5:30 pm-8:30 pm BAS/G703 Levein

This class will familiarize the student with the process of billing insurance companies such as Medicare, Medi-Cal and Blue Cross as well as the collection process. The course includes preparation of CMS-1500 claim forms and the full use of the Medisoft program. **Prerequisite: Medical Terminology and Medical Coding.**
Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>.

Medical Coding Fee: \$189 + textbooks
(28 sessions, 02/04/20-05/14/20; no class on 03/24/20 & 03/26/20)
069600 Tuesday & Thursday 5:30 pm-8:30 pm BAS/G703 Levein

This class will train the student in the use of ICD-10-CM, CPT-4 and HCPCS coding to translate diagnoses and procedures into numeric language accepted by insurances for payment. The student will become skilled in the use of the coding manuals used in the field. **Prerequisite: Medical Terminology.**
Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>.

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.

Retouching and Compositing: Adobe Photoshop CC Fee: \$199
(12 sessions, 02/24/20-05/18/20; no class on 03/23/20)
068501 Monday 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 in order to practice and complete homework assignments. **Prerequisite: Basic computer skills.**

Beginning Web Design Fee: \$199 + textbook
(12 sessions, 02/22/20-05/16/20; no class on 03/28/20)
066401 Saturday 9:00 am-12:00 pm BAS/F600 Steinberg

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 Java script; 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.
Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>.



TRAINING

Learn the skills for today's economy!

COMPUTER APPLICATIONS

I'm a Beginner!

(12 sessions, 02/22/20-05/16/20; no class on 03/28/20)
060101 Saturday 9:00 am-10:30 am BAS/F602 House Fee: \$89

This course is for absolute beginners to personal computers (PC's). Learn the basics of the MS Windows 10 operating system, creating/saving files, applications, computer terminology, working with email and attachments, etc.

Keyboarding and Basic MS Word

(12 sessions, 02/22/20-05/16/20; no class on 03/28/20)
060301 Saturday 10:45 am-12:15 pm BAS/F602 House Fee: \$89

Improve your computer typing skills while also learning the essentials of creating MS Word documents (e.g., letters, resumes, schedules, etc.)



Microsoft Computer Applications

(12 sessions, 02/24/20-04/08/20; no class on 03/23/20 and 03/25/20)
064704 M & W 6:00 pm-9:00 pm BAS/F600 Hanna Fee: \$89

(12 sessions, 04/13/20-05/20/20)
064705 M & W 6:00 pm-9:00 pm BAS/F600 Hanna Fee: \$89

The programs with which most employers expect job applicants to be familiar are Microsoft Word, Excel and PowerPoint. This course is designed to increase proficiency in the use of those applications. At completion of this course, students should be able to prepare documents using Microsoft Office 2016-word processing, spreadsheet, and presentation software. **Prerequisite: Basic computer skills.**

NEW! Business Technology

(14 sessions, 01/27/20-05/18/20;
no class on 02/10/20, 02/17/20, and 03/23/20)
063501 Monday 6:00 pm-8:00 pm BAS/I901 Clark Fee: \$99

Would you like to improve your office skills and be more successful in today's competitive job market? This new class at Burbank Adult School will help you learn to prepare business correspondence, reports, publications, and forms using the Microsoft Office Suite. You will learn the skills necessary to embark on a career path in an office occupation and/or enhance your existing skill set.

Excel Level 1

(6 sessions, 02/13/20-03/19/20)
064400 Thursday 6:00 pm-9:00 pm BAS/F602 Assali Fee: \$99

This course will cover the essential features of Microsoft Excel, so that students will be proficient in Microsoft Excel for personal and/or office use. Textbook is not required. **Prerequisite: Basic computer skills and a 2 gigabyte flash drive.**

Excel Level 2

(6 sessions, 04/02/20-05/07/20)
064514 Thursday 6:00 pm-9:00 pm BAS/F602 Assali Fee: \$99

This course covers the more advanced features of Microsoft Excel, so that students will be proficient in Microsoft Excel for personal and/or office use. Textbook is not required. **Prerequisite: Basic computer skills and a 2 gigabyte flash drive.**

Workforce Readiness Institute

(14 sessions, 01/17/20-04/24/20; no class on 03/27/20)
066001 Friday 9:00 am-12:00 pm BAS/H805 Noss Free!

"Landing a new job can be very difficult, but not impossible" –WorkWise.

This course is designed to assist you with conducting job searches, exuding confidence in interviews, and creating a strong resume and cover letter that highlights your strengths. Through the use of technology and the World Wide Web, this course aims to help you find your ideal job or move up in the workplace. In addition to the job search and technical skills taught, the class will also include instruction on soft skills and their usefulness in the workplace.

ARTS, MEDIA AND ENTERTAINMENT

Intermediate Acting for Stage, Screen, Television, and Commercials

(12 sessions, 02/22/20-05/16/20; no class on 03/28/20)
067700 Saturday 9:00 am-12:00 pm BAS/Auditorium Kimmel Fee: \$139

This class is geared towards intermediate to advanced actors. Beginners, however, will also benefit from a broad-based curriculum and immersion in multiple areas of the entertainment industry. Covered work will include scene study, monologues, audition technique, improvisation, movement, vocal variety, and commercial work. Students should expect to devote ample time outside of class for script memorization, research, and rehearsals with scene partners. Students will have an opportunity to perform in every class. Minor outside costs may be expected for script purchases.

