

Berkeley Adult School

Spring 2018

January 30 - June 15, 2018



- Take CPR class. Ask about medical careers.
- Register for computer classes.
- Go to exercise class. Twice a week!
- Tell Joey about GED/HiSET prep classes.
- Check registration dates.



1701 San Pablo Avenue, Berkeley, CA 94702
(510) 644-6130

<http://bas.berkeley.net>

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Inside Back Cover One Stop Career Center

BAS
Berkeley Adult School
1701 San Pablo Avenue,
Berkeley, CA 94702

Culinary Career Training

9-week session, 8am-4pm Monday to Friday

Learn

- Baking & Cooking
- Scaling & Costing Recipes
- Kitchen math
- Knife Skills
- Safety & Sanitation
- Catering & Production
- Café Operation
- Professional Etiquette
- Customer Service
- Job Searching Skills

To Qualify

Applicants must be over 18 yrs old and must be able to:

- lift 50 pounds
- speak & write basic English
- stand for 8 hours

To Register

\$125* Registration Fee covers materials, supplies and Food Handlers Card.

*Registration Fee will be waived for students who qualify for low income. Please ask for details.

Students who successfully complete the program will receive a Certificate of Completion and a Food Handlers Certificate

CALL 510.644.4575
to make an appointment with Chef Suzy or Chef Scott

BAS Mission Statement

The mission of Berkeley Adult School is to provide adult learners with equal access to life-long education in a safe, supportive, and multicultural environment.

Schoolwide Learning Outcomes

BAS students are learning to

- identify and pursue personal learning goals
- work effectively and respectfully in a diverse community
- develop the self-confidence to engage and persist
- think critically
- communicate effectively

BAS Hours/Location/Contact

Main Office Hours

- Monday-Thursday 8:00 am–3:45 pm and 6:00 - 8:00 pm
- Friday 8:00 am - 2:00 pm
- Phone (510) 644-6130 • Fax (510) 644-6784
- Website: bas.berkeley.net

BAS Administration

- Thomas Reid, Principal • LaRanda Marr, Vice Principal

Location

1701 San Pablo Avenue,
Berkeley, CA 94702

General Information

Berkeley Adult School is equipped with elevators and is wheel chair accessible to all levels. Berkeley Adult School is not a postsecondary institution. Hours of attendance at this school do not fulfill the educational requirements of any contract that requires attendance at a post-secondary institution, such as Au Pair contracts or visa requirements.

Admission And Enrollment

Requirement: Students must be 18 or older to enroll.

(continued on next page)

Spring Registration Schedule

- Online registration begins January 2: <http://bas.berkeleyschools.net>
- Phone registration at (510) 644-6130 is one day only, January 5 from 9:30–11:30 am.
- Fax registrations can be sent to (510) 644-6784.
- Walk-in registration begins January 8 at 1701 San Pablo Avenue, between Virginia and Francisco Streets in Berkeley.
- Pre-Registration is required except for Life Long Learning & Adults with Disabilities classes.

Registration forms can be downloaded from bas.berkeley.net, or completed in the BAS Main Office. Registration for Community Education classes must be completed two days (48 hours) prior to the start of the class. Saturday class registration must be completed by 8 pm on the Wednesday before the class is scheduled.

Class Size/ Class Closure Policy

CTE, Life-Long Learning, and Community Education class fees vary. Classes with low enrollment (fewer than 15 students) or low attendance may be canceled by the administration. If a class is canceled, students should apply for refunds within five days of the cancellation.

Refund Policy for Career Tech Ed, Community Ed, Life Long Learning, and Saturday Classes

Please select classes carefully. Refunds requested by students will be given up to one business day before the start of the first class meeting. After that, no refunds or transfers of fees will be issued unless a class is canceled.

Transportation

- **Bus:** BAS is accessible by AC Transit bus #72 or #51M.
- **BART:** BAS is within walking distance of North Berkeley BART station.
- **Driving:** Students who drive should park in the student parking lots off San Pablo Avenue or Curtis Street. For classes held on Saturdays, students must enter the campus via the Curtis Street parking lot.

Special Accommodations

Students who need special accommodations due to a disability should call (510) 644-6130 to make a request at least two weeks in advance.

Waiver

Registered students or their legal guardians agree to hold Berkeley Unified School District free and harmless from any claim or expense that may arise because of participation in Berkeley Adult School program(s). Berkeley Unified School District does not carry medical insurance for its students.

Complaint Procedures

In accordance with state guidelines, the District has adopted Uniform Complaint Procedures. These shall be followed when addressing complaints alleging unlawful discrimination, harassment, intimidation, or failure to comply with state and federal laws related to Adult Basic Education programs, Consolidated Categorical programs, Career Technical Education programs, and Special Education programs. A copy of Uniform Complaint Procedures may be obtained from the Main Office.

Equal Opportunity

Berkeley Unified School District does not discriminate on the basis of race, color, national origin, mental or physical disability, age or sex in any of its policies or procedures related to admissions, employment, financial aid, educational services, programs or activities.

Life Skills Student Advisors

The Student Advisors can offer free help and referrals for housing, childcare, food and food stamps, MediCal, low-cost medical, vision and dental care, legal and immigrant issues, personal and family issues, employment, and community college information. Advising is confidential. No appointment is necessary. First come, first served in Office 12 (across from Main Office). Phone: (510) 644-4848

Tuesday, Wednesday, Thursday: 10am-1:00 pm (with Alicia Carter)

Tuesday & Thursday: 5:30-8:30 pm (with Luretha Senyo-Mensah)

Learning Specialist Services

The Learning Specialist works with students who need additional support due to learning, attentional, emotional, or developmental disabilities, or due to challenges with academic language or study skills. Services include a drop-in tutoring center, consultation with course instructors to increase the student's independence in a class, and accommodations for placement, progress, and GED/HiSet testing.

The Learning Specialist works in close collaboration with the BAS Academic Counselor. Services are confidential. Call Eva Marlatt at (510) 644-8964, or email evamarlatt@berkeley.net to schedule an appointment in Office 14 (across from the Main Office). Her office hours are Monday, Tuesday, Thursday and Friday, 10:00 am to 3:00 pm, and Wednesday, 3:00 to 8:00 pm.

Student Employment Assistance Specialist

Email Dan Reamon at danreamon@berkeley.net or call (510) 644-8967 for an appointment to discuss vocational advising, class selection, training course options, resumes, cover letters, and how to master job applications and online job searches.

Career Technical Education

Term Dates

CTE class schedules are divided into two terms per semester.

Spring 2018 dates: Term 1: January 30 - March 30

Term 2: April 9 - June 15

INFORMATION & SUPPORT SERVICES

Basic Computer Literacy

Note: Introduction to Computers, Introduction to New Technology, and Mac Basics all provide beginning students the basic skills to succeed in our other computer classes.

Introduction to Computers – Rosen

\$95

This course is for students with minimal experience who want to be introduced to the fundamentals of hardware and software, the Windows operating system, and a sample of productivity applications. Certificate offered.