INFORMATION TECHNOLOGY

Cable and Computer Networking Technician Course

(14 sessions, 01/25/20-05/16/20;
no class on 02/08/20, 02/15/20 and 03/28/20)
068801 Saturday 8:00 am-4:00 pm BAS/F603 Rivas/Meza Fee: \$206
068000 Friday Lab (optional) 2:00 pm-5:00 pm BAS/F603 Rivas/Meza

This course provides students with the knowledge and skills required to become a cable installer technician. The course covers all of 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.

IT Tech Support/CompTIA A+ Certification Exam Preparation Course

(28 sessions, 01/27/20-05/13/20;
no class on 02/10/20, 02/17/20, 03/23/20 and 03/25/20)
065501 M & W 8:30 am-12:15 pm BAS/F603 Rivas Fee: \$179

(28 sessions, 01/27/20-05/13/20;
no class on 02/10/20, 02/17/20, 03/23/20 and 03/25/20)
065502 M & W 5:30 pm-9:15 pm BAS/F603 Rivas Fee: \$179

This course prepares students for certification to establish a career in Information Technology and the preferred credential for technical support. Students will be prepared to troubleshoot, problem solve and better understand the functions from networking and operating systems to mobile devices and security. A+ (A Plus) is an entry-level computer certification for PC computer service technicians. The exam is designed to certify the competency of entry-level PC computer service professionals in installing, maintaining, customizing, and operating personal computers. 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 computer repair, introduction to basic computer theory, installation of the hardware components of a computer system, motherboards, micro-processors, memory, hard drives, sound, video and wireless adapters. Maintenance of operating systems such as Windows 7 and above, cloning and data recovery, antivirus and spyware will also be covered. Network basics, wiring, network equipment, wireless, servers and sharing resources as well. This is an excellent beginning class for students wanting to become certified, enter the IT field and/or the networking classes.



Network Technician – Servers and Cisco Routing

(32 sessions, 01/28/20-05/26/20;
no class on 03/17/20, 03/24/20, and 03/26/20)
064201 T & Th 11:30 am-3:15 pm BAS/F603 Fischetto Fee: \$189

(32 sessions, 01/28/20-05/26/20;
no class on 03/17/20, 03/24/20, and 03/26/20)
064202 T & Th 5:30 pm-9:15 pm BAS/F603 Fischetto Fee: \$189

Prepare for employment and the Cisco CCNA, CompTIA Network+ and ETA Certified Network Systems Technician exams. Hands-on training connecting computers and servers together, installing network equipment, and forming home, small business office, and enterprise networks. The course utilizes structured lectures followed by related hands-on lab assignments with actual equipment, not simulators. Instruction includes: the hardware components of networking, basic networking theory with transition to specific skills in IPv4 & IPv6, Cisco routing and switching, Local Area Networks and Wide Area Networks. Students will install and work with a variety of server operating systems, Windows 2008, 2012 & 2016, Linux and VM VirtualBox. For a comparison and more detailed information for this class and the Cisco Switching and Server class please visit www.NetworkingCert.com.

Information and Communications Occupations

(12 sessions, 02/07/20-05/01/20; no class on 03/27/20)
063411 Friday 9:00 am-12:00 pm BAS/H802 Fallahi/Rivas Free!

This course is an intensive program that enables students to acquire technological language skills for further educational training and/or employment opportunities. In addition to improving language skills in listening, speaking, reading, and writing, students are exposed to American culture and customs. Students become familiar with job search techniques and acquire basic computer literacy. All students will have access to the computer lab and to mobile technology. The course will prepare students for careers that involve the implementation of computers services and software, support of multi-media products and services, technical assistance and documentation of information and communication systems.

PARENT EDUCATION

Learn while having fun!

Classes begin the week of January 6, 2020 and they run through May 8, 2020. Registration: Open Enrollment

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 the Parent Education Office at (818) 729-5970, email at ChrisTutak@burbankusd.org, or visit www.burbankparented.org.

Requirements for Registration:

- ✓ Updated copy of child's immunization record and copy of parent's TB test results are to be provided to the teacher upon attending your first class.
- ✓ All class and lab fees are payable at registration and are not refundable.