T2 4/10 - 6/14 T/Th 6:30 - 9:30 pm Rm. 113 06-101-152

Introduction to New Technology: Computers, Tablets, and Beyond – Miller

\$95

This is an introductory course covering basic technology skills on a variety of devices: computers (PC and Mac), tablets, and cell phones. Students will learn how to use the mouse, keyboard, touch gestures, programs (apps), save files, organize files/folders, Internet, email, and an overview of cloud computing. Certificate offered. **Students are encouraged to Bring Their Own Devices (BYOD).**

T1 1/31 – 3/28 M/W 9:30 am -12:30 pm Rm. 113 06-102-151
T2 4/9 – 6/13 M/W 9:30 am -12:30 pm Rm. 113 06-102-152

Mac Basics – Quiñones

\$30

Learn computer literacy concepts through learning how to use the Mac operating system. Both novice computer users and people transitioning from a Windows environment will learn to use their Macs more efficiently. Note: The majority of the Creative Suite classes at BAS are taught on Macs, so students not comfortable with basic computer operations are encouraged to take the Mac Basics class.

T1 2/2 – 3/30 F 9:30 – 11:00 am Rm. 109 06-140-101

Google Suite (GSuite) and Microsoft Office Online - Miller

\$50

Do you need or want to store, access, share, collaborate, and edit your files wherever you are from any device? This class will teach you how

to use GSuite (Google Suite – Drive, Docs, Sheets, Slides, Forms, Gmail, and Calendar) and Microsoft OneDrive “Cloud apps” (Word, Excel, PowerPoint, and Excel Surveys) to create, edit, share, collaborate. The class will use a variety of devices including: computers, tablets, and cell phones. Certificate offered. **Students are encouraged to Bring Their Own Devices (BYOD).** *Prerequisite: Basic computer skills are recommended.*

T1	2/2 – 3/30	F	9:00 – 1:00 pm	Rm. 113	06-323-101
T2	4/13 – 6/15	F	9:00 – 1:00 pm	Rm. 113	06-323-102

Keyboarding- Cordero **\$40**

Improve your keyboarding skills using the popular Mavis Beacon program and a variety of drills provided by the instructor. The course is individualized to accommodate various levels. Students will also learn basic computer functions and formatting features and will receive a Proficiency Rating Letter. Typing test fee is included in the class fee.

T1	1/30 – 3/29	M–Th	12:30 – 1:30 pm	Rm. 111	06-001-171
T2	4/9 – 6/14	M–Th	12:30 – 1:30 pm	Rm. 111	06-001-172

Typing Test Only (Given During Class Times) **\$10**

No typing tests are offered in the first week of a term.

MICROSOFT OFFICE SUITE

Microsoft Office (Word, Excel, PowerPoint, and Outlook) **\$95**

Computer training for office careers. This self-paced program of individualized instruction prepares students for using the Microsoft Office applications in work settings. Students of all levels will be able to improve their marketability. With the support of the instructor, students can focus on any of the above programs. Presentations will be tailored to the needs of each class. Certificate offered. Please note: Students will want to take this class more than once to gain mastery in multiple applications. Textbooks for Microsoft classes are available for in-class use, or you may purchase them at www.lablearning.com or (800) 522-9746. *Prerequisite: It is strongly recommended students have taken Introduction to Computers or equivalent.*

Cordero:

T1	1/31 – 3/28	M/W	9:30 am – 12:30 pm	Rm. 111	06-210-171
T2	4/9 – 6/13	M/W	9:30 am – 12:30 pm	Rm. 111	06-210-172

Miller:

T1	1/30 – 3/29	T/Th	9:30 am – 12:30 pm	Rm. 113	06-210-271
T2	4/10 – 6/14	T/Th	9:30 am – 12:30 pm	Rm. 113	06-210-272

Rosen:

T1	1/30 – 3/29	T/Th	1:00 – 4:00 pm	Rm. 112	06-210-371
T1	1/31 – 3/28	M/W	6:30 – 9:30 pm	Rm. 113	06-210-471
T2	4/10 – 6/14	T/Th	1:00 – 4:00 pm	Rm. 112	06-210-372
T2	4/9 – 6/13	M/W	6:30 – 9:30 pm	Rm. 113	06-210-472

CAREER PREPARATION

Writing/Speaking/Telephoning in a Multicultural Business - Green

\$40

Students from many cultures will compare business communication in the U.S. and other countries. Topics: email, memos, letters, telephones, speaking in meetings, polite behavior. ESL students must be at intermediate level or higher. Nine-week program. Certificate offered.

T1	1/31 – 3/30	M/W/F	11:30 am–12:30 pm	Rm. 112	06-501-101
T2	4/9 – 6/15	M/W/F	11:30 am–12:30 pm	Rm. 112	06-501-102

Business Communication and Career Preparation - Cordero

\$40

A rare opportunity for English learners to interact with native English speakers. Build your vocabulary, professional, and interpersonal skills while expanding your knowledge about American social customs and conventions. Discover your personality style, and learn about the other eight styles and how to communicate more effectively with all of them. Certificate offered.

T1	1/30 – 3/29	T/Th	9:30 am – 12:30 pm	Rm. 111	06-505-181
T2	4/10 – 6/14	T/Th	9:30 am – 12:30 pm	Rm. 111	06-505-182

ACCOUNTING CLERK - BAS CERTIFICATE PROGRAM

Program certificate given upon successful completion of the following classes: Fundamentals of Accounting, Computerized Accounting, Excel for Bookkeepers, Business Math Workshop, and Accounts Receivable Specialist or Accounts Payable & Payroll Specialist.

Business Math Workshop - Graves

\$35

T1	2/3	S	9:00 am – 4:00 pm	Rm. 112	06-510-171
T2	6/2	S	9:00 am – 4:00 pm	Rm. 112	06-510-172

Fundamentals of Accounting - Graves (book included)

\$90

This course covers terms, concepts, and applications of double-entry accounting systems for service and retail businesses. Students learn to deal effectively with the chart of accounts, assets, liabilities, and equity accounts, as well as to apply basic rules of generally accepted accounting principles. Students must attend twenty-seven hours of instruction.

T1	1/30 – 3/27	T	6:30 – 9:30 pm	Rm. 112	06-520-121
T2	4/10 – 6/12	T	6:30 – 9:30 pm	Rm. 112	06-520-122

Computerized Accounting Concepts - Graves (book included)

\$100

Students apply accounting concepts and principles in a computer environment using QuickBooks accounting software. Students get

hands-on experience entering data, preparing computerized forms and reports, and troubleshooting accounting entries. Basic file management principles are covered.

T1	2/1 – 3/29	Th	6:30 – 9:30 pm	Rm. 112	06-530-141
T2	4/12 – 6/14	Th	6:30 – 9:30 pm	Rm. 112	06-530-142

Accounts Receivable Specialist - Graves **\$45**

Prerequisite: Basic knowledge of bookkeeping is desirable but not mandatory. This course emphasizes the core skills of accounts receivables. Besides AR processes, students are introduced to Trade Credit, Sales Orders, and AR Reporting procedures. Improve your bookkeeping knowledge—register for the AR Specialist Course.

T1	2/5 – 3/26	M	6:30 – 9:30 pm	Rm. 112	06-514-001
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Accounts Payable & Payroll Specialist - Graves **\$45**

Prerequisite: Basic knowledge of bookkeeping is desirable but not mandatory. In this course, students get a firm grasp of the basic skills of Accounts Payable & Payroll processes. Besides the AP processes, students are introduced to merchandise inventory, purchasing, receiving, AP reporting procedures, and payroll deduction calculations. Strengthen your bookkeeping knowledge—register for the AP Specialist & Payroll Course.

T2	4/9 – 6/11	M	6:30 – 9:30 pm	Rm. 112	06-540-102
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Excel for Bookkeepers - Graves **\$45**

This course will give students skills to design worksheets, create formulas, analyze and manage accounting data. Excel is a spreadsheet application widely used to automate business calculations, track accounting information such as budgets, inventory tables, expense and revenue reports, and payroll data. Users can create charts and graphs to spot data trends and design “what-if scenarios” to analyze accounting data to solve business problems.

T1	1/31 – 3/28	W	6:30 – 9:30 pm	Rm. 112	06-230-171
T2	4/11 – 6/13	W	6:30 – 9:30 pm	Rm. 112	06-230-172

ADOBE® CREATIVE SUITE

Adobe’s Creative Suite software is the industry standard for today’s creative technologies: print, web, illustration, digital photography, and more. With classes in Dreamweaver, Illustrator, InDesign, and Photoshop, students will have a solid base on which to build their job skills and creativity. Certificates are offered in all Creative Suite classes.

(classes listed on next page)

GRAPHICS

Design Essentials - Smith

\$95

You are the designer. The software is your tool. Learn necessary design principles and train your eye for a professional looking product. Design real world projects for portfolio pieces on themes related to your business or personal interests. Recommended: Knowledge of a software with which to do the projects.

T1 1/30 – 3/29 T/Th 1:00 – 4:00 pm Rm. 109 06-325-001

Adobe InDesign CS6 Level 1- Smith

\$95

Prerequisite: Basic computer skills. This course introduces a program for those who want to create high-quality print and digital documents from simple one-page flyers, newsletters and brochures, to multi chapter books. In a small survey of employment agencies, InDesign was considered a useful skill for many different types of employment.

T1 1/30 – 3/29 T/Th 9:00 am – 12:00 pm Rm. 109 06-321-181
 T2 4/9 – 6/13 M/W 6:30 pm – 9:30 pm Rm. 109 06-321-182

Adobe InDesign CS6 Level 2 - Smith

\$95

Prerequisite: successful completion of InDesign Level I. Increase your InDesign skills with more advanced functions including Nested Styles, advanced Type features, how to create a book with a Table of Contents and Index, and much more.

T2 4/10 – 6/14 T/Th 9:00 am – 12:00 pm Rm. 109 06-322-182

Adobe InDesign CS6 Workshop - Smith

\$40

Through a hands-on, guided project, the students will learn the basic tools to create design layouts.

T1 3/3 S 9:00 am – 4:00 pm Rm. 109 06-320-164
 T2 5/5 S 9:00 am – 4:00 pm Rm. 109 06-320-166

ADOBE PHOTOSHOP

Prerequisite: Basic computer skills. Photoshop is the industry standard in image editing software and is used in a variety of settings. Photoshop Levels 1 and 2 establish a strong preparation for the Adobe Certified Associate (ACA) exam, available through official testing agencies.

Adobe Photoshop CS6 Level 1- Smith

\$95

A strong beginning course covering basic functions, combining images, correcting tones, balancing color, and using special effects.

T1 1/31 – 3/28 M/W 9:00 am – 12:00 pm Rm. 109 06-311-171
 T2 4/9 – 6/13 M/W 9:00 am – 12:00 pm Rm. 109 06-311-172

Adobe Photoshop CS6, Level 2 - Quiñones \$50

Prerequisite: Photoshop Level 1. This course introduces new tools & techniques and refines skills learned in the Photoshop Level 1 class through more complex projects.

T1 1/31 – 3/28 W 1:00 pm – 4:00 pm Rm. 113 06-315-141

Adobe Photoshop CS6 Workshops – Smith \$40

Learn basic functions through fun, hands-on guided projects.

T1 2/3 S 9:00 am – 4:00 pm Rm. 109 06-310-165
 T2 4/14 S 9:00 am – 4:00 pm Rm. 109 06-310-166
 T2 6/2 S 9:00 am – 4:00 pm Rm. 109 06-310-167

WEB

Web Design & Development - Quiñones \$95

Prerequisite: Basic computer skills required. Using various web editor programs, including Dreamweaver, students will learn the core technologies that make up web sites (primarily HTML and CSS) as well as current techniques for designing, developing and maintaining standards-based sites.

T1 1/30 – 3/29 T/Th 1:00 – 4:00 pm Rm. 113 06-361-181

VIDEO

Video Editing Using Photoshop & Online Resources - Minor \$35

Prerequisite: Some Photoshop experience helpful. Using Photoshop and online pre-fabricated resources, we will create finished videos with intros, outros, special effects, music, and our own narration. Raw video footage provided in class. Class is 6 weeks long.

T1 2/1-3/8 Th 6:30 - 9:30 pm Rm. 109 06-905-001
 T2 4/12-5/17 Th 6:30 - 9:30 pm Rm. 109 06-905-002

MEDICAL / HEALTH CAREERS & COURSES

Medical Office Assistant (MOA) – Haynes \$125

Note: No online registration. Students will be prepared for positions as an administrative professional in a medical office. The Medical Office Assistant course includes training on multiple electronic medical record systems, front desk responsibilities, appointment scheduling, insurance billing and more. Students must complete all in class, independent and home assignments. Students may begin with either Cycle A or Cycle B. Students who successfully complete both cycles (9 weeks each), will be awarded a certificate of completion.

(continued on next page)

All students wishing to enroll in the Medical Office Assistant course for the first time MUST attend an orientation and pass an assessment before registering for the class. The assessment is for typing, Microsoft Word, writing, and human relations skills. Candidates will be notified within two days if accepted into the program. Some candidates may be accepted on condition that they take other courses along with this course, to develop the above skills. Continuing students do not need to attend a second assessment to enroll.

Orientation and assessment: (arrive by 5:15pm)

T1	1/23	T	5:30 pm – 9:30 pm	Rm. 111
T1	3/27	T	5:30 pm – 9:30 pm	Rm. 111

Class meeting dates:

T1	1/31 – 3/29	M/W/Th	6:30 pm – 9:30 pm	Rm. 111	06-750-101
T2	4/9 – 6/14	M/W/Th	6:30 pm – 9:30 pm	Rm. 111	06-750-102

Medical Terminology- Green

\$45

This course may be taken separately from the Medical Office Assistant class. Students learn the language that is used in most medical jobs. This course covers word parts, body structure and function, diseases, and treatments used in many medical specialties. All students are required to obtain the textbook and complete their homework assignments. After 18 weeks (two training cycles), students may earn a certificate.