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DAY CLASSES

Parenting Your Infant I (Newborn-11 months by January 6, 2020)				Fee: \$125
073012	Tuesday	12:00 pm-2:15 pm	BAS/B201	Tutak
Parenting Your Infant II (12-17 months by January 6, 2020)				Fee: \$125
073100	Wednesday	12:00 pm-2:15 pm	BAS/B201	Tutak
Parenting Your Infant III (17 months by January 6, 2020)				Fee: \$125
072015	Monday	9:00 am-11:15 am	BAS/B201	Stephenson
Parenting Your Toddler (18-24 months by September 1, 2019)				Fee: \$125 Lab Fee: \$10
071111	Tuesday	9:00 am-11:15 am	BAS/B201	Jennings
071112	Wednesday	9:00 am-11:15 am	BAS/B201	Jennings
Parenting Your 2 Year Old (2 years by September 1, 2019)				Fee: \$125 Lab Fee: \$10
071411	Monday	9:00 am-11:15 am	BAS/B200	Jennings
071412	Thursday	9:00 am-11:15 am	BAS/B201	Jennings
071413	Friday	9:00 am-11:15 am	BAS/B201	Jennings
Parenting Your 3 Year Old (3 years by September 1, 2019)				Fee: \$125 Lab Fee: \$10
072511	Tuesday	9:00 am-11:15 am	BAS/H806	Yew
072512	Friday	9:00 am-11:15 am	BAS/H806	Yew
Parenting Your 4 Year Old (4 years by September 1, 2019)				Fee: \$125 Lab Fee: \$10
073611	Tuesday	9:00 am-11:15 am	BAS/B200	Michael
Multi-Age Class: Infant-4 Year Old				Fee: \$125 Lab Fee: \$10 (per child)
075711	Wednesday	9:00 am-11:15 am	BAS/B200	Tutak
075712	Thursday	9:00 am-11:15 am	BAS/B200	Tutak
The School-Age Child (Adults only)				Fee: \$125
071811	Thursday	9:30 am-11:30 am	BAS/G701	Matsumoto

FUN WORKSHOPS FOR KIDS!

Elementary Science Workshops (TK-3rd)				Fee: \$5 per workshop
079301	Thursday	02/13/20	3:15 pm-4:15 pm	BAS/B200 Tutak
079302	Thursday	04/09/20	3:15 pm-4:15 pm	BAS/B200 Tutak
Using household materials we will demonstrate and provide hands-on experiments showing that science is exciting. There will be different experiments each class!				
Saturday Playdate - All Ages (One-day workshops)				Fee: \$5 per family
079600	Saturday	02/29/20	9:30 am-11:30 am	BAS/B201 Tutak
079601	Saturday	04/25/20	9:30 am-11:30 am	BAS/B201 Tutak
Children's activities and parenting advice.				

PARENT EDUCATION WORKSHOPS AND SEMINARS

Fee \$15 per person / \$20 per couple. Childcare (available with reservation) \$7 per child / \$10 per family To register contact Chris Tutak (818) 729-5970 or ChrisTutak@burbankusd.org				
What Does “Healthy Eating” Really Mean? Feeding Kids in a Confusing Food Culture (One-day workshop, 02/06/20)				
072100	Thursday	6:00 pm-8:00 pm	BAS/B203	Hanson
Looks, “Likes”, and Leadership: Raising Resilient, Confident Girls (One-day workshop, 03/12/20)				
072200	Thursday	6:00 pm-8:00 pm	BAS/B203	Hanson
Superheroes, Sports, and #MeToo: Raising Boys in a Modern World (One-day workshop, 04/23/20)				
072300	Thursday	6:00 pm-8:00 pm	BAS/B203	Hanson

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.

Spring Session: January 13, 2020 - May 7, 2020
REGISTRATION: January 6 & 7 from 8:30 am to 12:00 pm and 5:00 to 7:00 pm, in the ESL office.
Classes begin: Monday, January 13, 2020

ESL Office Hours (Beginning January 6, 2020):
Telephone: (818) 729-5965

Monday - Thursday: 9:00 am-12:30 pm
4:30 pm-8:00 pm
Friday: 9:00 am-12:00 pm

MORNING CLASSES AT MINGAY CAMPUS

No class on: 02/10/20, 02/17/20, 03/23/20-03/26/20.

Literacy				
030011	M-Th	9:15 am-12:00 pm	BAS/H802	Schmidt
Beginning Low - Level 1				
030111	M-Th	9:15 am-12:00 pm	BAS/D400	Cooney
Beginning High - Level 2				
030211	M-Th	9:15 am-12:00 pm	BAS/D401	Bagdasarian
Intermediate Low - Level 3				
030311	M-Th	9:15 am-12:00 pm	BAS/H804	Hakopyan
Intermediate High - Level 4				
030411	M-Th	9:15 am-12:00 pm	BAS/H803	Cross
Advanced Low - Level 5				
030511	M-Th	9:15 am-12:00 pm	BAS/H805	Noss
ESL Level 6 - Intro to ABE				
031611	M-Th	9:15 am-12:00 pm	BAS/H801	Lerner



EVENING CLASSES AT MINGAY CAMPUS

No class on: 02/10/20, 02/17/20, 03/23/20-03/26/20.

Literacy				
030013	M-Th	6:15 pm-9:00 pm	BAS/H802	Michelman
Beginning Low - Level 1				
030113	M-Th	6:15 pm-9:00 pm	BAS/D400	Creager
Beginning High - Level 2				
030213	M-Th	6:15 pm-9:00 pm	BAS/D401	Kimmel
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	Cross
Advanced Low - Level 5				
030513	M-Th	6:15 pm-9:00 pm	BAS/H805	Noss
ESL Level 6 - Intro to ABE				
031613	M-Th	6:15 pm-9:00 pm	BAS/H801	Steinberg



ESL SPECIAL TOPICS

Family Success Initiative
(16 weeks, 01/14/20-05/05/20; no class on 03/24/20)
031311 Tuesday 8:15 am-11:30 am PES/25 Gamboa
The Family Success Initiative is a program that empowers emergent bilingual families to support student success and strengthen school communities. Parents enrolled in the program will develop the knowledge and skills to assist elementary school children to succeed academically in school.

ESL Pronunciation
(6 weeks, 01/25/20-03/14/20; no class on 02/08/20 and 02/15/20)
031812 Saturday 9:00 am-12:00 pm BAS/H804 Sardarian
(6 weeks, 03/21/20-05/02/20; no class on 03/28/20)
031813 Saturday 9:00 am-12:00 pm BAS/H804 Sardarian
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 together 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. **Course may only be repeated once in consecutive academic years. Prerequisite: Student must have completed ESL Level 2.**

ESL Conversation
(12 weeks, 01/25/20-05/02/20; no class on 02/08/20, 02/15/20, and 03/28/20)
030813 Saturday 9:00 am-12:00 pm BAS/H805 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: Student must have completed ESL Level 2.**

ESL Citizenship Preparation
(12 weeks, 01/25/20-05/02/20; no class on 02/08/20, 02/15/20, and 03/28/20)
031511 Saturday 9:15 am-12:00 pm BAS/H802 Schmidt
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, 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.

EVENING CLASSES AT BURBANK HIGH SCHOOL CAMPUS

BURBANK HIGH SCHOOL: 902 N Third St.
(818) 729-5100 ext. 51247
(Enter at corner of N. Glenoaks Boulevard and E. Harvard Road)
Spring Session: January 13, 2020 - May 07, 2020
REGISTRATION: January 8 & 9 from 5:00 to 7:00 pm, in the ESL office, Room 247.
Classes begin: Monday, January 13, 2020

No class on: 02/10/20, 02/17/20, 03/18/20, and 03/23/20-03/26/20.

Literacy				
030023	M-Th	6:15 pm-9:00 pm	BHS/245	Avagyan
Beginning Low-Level 1				
030123	M-Th	6:15 pm-9:00 pm	BHS/239	Gamboa
Beginning High-Level 2				
030223	M-Th	6:15 pm-9:00 pm	BHS/330	Bogchalyan
Intermediate Low-Level 3				
030323	M-Th	6:15 pm-9:00 pm	BHS/234	Hakopyan
Intermediate/Advanced-Level 4/5				
034523	M-Th	6:15 pm-9:00 pm	BHS/238	Bennett

PERSONAL ENRICHMENT CLASSES

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

FINE ARTS, MUSIC AND MEDIA

Introductory Guitar

(6 sessions, 01/27/20-03/16/20; no class on 02/10/20 and 02/17/20) Fee: \$59
993011 Monday 7:00 pm-8:30 pm BAS/G702 Lombardi
(6 sessions, 04/06/20-05/11/20) Fee: \$59
993012 Monday 7:00 pm-8:30 pm BAS/G702 Lombardi
This course is for absolute beginners. Learn parts of the guitar, chords, and finger placement, using picks, chord diagrams and how to tune your guitar. Learn how to play beginning level songs. **Note: Maximum of 15 students per class. Students must bring their own acoustic guitar.**

Intermediate Guitar

(6 sessions, 01/29/20-03/04/20) Fee: \$59
999301 Wednesday 7:00 pm-8:30 pm BAS/G702 Lombardi
(6 sessions, 04/08/20-05/13/20) Fee: \$59
999302 Wednesday 7:00 pm-8:30 pm BAS/G702 Lombardi
This class is designed for students that have already taken the Beginner class or have a solid understanding of the Guitar Chord system, basic strumming and are able to read rhythms written in music notation language. The goal of this class is to further your knowledge of the instrument; we will introduce bar chord transposable shapes, syncopated strumming patterns, and scale patterns. As always, some popular tunes will be taught to demo the new concepts studied in class. Tape recorders are welcome in class. **Note: Maximum of 15 students per class. Students must bring their own acoustic guitar. As a mandatory requirement, you must have previously taken the level one class in order to attend this course, a teacher's evaluation will be necessary otherwise.**

Beginning Photography

Class Fee: \$99 + Materials: \$20
(12 sessions, 02/24/20-05/18/20; no class on 03/23/20)
990301 Monday 6:00 pm-9:00 pm JBHS/2113 Gross
This class is designed for those wanting to enter or review the world of photography – film or digital. Camera operation, use of accessories, highlights of commercial photography, how to take good pictures and careers in photography are covered. Shooting techniques, composition and lighting round out the skills taught in this class. Students must have a film or digital camera with manual exposure mode (ability for student to set shutter speeds and/or apertures). A morning field trip may be scheduled on one of the weekends during the class.

Digital Photography

Class Fee: \$99 + Materials: \$20
(12 sessions, 02/27/20-05/21/20; no class on 03/26/20)
990501 Thursday 6:00 pm-9:00 pm JBHS/2113 Roznowski
Ever wonder what goes through a photographer's mind when preparing for a shoot? In this class, take an extensive look at the world of a professional photographer through digital photography. Camera operation and shooting techniques are covered. Processing of images is done in Adobe Photoshop on Macintosh computers. Studio shooting and field trips may be included in this class. **Recommended prerequisite: Beginning Photography.**

NEW! Customizing Online Photo Books

(6 sessions, 02/11/20-03/17/20) Fee: \$69
950500 Tuesday 9:00 am-12:00 pm BAS/F602 Sheetz
(6 sessions, 03/31/20-05/05/20) Fee: \$69
950501 Tuesday 9:00 am-12:00 pm BAS/F602 Sheetz
Wondering what to do with all your digital photos? Whether it's birthday's, weddings, vacations or even recipe books, creating photo books is a great way to keep your memories at hand. This class will introduce the options in choosing which online company to use along with teaching you how to customize your photo book pages. Please bring an 8 gigabyte flash drive with pictures you would like to make a book with.