T1	1/31 – 3/30	M/W/F	1:00–2:30 pm	Rm. 212	06-720-101
T2	4/9 – 6/15	M/W/F	1:00–2:30 pm	Rm. 212	06-720-102

Cardiopulmonary Resuscitation CPR/AED and First Aid

– Haynes

\$55

This course will provide you with the life saving skills in an emergency for adults, children and infants. You will learn CPR, AED use, first aid and medical emergency skills. This course will give you the confidence to handle most emergency situations as a first responder, All participants will receive a two-year CPR/AED/FA card. Card does not satisfy CPR requirements for Health-Care related industries. Limited to 12 students.

T1	2/3	S	8:30 am – 2:30 pm	Rm. 114	06-710-164
T1	3/3	S	8:30 am – 2:30 pm	Rm. 114	06-710-165
T2	4/14	S	8:30 am – 2:30 pm	Rm. 114	06-710-266
T2	5/5	S	8:30 am – 2:30 pm	Rm. 114	06-710-366
T2	6/2	S	8:30 am – 2:30 pm	Rm. 114	06-710-466

Healthcare Systems - Instructor TBA

\$45

BAS is partnering with Diversity in Health Training Institute (DHTI) to offer this 9-week course (*See notes following for enrollment process with DHTI. BAS does not enroll students for this class). The course provides an introduction to the U.S. healthcare system, including an overview of allied healthcare careers and settings, HIPAA, infection control and standard precautions, medical ethics, patient-centered care and more. Dedicated time to work with DHTI’s healthcare career coaches is included to develop career plans and action steps to take towards achieving career goals. By the end of the course, participants will have expanded their knowledge about the U.S. healthcare system and identified opportunities to progress in their healthcare careers. This course was created for immigrants who are interested in entering or re-entering the healthcare workforce.

T1	1/30 - 3/29	T/Th	9:30 am-12:30 pm	Rm. 112	06-700-001
T2	4/9 - 6/15	T/Th	6:30 - 9:30pm	Rm. 109/206	06-700-002

Pre-Requisite: DHTI’s Healthcare Career Awareness Workshop (HCAW)

T1	1/10	W	4:00 - 5:30 pm	Rm. 216
T2	3/7	W	4:00 - 5:30 pm	Rm. 216

*Enrollment Process:

- (1) Meet with a DHTI Healthcare Career Coach. Contact DHTI’s office to schedule an appointment: (510) 838-1110 or info@dhti.org
- (2) Complete DHTI’s online application:
<https://healthpipeline.wufoo.com/forms/s89rlxh0tv19zx/>
- (3) Attend DHTI’s Healthcare Career Awareness Workshop (HCAW).
- (4) Complete English assessment.
- (5) Pay course fees to DHTI.

Emergency Medical Technician – Segura / TBA

\$1250

This is a year-long course. The next class begins in Fall 2018. Upon successful completion of this challenging course, participants will be able to render basic emergency care to the sick and injured with confidence and compassion. Graduates will be well prepared for the national board examination process, a necessary requirement for EMT certification and career. This is a 180-hour course, with an additional 24 hours of clinical observation on an ambulance. This class begins again in the Fall. Watch our website and Fall 2018 catalog for Fall registration details.

FOOD SERVICES

Culinary Career Training

(see next page for class details)

FOOD SERVICES (from Career Tech Ed Section)**Culinary Career Training****\$110**

This is a culinary class for students who want to work in a professional kitchen. Punctuality, being prepared, and in class every day is mandatory. Nine-week sessions. Hours: 8 am - 3 pm, Monday - Friday.

Learn Baking & Cooking • Scaling & Costing Recipes • Kitchen Math • Knife Skills • Safety & Sanitation • Catering & Production • Café Operation • Professional Etiquette • Customer Service • Job Searching Skills

To qualify, applicants must:

- Be 18 yrs. or older and able to lift 50 pounds
- Be able to speak & write basic English
- Be able to stand for 8 hours

To Register

- Class fee: \$110 to be paid at Main Office
- Servsafe certification fee: \$15, student pays online
- Uniform fee: \$35 to be paid to kitchen

Call (510) 644-4575 for an appointment with Chef Suzy or Chef Scott.

Class dates and times:

T1	1/30 – 3/30	M-F	8:00 am – 3:00 pm	Rm. 20	06-800-101
T2	4/9 – 6/15	M-F	8:00 am – 3:00 pm	Rm. 20	06-800-102

Community Education Classes

Pre-registration is required for all Community Education classes. Classes are canceled if the minimum number of students is not reached two days BEFORE the first class session.

Please note: In Community Education classes there is no attendance verification available for AU PAIRS.

SATURDAY COMPUTER WORKSHOPS

One-day computer classes are taught with Adobe Photoshop and Indesign. See Page 18 for more information.

BUSINESS AND FINANCE CLASSES**Get to Know Your Tax Return - Vaidya****\$35**

Do you understand your tax return? We are each responsible for whatever is on our own; come learn about the 1040 with someone of great expertise. (continued on next page)

2/3	S	9:00 am - 4:00 pm	Rm. 117	09-000-001
4/14	S	9:00 am - 4:00 pm	Rm. 117	09-000-002

Trust and Probate– Sherrell**\$35**

Estate planning for the 99%. No Silver Spoon? No problem! Half of Americans die without a will or trust. Without a will or trust you get the government's estate plan, not your plan. Learn how easy advanced planning can save money and heartache for your loved ones. Acquire basic estate planning vocabulary, tools and knowledge. Married couples are encouraged to enroll together. There will be a one-hour lunch break.

3/3	S	10:00 - 3:00 pm	Rm. 110	09-971-101
5/5	S	10:00 - 3:00 pm	Rm. 110	09-971-102

Savvy IRA Planning: What We Need To Know About Retirement Accounts - Allen CFP**\$20**

A "how to" workshop on understanding retirement accounts and options which include: six retirement options every retiree needs to know and picking the right one, rules for rollovers, when to convert to a Roth IRA, and when and if to take a lump sum distribution.

2/3	S	10:00 am -12:00 pm	Rm. 110	09-003-001
2/22	Th	6:00 - 8:00 pm	Rm. 110	09-003-201

Savvy Social Security Planning: What We Need to Know to Maximize Retirement Income - Allen CFP**\$20**

Learn the basics of Social Security and the answers to your questions: Will Social Security be there for me? How much can I expect to receive? When should I apply for Social Security? How can I maximize my benefits? Will Social Security be enough to live on in retirement?

3/3	S	10:00 am - 12:00pm	Rm. 110	09-004-001
5/10	Th	6:00 - 8:00 pm	Rm. 110	09-004-002

Savvy Cyber Security Planning - Allen CFP NEW!**\$20**

Have you ever worried about being hacked? You should. The recent security breach at Equifax affected approximately 143 million people and that's only one of many breaches that occur consistently. Come learn steps you can take to protect your identity.

2/1	Th	6:00 - 8:00 pm	Rm. 110	09-005-001
4/14	S	10:00 am - 12:00 pm	Rm. 110	90-005-002

Business Math Workshop - Graves****\$35**

This class is required for the BAS Accounting Clerk Certificate Program.

2/3	S	9:00 am - 4:00 pm	Rm. 112	06-510-171
6/2	S	9:00 am - 4:00 pm	Rm. 112	06-510-172

HEALTH**Coping with Climate Change - Hector****\$25**

Got the climate change blues and don't know what to do? Explore the psychological and spiritual challenges of accepting what's happening to our biosphere in the face of corporate and political obfuscation, connect with others to gain support and identify resources, and create a personal plan of action to reignite hope in the face of despair.