Creative Writing

(6 sessions, 02/24/20-04/06/20; no class 03/23/20) Fee: \$89
996101 Monday 6:00 pm-9:00 pm BAS/D402 Niebuhr
Learn the fundamentals and industry basics for becoming a successful fiction writer, poet, or lyricist. This course will cover all forms of creative writing, the revision process, and publishing strategies. **Note: Maximum of 20 students per section.**

Professional Songwriting

(6 sessions, 04/13/20-05/18/20) Fee: \$89
994101 Monday 6:00 pm-9:00 pm BAS/D402 Niebuhr
Want to turn your love of music into a career? This class covers the specific strategies you need to achieve industry success. Learn copyright law, how to work with 3rd party pitch companies, and standard practices for placing your tracks in television and film. Class will include songwriting tips and revision strategies. **Note: Maximum of 20 students per section.**

Just Paint!

(6 sessions, 02/04/20-03/10/20) Fee: \$59
994300 Tuesday 6:00 pm-8:00 pm BAS/E503 Williams
(6 sessions, 03/31/20-05/05/20) Fee: \$59
994301 Tuesday 6:00 pm-8:00 pm BAS/E503 Williams
A comprehensive painting class covering everything from brush to canvas. You may work on a painting or you may work on a class project. **Note: Maximum of 15 students per class.**

Just Draw!

(6 sessions, 02/07/20-03/13/20) Fee: \$59
994400 Friday 6:00 pm-8:00 pm BAS/E503 Williams
(6 sessions, 04/03/20-05/08/20) Fee: \$59
994401 Friday 6:00 pm-8:00 pm BAS/E503 Williams
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.

Women's Chorus

(14 sessions, 02/04/20-05/12/20; no class on 03/24/20) Fee: \$89
992011 Tuesday 9:00 am-11:30 am BAS/G702 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. (These events are sometimes held outside the days/times of class meetings). You will learn music in a variety of styles and from several eras. Auditions are NOT required; reading music is not necessary, but is always a plus! \$15 California Woman's Chorus, Inc. membership will be collected in class.

DO-IT-YOURSELF CLASSES

Sewing

(5 sessions, 02/22/20-03/21/20) Fee: \$89
101013 Saturday 12:00 pm-4:00 pm BAS/B202 Lewis-Goldstein
Welcome to sewing in a fun and positive environment! Open to those with any level of sewing experience - from beginner to advanced. We will discuss sewing solutions, tools, materials, machines, and projects during our first session. We do have a machine that can be shared in class, but you will probably want to bring your own machine, along with your own tools and materials/projects from week 2 onward. Enjoy creating and sewing for yourself, your home, family, pets, for gifts... your choices are unlimited! **Note: Maximum of 12 students.**

FITNESS & WELLNESS CLASSES

NEW! Gentle, Mindful Yoga

(6 sessions, 02/18/20-03/31/20; no class on 03/24/20) Fee: \$39
996502 Tuesday 7:00 pm-8:00 pm BAS/B200 Levitt
(6 sessions, 02/22/20-04/04/20; no class on 03/28/20) Fee: \$39
996500 Saturday 9:00 am-10:00 am BAS/B200 Levitt
This course is a gentle, kind, softer, slower paced and compassionate 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 bring their own Yoga mat. A water bottle and a smile is recommended.



NEW! Movement for the Soul

(12 sessions, 02/22/20-05/16/20; no class on 03/28/20) Fee: \$89
996700 Saturday 9:00 am-10:30 am BAS/H803 Wong
Live with more joy by enriching your soul through fitness, breathing, and other movement exercises. A MIND, BODY, SPIRIT experience like nothing you've seen before. This course will access the tools to help you reduce stress, relax, have way more energy, heal, and live with purpose. Be your natural-self in a fun and healthy community!

Reiki Treatment and Healing with Chakra

(12 sessions, 02/22/20-05/16/20; no class on 03/28/20) Fee: \$109
993301 Saturday 1:00 pm-3:00 pm BAS/H802 Suriyachai
Learn to harness the natural power of your mind and body in order to promote health, healing power, and balance of your thoughts. Learn about the ancient Japanese holistic healing methods of Reiki integrated with the study of Chakra and meditation. What are the benefits? Relaxation, reduction of stress, and a healthier life!

Zumba Dance Fitness

(6 sessions, 02/04/20-03/10/20) Fee: \$49
999501 Tuesday 7:30 pm-8:30 pm BAS/Auditorium Morales
(6 sessions, 03/31/20-05/05/20) Fee: \$49
999502 Tuesday 7:30 pm-8:30 pm BAS/Auditorium Morales
Zumba is the most fun and efficient way to work out. Every class is like a party. It is not necessary to know how to dance because this class is easy to follow and everybody has a blast!

LEARN A LANGUAGE!

Beginning Spanish

(12 sessions, 02/04/20-04/28/20; no class on 03/24/20) Fee: \$130 + textbook
992300 Tuesday 6:30 pm-8:30 pm BHS/1240 Micaletti
This course is designed for students who want to learn basic vocabulary to successfully have conversations in Spanish. All levels welcome. (Teacher recommends that students purchase their book by the first day of class and also, have completed the first lesson in the book). **Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>**

Intermediate Spanish

(12 sessions, 02/03/20-05/11/20; no class on 02/10/20, 02/17/20, and 03/23/20) Fee: \$130 + textbook
992401 Monday 6:30 pm-8:30 pm BHS/1240 Micaletti
This course is a continuation of the basic principles and techniques used in the beginners' Spanish course. These principles and techniques will be advanced to a higher level in this course. **Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>**

Advanced Spanish

(12 sessions, 02/06/20-04/30/20; no class on 03/26/20) Fee: \$130 + textbook
992502 Thursday 6:30 pm-8:30 pm BHS/1240 Micaletti
This course is designed to help build proficiency in speaking and understanding the language. The main goal is to encourage students to create and use meaningful communication. To promote this goal, grammar and vocabulary are taught for their communicative value and not as ends in themselves. **Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>**

Beginning Conversational American Sign Language (A)

(10 sessions, 02/04/20-04/14/20; no class on 03/24/20) Fee: \$89
993603 Tuesday 6:30 pm-8:30 pm JBHS/1223 DeBusk
(10 sessions, 02/06/20-04/16/20; no class on 03/26/20) Fee: \$89
993601 Thursday 6:30 pm-8:30 pm JBHS/1223 DeBusk
Join a fun and interactive class! Learn to converse with the Deaf and Hard of Hearing (DHH) in your family and/or community. **Note: Maximum of 15 students per section.**

Learn something new! Meet new friends!

Beginning Conversational American Sign Language (B)
(10 sessions, 02/24/20- 05/04/20; no class on 03/23/20) Fee: \$89
993502 Monday 6:30 pm-8:30 pm JBHS/1223 DeBusk
Join a fun and interactive class! This is a continuation of the ASL (A) class and incorporates more conversational vocabulary and practice. **(Prerequisite: Completion of ASL A or have some signing skills is necessary for this class.)** **Note: Maximum of 15 students.**



Intermediate Italian
(12 sessions, 01/28/20-04/21/20; no class on 03/24/20) Fee: \$109 + textbook
996001 Tuesday 6:30 pm-8:00 pm BAS/G702 Lombardi
This course is the continuation of level one (Beginning Italian). As a mandatory requirement, you must have previously taken the level one class in order to attend this course, a teacher's evaluation will be necessary otherwise. The program is designed to implement everything previously learned in the beginning class, continuing from the last subject covered during the final lesson of level one. The goal of this class is to complete the first book "Italian Essential", you'll learn more idiomatic phrases, ready to use context simulations, groups dialogues, ear training exercises will be practiced during sessions. The class will use the aid of the following book: Living Language: Italian Essential. The purchase of book two: Intermediate Italian might be necessary, the decision will be made during the last lesson of the Beginning Italian class.
Textbooks: <http://burbankusd.textbookx.com/institutional/index.php#>.

MONEY MATTERS

Real Estate Careers – Become a Realtor
(4 sessions, 02/05/20-02/26/20) Fee: \$39
998501 Wednesday 6:30 pm-8:30 pm BAS/G701 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.

Savvy Social Security for Boomers
(One-day workshop, 02/22/20) Fee: \$29*
997302 Saturday 10:00 am-12:00 pm BAS/D401 Schwert
You can start as early as 62, but your benefit is reduced. Should you wait? How long? How are your spousal and survivor benefits affected? What if you are divorced, remarried or widowed? Failure to coordinate IRA RMDs with Social Security taxation results in needless diminishment of income that could be put to better use for health care or just enjoying life. Attend this class to learn how to evaluate your benefits and choices! *This class does not qualify for discounts.* ***Materials fee of \$5, payable in cash, to the instructor, the day of class.**



Stock Market Boot Camp
(3 sessions, 03/31/20-04/14/20) Fee: \$39
996602 Tuesday 6:00 pm-8:00 pm BAS/D402 Newman
(3 sessions, 04/28/20-05/12/20) Fee: \$39
996603 Tuesday 6:00 pm-8:00 pm BAS/D402 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 of investments, analyze them, and understand potential hazards & opportunities unique to each of them.

NEW! Insider's Guide to Buying and Leasing a Car
(One-day workshop; 04/04/20) Fee: \$10
998401 Saturday 11:00 am-12:30 pm BAS/D401 Levitt
Everything you should know about buying a car. How to negotiate the price of the car, your financing, and your trade-in. Should you lease or should you buy? Learn from a car buying expert so you can drive with a smile on your face and more money in your pocket. *This class does not qualify for discounts.*

WORKSHOPS & SEMINARS

CPR/First Aid - Child, Infant & Adult
(One-day workshop) Fee: \$64
996901 03/21/20 Sat 9:00 am-3:00 pm BAS/D401 Bogнар
996902 04/11/20 Sat 9:00 am-3:00 pm BAS/D401 Bogнар
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. **Note: Maximum of 15 students per section.**

CPR/Reanimación Cardiopulmonar y Primeros Auxilios - Niños, Infantes, y Adultos
(One-day workshop, 02/29/20) Fee: \$64
996801 Sábado 9:00 am-3:00 pm BAS/D401 Bogнар
Esta clase se da instruccion y certificacion en CPR para padres, niñeras, abuelas, todos que quieren aprender estan invitados! Toda la clase se da en español. **Nota: Minimo 15 estudiantes por seccion.**