3/3	S	10:00 am - 12:30 pm	Rm. 202	09-230-101
5/5	S	10:00 am - 12:30 pm	Rm. 202	09-230-102

What Can I Learn from Grief? - Stenerson and Hause**\$35**

Many of us who are mourning feel lost and unanchored. Would you like to gain tools for moving through the sadness and unexpected nature of grief? How does the prevalent fear of death in society today affect your own journey through grief? Join us in a gentle and creative exploration of this powerful topic.

5/5	S	10:00 am - 4:00 pm	Rm. 216	09-911-002
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MOVEMENT**Zumba® - Kat Ben-Bateson****\$49**

Zumba® takes the "work" out of workout, by mixing low-intensity and high-intensity moves for an interval-style, calorie-burning dance fitness party. Once the Latin and World rhythms take over, you'll see why Zumba® Fitness classes are often called exercise in disguise. Super effective? Check. Super fun? Check and check.

2/5-3/26 M (*No class 2/19)	6:00 - 7:00 pm	MPR	09-987-101
4/9-5/21 M	6:00 - 7:00 pm	MPR	09-987-102

Low Impact Zumba - Kat Ben-Bateson**\$49**

This class is for those who are looking for a modified Zumba® style that recreates the original moves at a lower-intensity. It introduces easy-to-follow choreography that focuses on improving range of motion and coordination. Come ready to sweat, and prepare to leave empowered and feeling strong!

2/7-3/21 W	6:00 - 7:00 pm	MPR	09-988-101
4/11-5/16 W	6:00 - 7:00 pm	MPR	09-988-102

LANGUAGE ARTS**Arabic Multi-level- A'Omer** **\$80**

For travelers and culture lovers. Learn to read, write and speak formal Arabic, the standard form understood by all Arabic speakers.

2/1-3/29 Th	7:00 - 9:00 pm	Rm. 117	09-050-151
4/12-6/14 Th	7:00 - 9:00 pm	Rm. 117	09-050-152

Mandarin-Intermediate- Zhang **\$80**

This class is for people who have a basic knowledge of Mandarin Chinese pronunciation, tones, daily used sentence patterns and some written characters. The class emphasizes listening and speaking skills. Required books: New Practical Chinese Reader (2nd Ed.), Textbook #3, New Practical Chinese Reader (2nd Ed.), Workbook #3.

1/31-3/28 W	2:00 - 4:00 pm	Rm. 217	09-963-151
4/1-6/13 W	2:00 - 4:00 pm	Rm. 217	09-963-152

Portuguese Language I –Simão **\$80**

Materials included. Portuguese is spoken by 230 million people around the world. Learn basic grammatical patterns and practice incorporating them in a creative conversation that fits your needs.

1/30-3/27 T	7:00 - 9:00 pm	Rm. 217	09-959-101
4/10- 6/5 T	7:00 - 9:00 pm	Rm. 217	09-959-102

Portuguese Language II & III- Simão **\$89**

Materials included. Advanced Beginning and Intermediate level material, both grammar and conversation. Every week students will have a chance to receive homework corrected and commented on by the instructor. In this level, language used in Brazilian music, movies and sports will also be explored.

2/1-3/29 Th	7:00 - 9:00 pm	Rm. 217	09-959-201
4/12-6/7 Th	7:00 - 9:00 pm	Rm. 217	09-959-202

Portuguese Language IV & V- Simão **\$89**

Materials included. Students will have the opportunity to further their skills in reading comprehension and expand their vocabulary. The class will also focus on students developing ease with both oral and written communication through a variety of exercises.

1/31-3/28 W	7:00 - 9:00 pm	Rm. 217	09-9590-101
4/11-6/6 W	7:00 - 9:00 pm	Rm. 217	09-9590-102

Spanish Beginning - Alarcon **\$100**

An introduction to Spanish, emphasizing conversation with grammar as needed. Textbook required.

2/5-3/26	M	7:00 - 9:30 pm	Rm. 212	09-960-114
4/9-6/11	M	7:00 - 9:30 pm	Rm. 212	09-960-115
1/30-3/27	T	7:00 - 9:30 pm	Rm. 212	09-960-224
4/10-6/12	T	7:00 - 9:30 pm	Rm. 212	09-960-225

Spanish Adv. Beg & Intermediate - Alarcon **\$100**

This class provides more practice in conversation and grammar. Textbook required.

1/31-3/28	W	7:00 - 9:30 pm	Rm. 212	09-961-134
4/11-6/13	W	7:00 - 9:30 pm	Rm. 212	09-961-135

Spanish Advanced - Alarcon **\$100**

This class is for intermediate students and above. Conversation and literature stressed.

2/1-3/29	Th	7:00 - 9:30 pm	Rm. 212	09-962-144
4/12-6/14	Th	7:00 - 9:30 pm	Rm. 212	09-962-145

Practice English by Acting! - Green **\$85**

Are you an English language learner? Do you like acting? Practice English while acting! We will read and act interesting short scenes and plays. We will learn vocabulary, pronunciation, and acting skills. Memorizing is not necessary. No experience is necessary. The instructors teach ESL students, act, and direct for theater.

2/7-3/21	W	7:00 - 9:30 pm	Rm. 201/101	09-949-101
5/2-6/13	W	7:00 - 9:30 pm	Rm. 201/101	09-949-102

PUBLIC SPEAKING**Conquer Your Fear of Public Speaking - Minor** **\$25**

Afraid of public speaking? Get realistic tips and tricks to create a performance that makes an impact. Yes, a speech is a performance. Learn how to prepare and present to get yourself heard, whatever your topic. Conquer your fear! Join us and learn how.

2/3	S	1:00 - 4:00 pm	Rm. 117	09-111-101
4/14	S	1:00 - 4:00 pm	Rm. 117	09-111-102
5/5	S	1:00 - 4:00 pm	Rm. 117	09-111-103

WRITING & PUBLISHING**Book Writing/Publishing Workshop - Graves** **\$99**

If you desire to write, complete, and publish a book then this class is for you. No more excuses. It can be done! This class examines the

challenges of the step-by-step process over the course of three Saturdays (one Saturday each month).

3/3, 4/14, 5/5 S 9:00 am - 4:00 pm Rm. 112 09-211-101

Funding for Writers: Grants & Fellowships - Wanzer \$65

This workshop is open to writers who wish to learn about writing grants, fellowships, scholarships or residencies. Learn about opportunities, how to demonstrate a rising trajectory, marketing, creating an effective resume.

2/26-3/19 M 7:00 - 9:00 pm Rm. 206 09-912-001

Creating a Literary Career: Putting the Nuts & Bolts Together - Wanzer \$45

Want to be taken seriously as an author, even though you have yet to publish the Great American Novel? Learn to treat your writing as a business; learn the less-sexy aspects of your practice to boost your writing career.

2/3 S 9:00 am - 4:00 pm Rm. 216 09-234-001

TRAFFIC SCHOOL

Traffic Violator Course - TBA \$40

An 8-hour class established with the cooperation of public education providers and the Department of Motor Vehicles (D.M.V.), open to all individuals who have been given this option. The National Safety Council certifies all Traffic Violators.