AARP Driver Safety (One-day classes) Fee: Payable to Instructor*
*AARP Members: \$15 cash only paid directly to instructor at class (bring membership card)
*Non-AARP Members: \$20 cash only paid directly to the instructor at class.
993700 02/01/20 Sat 8:30 am-4:30 pm BAS/C302 Gray
993701 02/29/20 Sat 8:30 am-4:30 pm BAS/C302 Gray
993702 04/04/20 Sat 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 results in an insurance discount. There will be several videos, and quizzes given throughout the day. Please bring your AARP Membership Card and Drivers License for verification and identification purposes. You may also bring a sack lunch, munchies, and water... etc for your consumption through-out the day. This class is designed for those individuals who have never completed this class or have not had a refresher class within the last 4-5 years. Checks and/or Cash will be accepted on the day of the class. Please bring the correct change when paying by cash.

AARP Driver Safety Refresher
(One-day classes) Fee: Payable to Instructor*
*AARP Members: \$15 cash only paid directly to instructor at class (bring membership card)
*Non-AARP Members: \$20 cash only paid directly to the instructor at class.
992700 01/25/20 Sat 8:30 am-12:30 pm BAS/C302 Gray
992701 02/22/20 Sat 8:30 am-12:30 pm BAS/C302 Gray

This 4-hour refresher course is designed for those who have previously completed the 8-hour AARP Driver Safety Class, in a classroom setting or online. There will be several videos, and quizzes given throughout the day. Please bring your AARP Membership Card and Drivers License for verification and identification purposes. You may also bring a snack, munchies, and water... etc for your consumption through-out the day. Checks and/or Cash will be accepted on the day of the class. Please bring the correct change when paying by cash.

Maximizing Social Media
(10 sessions, 02/24/20-05/04/20; no class on 03/23/20) Fee: \$89
993901 Monday 6:00 pm-8:00 pm BAS/G701 Holleran
For intensive instruction in today's social media, including how to use it effectively, learn from social media manager, journalist and writer Scott Holleran. The 10-week course offers an integrated, comprehensive lesson for users, whether at beginning, intermediate or advanced level of using social media. Learn to master Twitter, Facebook and LinkedIn. This course covers basic writing, media, and marketing (and lots of opportunities for Q&A).

Writing Boot Camp
(10 sessions, 02/25/20-05/05/20; no class on 03/24/20) Fee: \$89
994005 Tuesday 6:00 pm-8:00 pm BAS/F600 Holleran
This comprehensive course delivers instruction in core principles of skilled writing for social media, blogging and screenwriting, etc. Students will learn how to prepare for writing as an exercise, how to build, write and edit their writing. Additionally, students will learn how to construct a simple outline as well as how to write with the audience in mind. Each student will have their writing evaluated.

EXPLORE A NEW CAREER!

Phlebotomy Technician Training Fee: \$2,500*
(8 sessions, 02/22/20-04/18/20; no class on 03/28/20)
Mandatory Orientation: Saturday, 02/01/20 at 9:00 am.
999000 Saturday 9:00 am-3:30 pm BAS/H801 Thomas

Phlebotomy Technicians are in demand as one of the fastest growing occupations in health-care. 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. 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 Burbank@aumt.org. ***Payment(s) made to AUMT.**



Visual Effects
(18 sessions, 01/21/20-03/04/20; no class on 02/10/20 and 02/17/20) Fee: \$4,995*
999100 M, T, W 12:30 pm-5:30 pm BAS/F600 Lifton
This 6-week program will focus on Rotoscoping; it will involve basic training and hands-on education with Adobe After Effects and Mocha, including the beginning applications for Rotoscoping. Each student will fully understand and execute all functions of basic After Effects and Mocha and will know how to apply its functions to real world applications. This course is focused on meeting the needs of students (age 18+) with disabilities who are high functioning, have a passion for computer visual effects, gaming or animation and like to sit behind the computer for 6 hours or more at a time. ***Register through the Lifton Institute of Media Arts and Sciences at (310) 922-8558.**

You're on the Air!
How to Really Make It in Voice-Overs!

(One-day workshop, 03/05/20) Fee: \$69
993200 Thursday 6:30 pm-8:30 pm BAS/E502 Shapero
Voice-overs are hot today! In this class, you'll learn about an exciting (and not much talked about) way to work on your own terms, on your own turf, with virtually no overhead, and potentially make more money than you've ever made before! You will get a great overview of both the structure of the industry, and how you can be a part of it, either part-time, or full-time. If you have a decent speaking voice, you won't want to miss this class. It could be a game changer!!