Students choose either two four-hour sessions on consecutive Tuesday nights, or one eight-hour session on Saturday. Attendance for the entire 8 hours is necessary to satisfactorily complete the course.

Students must pre-register for the class in person at the Main Office and must bring their driver's license and court papers when they register. A \$40 non-refundable fee can be paid with cash or credit card. No checks.

Two Tuesdays 6:00 - 10:00 pm Rm. 209	One Saturday 8:00 am - 5:00 pm Rm. 209
3/6 & 3/13	3/3
4/3 & 4/10	4/14
5/1 & 5/8	5/5
6/5 & 6/12	6/2

SATURDAY COMMUNITY EDUCATION CLASSES & WORKSHOP

February 3 • March 3 • April 14 • May 5 • June 2

Enter on Curtis Street for access to the school on Saturdays.

- Classes scheduled from 8 am to 4 pm have a 1-hour lunch break.
- GED® Testing (see Page 22) is in Room 108.
- Traffic Violator Course (see Page 17) is in Room 209.

February 3

Adobe Photoshop Workshop*	06-310-165
Business Math Workshop**	06-510-171
CPR & AED/First Aid	06-710-164
Conquer Your Fear of Public Speaking	09-111-101
Creating a Literary Career: Putting Nuts & Bolts Together	09-234-001
Get to Know Your Tax Return	09-000-001
Savvy IRA Planning: What We Need To Know About IRAs	09-003-001

March 3

Adobe InDesign Workshop*	06-320-164
Book Writing/Publishing (1 of 3 days)	09-211-101
Conquer Your Fear of Public Speaking	09-111-101
Trust and Probate - Estate planning for the 99%	09-971-101
CPR & AED/First Aid	06-710-165
Savvy Social Security Planning: Maximize Retirement	09-004-001

April 14

Adobe Photoshop Workshop*	06-320-165
Book Writing/Publishing (continuation 2 of 3)	09-211-101
Coping with Climate Change	09-230-101
CPR & AED/First Aid	06-710-266
Conquer Your Fear of Public Speaking	09-111-201
Get to Know Your Tax Return	09-000-002
Savvy Social Security Planning: Maximize Retirement	09-004-001

May 5

Adobe InDesign Workshop*	06-320-166
Book Writing/Publishing (continuation 3 of 3)	09-211-101
Savvy Cyber Security Planning	09-005-001
Conquer Your Fear of Public Speaking	09-111-201
CPR & AED/First Aid	06-710-366
Trust and Probate - Estate planning for the 99%	09-971-102

June 2

Adobe Photoshop Workshop*	06-310-165
Business Math Workshop**	06-510-172
CPR & AED/First Aid.....	06-710-466

For courses marked with asterisks:

* Students must have basic computer skills.

** Required for Career Pathway.

For course descriptions see the Career Technical Education section starting on Page 4.



English as a Second Language (ESL)

English as a Second Language (ESL) courses provide English language learners with life skills and the opportunity to improve speaking, listening, reading, writing, vocabulary development and grammar.

Si desea aprender o mejorar su inglés, lo invitamos a inscribirse en las clases de inglés como segundo idioma. Las clases le ayudarán a lograr un mejor porvenir en este país. Las clases incluyen: conversación, lectura, escritura, gramática y vocabulario.

Coming to Class

Berkeley Adult School's highest ESL level is Intermediate High. Please choose your class times carefully. If you stop coming to a class, or did not start class the next week after orientation, we will drop you from the class. If your work schedule or family responsibilities change and make it hard to come to class often, talk to your teacher about transferring to a class at a different time. We may drop students who do not attend regularly or who are absent for two weeks.

Waiting Lists

Classes sometimes become full (too many students are registered). In this case, students are placed on a waiting list. When the class has room, students on waiting lists receive a phone call and are then admitted to attend the class.

ESL Registration Information

Students must:

- (1) Fill out a registration form.
- (2) Take a placement test (all students).
- (3) Schedule a 3-hour orientation (new students only). The first Orientation of the year is scheduled for Thursday, January 4th.

New Students Can Register Beginning January 2, 2018

Registration and Testing Hours in the Main Office:

- Monday or Tuesday only
 - 8:00–10:30 am or 6:00–7:30 pm
- Note: No testing on Wednesday, Thursday or Friday

Orientation is required before starting class (new students only) and will be scheduled after testing:

- Thursdays only
- 10:00 am - 1:00 pm in Room 216, or 6:00-9:00pm in Room 107.

Special ESL Classes

Career & Academic Readiness - Augustiny

This class is targeted to students who have completed Intermediate Low or Intermediate High, and want to improve English and math skills in order to enter further vocational training or employment that requires high school level skills. It is also for students who are interested in obtaining a H.S. Diploma, a college degree, or acceptance in the Bridge to College class. Students must have taken a placement test at BAS and have scored appropriately to enroll in the class. The focus of instruction includes speaking, reading, and writing skills, math skills (fractions, decimals, percents, beginning Algebra), and academic vocabulary.

M - F 8:25 - 11:35 am Rm. 209 02-000-003

ESL Bridge to College - Viles

This class is targeted to students who have completed Intermediate High, and want to attend college. Students must have taken a placement test at BAS and have scored appropriately to enroll in the class. The focus of instruction includes college reading and academic writing skills, effective communication skills, and preparing students for the demands of college level work.

M - F 8:25 - 11:35 am Rm. 214 02-336-103

American English Pronunciation - Pitetti

Pre-requisite: Beginning High to Intermediate High levels. Students will practice the vowels, consonants, rhythm, and stress patterns of American English. We will also learn some common informal American speech, with examples from songs.

T1	1/31 - 3/28	M/W	11:35 am - 12:35 pm	Rm. 210	03-946-101
T2	4/9 - 6/13	M/W	11:3 5am - 12:35 pm	Rm. 210	03-946-102

ESL Distance Learning: Learn English at Home!

The BAS Distance Learning program offers four levels: Beginning Low, Beginning High, Intermediate Low, Intermediate High.

Students work in small groups (3 to 5) with the instructor. To register for ESL Distance Learning, follow the same ESL placement testing and orientation procedures on Page 20. Then borrow DL study packets and DVDs or use online materials. Study approximately two hours per day on your own. Meet with a teacher and classmates once a week between Monday and Thursday (some evenings available).

For more information call Distance Learning at (510) 644-8965, or the BAS Main Office at (510) 644-6130.

(see next page for Testing Out)

REGISTER ONLINE: bas.berkeley.net

Testing Out of ESL Classes

ESL Students who test out of ESL classes are welcome to take:

- Career & Academic Readiness
- Bridge to College
- Classes in other departments, especially the Academic Department (Adult Secondary Education or Adult Basic Education),
- Community Education and Career classes.

However, Intermediate Low students who test out are permitted to continue in their ESL class.

ESL Community Education Class**Practice English by Acting!**

Visit the Community Education section on Page 16 for a full description of this class.