GENERAL INFORMATION

Spring 2020 Calendar*

January 6	School Reopens; ABE, Learning Center & Parent Education classes begin
January 6 - 9	ESL Registration (Spring Semester)
January 13	Academic and ESL classes begin
January 20	Martin Luther King, Jr Day (School closed)
January 22	Adult School Open House!
January 24	All Staff Meeting (12:00 – 3:00 pm)
February 10	Lincoln Holiday (School closed)
February 17	President's Day (School closed)
March 18	Open House – High Schools (No Adult Classes at BHS & JBHS)
March 23 - 28	Spring Recess (School closed)
May 7	Spring Semester Ends (ESL)
May 8	Spring Semester Ends (Parent Education)
May 15	Spring Semester Ends (ABE, Learning Center & Academic classes)
May 20	Graduation
May 25	Memorial Day (School closed)

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

Location & Website

Burbank Adult School
3811 W. Allan Ave. Burbank, CA 91505
Tel: (818) 729-5950
Fax: (818) 558-4620
Web: www.burbankusd.org/bas
Like us on Facebook!
www.facebook.com/burbankadultschool

Office Hours

(Beginning January 6, 2020)
Monday - Thursday 8:00 am - 8:30 pm
Friday 8:00 am - 3:00 pm
Saturday 8:00 am - 12:30 pm

Academic Counseling Office Hours (818) 729-5960

(Beginning January 6, 2020)
Monday 8:00 am - 4:30 pm
Tuesday 8:00 am - 4:00 pm
Wednesday 8:00 am - 8:30 pm
Thursday 8:00 am - 8:30 pm
Friday 8:00 am - 4:30 pm
Saturday 7:30 am - 1:00 pm

ESL Office Hours

(818) 729-5965
(Beginning January 6, 2020)
Monday – Thursday 9:00 am - 12:30 pm
4:30 pm - 8:00 pm
Friday 9:00 am - 12:00 pm

BUSD Board of Education

Dr. Roberta Reynolds, President
Dr. Armond Aghakhanian, Vice President
Steve Frintner, Clerk
Charlene Tabet, Member
Steve Ferguson, Member

District Office/Site Administration

Dr. Matt Hill, Superintendent
Dr. John Paramo, Assistant Superintendent of Educational Services
Emilio Urioste, Jr., Director Adult Education, ILA



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 2020.



School-wide Learner Outcomes (SLO's)

Students will be **dedicated learners** who:

- Develop and implement meaningful educational, career, and personal goals.
- Demonstrate persistence, focus and responsibility for successful completion of the program in which they are enrolled.

Students will be **effective communicators** who:

- Comprehend, analyze, and respond appropriately to verbal, print and visual media.
- Actively participate in their communities as productive and civically-engaged members.

Students will be **lifelong learners** who:

- Pursue educational, college, career, and/or enrichment pathways and opportunities for their families and themselves.
- Research and utilize community resources effectively.
- Maintain and improve adaptive life and technology skills in a global society.

Students will be **critical thinkers** and **problem solvers** who:

- Demonstrate the ability to process, evaluate and integrate information from a wide variety of sources.
- Analyze various data effectively in order to increase personal and workplace productivity.

REGISTER TODAY! (818) 729-5950

REGISTRATION SITE: <https://bas.asapconnected.com>
ONLINE REGISTRATION OPENS ON DECEMBER 6, 2019!

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>

Concurrently enrolled (CE) high school students (age 18) may attend on a space available basis. CE students must obtain a permission form from their home school before they will be allowed to enroll at the Adult School.

Campus Safety - By state law, drugs, alcohol, tobacco 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. Government-issued identification must be presented at the time of pick-up. Certificates and diplomas issued by the Burbank Adult School will not be replaced; please be sure to make a copy for your records.

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.

Discounts - Everyone 55 years and older receives a discount of \$5 per class. All students receive a discount of \$10 per class when enrolling on Open House day. Current BUSD employees receive a 50% discount per class (after proof of employment is established with the Main Office). *Classes costing less than \$30 do not qualify for discounts.*

Fees and Refunds

In the event that a class is cancelled 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.

High School Equivalency Testing

The High School Equivalency testing has changed! 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).

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.

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 cancelled. If possible, a make-up class may be offered.

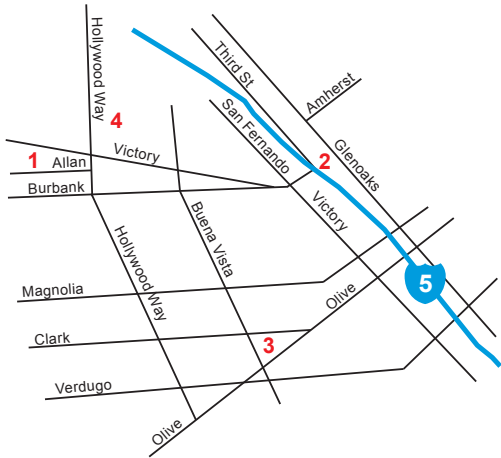
Textbooks - Many classes do require textbooks. To inquire about textbook requirements, please contact the office at least one week before the class starts. Some books may be purchased online: <http://burbankusd.textbookx.com/institutional/index.php#>

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

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.

Class Locations

- 1 BAS (Main Campus)**
Burbank Adult School
(Mingay Center),
3811 W. Allan Ave.
- 2 BHS** Burbank High School,
902 N. Third St.
- 3 JBHS** John Burroughs High
School, 1920 Clark Ave.
- 4 PES** Providencia Elementary
School, 1919 N Ontario Street,
Burbank, CA 91505



PLEASE DROP US AN EMAIL!

Please let us know if there is any class you would be interested in taking but is not offered in this catalog. We want to hear from you!
You may email us at: BAS@BURBANKUSD.ORG