GED / HiSET / Adult Secondary & Basic Education (ASE & ABE)

Assessment testing is required for Adult Basic Education (ABE), High School Diploma (HSD) and High School Equivalency (HSE) Test Preparation classes. Registration and testing takes place on Thursdays.

Assessment Testing

- Thursday mornings at 8:30 am, High School Office
- Thursday evenings at 6:00 pm, Main Office

Arrive on time. Late entry after orientation starts is not permitted.

For detailed information about requirements, visit bas.berkeley.net or contact the High School Office at (510) 644-8963.

School Counselor

The counselor can facilitate and support the academic achievement, personal/social well-being, and career development of our students. Academic & personal counseling & referrals, transcript evaluations, educational planning, assistance with transition to college/career training are also provided. All students should meet with the counselor upon entering BAS, periodically throughout the year, and upon completion.

High School Diploma Requirements

The High School program is designed for adults who wish to earn a high school diploma. It is accredited by the Western Association of Schools and Colleges (WASC). Required courses are offered in the fields of science, mathematics, social science, and language arts.

Qualified students may also choose to take elective credit classes from BAS Career and Technical Education (CTE) courses. Students need 175 semester credits (no physical education requirement) to graduate. A minimum of 10 credits must be earned at Berkeley Adult School to receive our diploma.

High School Equivalency Exams

BAS is an official testing center for GED/Pearson VUE and HiSET exams. Adults can earn their high school equivalency by passing either of these exams. After you pass the exam, your High School Equivalency Credential will be issued by the State of California. The GED is computer-based. The HiSET is paper-based. To learn more about each exam visit: ged.com and/or hiset.ets.org

To Take the HiSET Test

- (1) Register for a HiSET account at hiset.ets.org
- (2) Sign up to take the exam at Berkeley Adult School
- (3) Test fee is payable at Berkeley Adult School after you have created your HiSET account. The test fee is \$25 for each subject test or \$125 for the full battery.

Test dates and times are available at bas.berkeley.net or call our High School office at (510) 644-8962 or (510) 644-8963.

- Arrive 15 minutes before scheduled test.
- A government-issued photo ID is required.

Special accommodations for students with disabilities: hiset.ets.org

To Take the GED Test

- (1) Register and sign up for the GED exam at ged.com or call (877) 392-6433 - (877-exam-GED)
- (2) The test fee is \$35 for each subject test or \$140 for the full test
- (3) View our schedule at www.ged.com for current days and times, and take the exam at BAS

- Arrive 15 minutes before scheduled test
- A government-issued photo ID is required

Special accommodations for students with disabilities: ged.com

[Adult Basic Education \(ABE\), High School Diploma & High School Equivalency \(GED and HiSET\) Preparation Courses](#)

Adult Basic Education (ABE) – Wendy Hoben/Marc Korchin/Cristina Taylor

Individualized instruction in basic reading, writing, and math. Limited high school credit is available. Upon successful completion of this course, students may enter the High School Diploma and High School Equivalency programs. (continued on next page)

Reading, Writing, and Computer Literacy

M-F	9:30 am - 12:30 pm	Rm. 117	01-200-102
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Math and Computer Literacy

M-F	9:30 am – 12:30 pm	Rm. 110	01-200-202
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Reading, Writing, and Math

T/Th	6:00 – 9:00 pm	Rm. 103	01-200-282
M/W	6:00 – 9:00 pm	Rm. 117	01-200-302

High School Equivalency Preparation (HiSET & GED)

– Michael Gallo/Marc Korchin/Cristina Taylor

Individualized Help: Reading, Writing, Math, Social Studies, Science

M-F	9:30 am – 12:30 pm	Rm. 201	02-210-102
M/W	6:00 – 9:00 pm	Rm. 117	02-210-202
T/Th	6:00– 9:00 pm	Rm. 103	02-210-282

Individualized Help: Math

W	1:00 – 3:30 pm	Rm. 201	02-210-402
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Independent Study Program For High School Diploma

- Tamara Garcia/Wendy Hoben/Gale LaCourt/Beverly Lesch/Tricia Mool/Sandy Nicholson/ Terence Ratchford/Cristina Taylor

The Independent Study Program is for highly motivated students who are able to study and complete assignments on their own. Students meet individually with an instructor once a week to monitor their progress. All courses required for a high school diploma are offered. To be eligible, students must take the academic assessment tests, submit an official transcript, and then meet with the high school counselor. Call (510) 644-6914 for more information.

ENGLISH FORUM–Gale LaCourt/Cristina Taylor

Grammar, mechanics, literature, vocabulary, and essay writing; college and career readiness skills.

M-F	10:30 am – 12:30 pm	Rm. 103	02-220-102
M/W	6:00 – 9:00 pm	Rm. 103	02-220-202

Basic English Review-English Language Arts

M - F	9:30 – 10:30 am	Rm. 103	02-219-102
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MATHEMATICS FORUM - Terence Ratchford/Aaron Ward

Students work at their own pace with individualized instruction in basic math skills, algebra, geometry, college and career readiness. Textbook required.

Basic Math

T/W/Th	9:30 am – 12:30 pm	Rm. 102	02-230-102
T/Th	6:00–9:00 pm	Rm. 102	02-230-282

Geometry

T/W/Th	9:30 am – 12:30 pm	Rm. 102	02-232-102
T/Th	6:00– 9:00 pm	Rm. 102	02-232-282

Algebra I

T/W/Th	9:30 am – 12:30 pm	Rm. 102	02-231-102
T/Th	6:00 – 9:00 pm	Rm. 102	02-231-282

PHYSICAL SCIENCE AND BIOLOGY–Tamara Garcia

Students will discuss, investigate, and discover basic concepts in physical science and biology. Topics include the cell, human body, genetics, ecosystems, Earth science, astronomy, chemistry & physics.

Physical Science

M – Th	9:30 – 10:30 am	Rm. 101	02-241-192
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Biology

M – Th	10:30 -11:30 am	Rm. 101	02-240-192
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SOCIAL SCIENCES FORUM – Dan Reamon

World history, geography, U.S. history, government, and economics.

Economics

M – Th	1:00 – 3:30 pm	Rm. 102	02-260-102
M/W	6:00 – 9:00 pm	Rm. 102	02-260-272

U.S. History I

M – Th	1:00 – 3:30 pm	Rm. 102	02-261-102
M/W	6:00 – 9:00 pm	Rm. 102	02-261-272

U.S. History II

M – Th	1:00 – 3:30 pm	Rm. 102	02-262-102
M/W	6:00 – 9:00 pm	Rm. 102	02-262-272

American Government

M – Th	1:00 – 3:30 pm	Rm. 102	02-263-102
M/W	6:00– 9:00 pm	Rm. 102	02-263-272

World History

M – Th	1:00 – 3:30 pm	Rm. 102	02-264-102
M/W	6:00 – 9:00 pm	Rm. 102	02-264-272

Life-Long Learning Program

While classes are designed to focus on the needs of people 55+, all adults 18 and older are eligible and welcome to enroll.

Diverse programs for Older Adults are offered at locations throughout Berkeley. Courses in this program seek to develop skills and knowledge that enhance and enrich the quality of life of each participant and the community.

For more information and the latest schedule of classes, visit: bas.berkeley.net, or call Kathleen Davis, Program Coordinator, at (510) 644-8973.

- Students may register in class (check or credit card only), online, by fax, mail-in with checks, or in the Adult School Office. Online registration is preferred.
- Students pay a non-refundable \$35 registration fee per course.
- You may enroll at any point during the semester, and may attend once before registering.
- Spring semester classes begin January 30, 2018 and run through June 15, 2018.

CLASSES ORGANIZED BY SITE

ASHBY VILLAGE

1821 Catalina Ave, (510) 204-9200

Stretch, Strength & Dance

W	10:00–11:30 am	Aronov	08-429-132
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BERKELEY ADULT SCHOOL

1701 San Pablo Ave., (510) 644-6130

Mature Drivers (2/20 & 2/27) Rm. 209

T	1:00–5:00 pm	TBA	08-001-122
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Mature Drivers (4/17 & 4/24)

T	1:00–5:00 pm	TBA	08-001-222
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BERKELEY METHODIST UNITED CHURCH

1710 Carleton (at McGee) (510) 644-8973

Moving Qi

T	9:15–11:15 am	K. Davis	08-410-122
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Yoga

Th	9:30–11:30 am	Okazaki	08-480-282
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HELIOS CORNER

1531 University Ave. (at Sacramento) (510) 981-9802

Exercise Your Memory

M	1:00 – 3:00 pm	D. Davis	08-551-232
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JEWISH COMMUNITY CENTER OF THE EAST BAY**1414 Walnut St. (510) 848-0237**

Critical Viewing

M 1:15–3:15 pm Porter 08-710-112

Moving Qi

T 11:45 am–1:45 pm K. Davis 08-410-222

Int. Feldenkrais

W 10:15–11:30 am Hetherington 08-441-132

Beginning Feldenkrais

W 11:30 am–12:30 pm Hetherington 08-440-132

Moving Qi

W 12:30 –2:00 pm K. Davis 08-410-322

Contemporary Film

W 7:00–10:00 pm Porter 08-700-232

Fun, Fitness & Dance

Th 9:00 –11:00 am Puro 08-475-142

Stories/Essays

Th 11:00 am–12:00 pm Porter 08-241-142

Current Events

Th 1:00 – 3:00pm Porter 08-600-242

NORTH BERKELEY SENIOR CENTER**1901 Hearst St. (510) 981-5190**

Tai Chi

M 10:00–11:30 am Coulter 08-415-112

Iyengar Yoga

T 9:45–11:45 am Grevemeyer 08-481-122

American Environment: Ecology and Conservation

T 10:00 am–12:00 pm Pierce 08-660-122

Mindfulness Meditation

T 1:00 – 3:00 pm D. Davis 08-878-082

Classical Music...

T 2:00 – 4:00 pm Pierce 08-154-122

Ceramics

W 9:30 am–12:30 pm Watkins 08-140-232

Spanish Conversation

W 12:00 – 3:00 pm Sturm 08-900-192

History by Hollywood

W 2:00 - 4:00 pm Pierce 08-851-132

Poetry Workshop

Th 9:00 am – 12:00 pm D. Davis 08-235-142

World Affairs

Th 10:00 am – 12:00 pm Pierce 08-601-342

Computer Workshop

Th 10:00 am-12:00 pm Quiñones 08-310-202

Parkinson's Movement

Th 12:30 - 2:00 pm Hetherington 08-493-142

Drawing

Th 1:00 – 4:00 pm Sturm 08-821-112

Art & Civilization...

Th 2:00 – 4:00 pm Pierce 08-111-142

Iyengar Yoga
 F 9:45–11:45 am Weinstein 08-481-252

OREGON PARK
1425 Oregon St (510) 848-8554

Drawing
 M 1:00 – 4:00 pm Sturm 08-821-312

SOUTH BERKELEY SENIOR CENTER
2939 Ellis St. 94703 (510) 981-5170

Computer Workshop
 M 9:00–11:30 am Quiñones 08-310-102

Spanish
 M 9:30am-12:30 pm Geronimo-Uribe 08-901-102

Ceramics
 M 1:00 – 4:00 pm Muennig 08-140-112

Tai Chi
 W 10:00 -11:30 am Coulter 08-415-232

Ceramics
 W 1:00 – 4:00 pm Muennig 08-140-332

Spanish Language/Latin American Culture
 Th 9:30 am -12:30 pm Sturm 08-902-102

Drawing
 F 1:00–4:00 pm Muennig 08-821-212

STRAWBERRY CREEK LODGE
1320 Addison St. (510) 841-8330

TBA

CLASSES LISTED ALPHABETICALLY

The American Environment: Ecology and Conservation

Class includes lectures, films and class discussion about wildlife, ecology and conservation.

T 10:00am–12:00 pm Pierce NBSC 08-660-122

Art & Civilization of the Baroque

Lives and art of painters of the period through lectures, films, discussion, and museum outings.

Th 2:00–4:00 pm Pierce NBSC 08-111-142

Ceramics

Class open to beginners as well as advanced students. Materials fee varies with projects.

M 1:00–4:00 pm Muennig SBSC 08-140-112

W 9:30am–12:30pm Watkins NBSC 08-140-232

W 1:00–4:00pm Muennig SBSC 08-140-332

Classical Music of the Baroque

Learn about the lives and music of great composers of the period in the context of the era.

T	2:00–4:00 pm	Pierce	NBSC	08-154-122
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Computer Workshop

Instruction in basic computer operations. Support for projects and troubleshooting. All levels.

M	9:00–11:30 am	Quiñones	SBSC	08-310-102
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Th	10:00am-12:00 pm	Quiñones	NBSC	08-310-202
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Critical Viewing

Media studies focuses on the relationships between broadcast/cable and web productions.

M	1:15–3:15pm	Porter	JCC	08-710-112
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Current Events

A discussion group aimed at keeping all involved on top of the current “hot-button” issues.

Th	1:00–3:00 pm	Porter	JCC	08-600-242
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Drawing

The skills taught support your self-expression. Materials include: pencils, pens, and charcoal; bring paper and pencil to your first day of class. No experience necessary.

Th	1:00–4:00 pm	Sturm	NBSC	08-821-112
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M	1:00-4:00 pm	Sturm	Oregon Park	08-821-312
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F	1:00-4:00 pm	Muennig	SBSC	08-821-212
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Exercise Your Memory!

Like your body, your memory needs exercise. Learn activities to keep it active and vigorous.

M	1:00–3:00 pm	D. Davis	Helios	08-551-232
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Feldenkrais

Gentle, slow-moving class done lying on mats. Increased awareness leads to easier movement.

Intermediate

W	10:15-11:30am	Hetherington	JCC	08-441-232
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Beginning

W	11:30-12:30pm	Hetherington	JCC	08-440-132
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Film

Discussion and critical viewing of films from a wide range of style, genre and period.

W	7:00–10:00 pm	Porter	JCC	08-700-232
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Fun, Fitness & Dance

Full body workout: flexibility & stretching, aerobic activity, strength training, and balance work.

Th	9:00–11:00 am	Puro	JCC	08-475-142
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History by Hollywood

Social & political history of the 20th century as interpreted by Hollywood: Films & discussion.

W	2:00-4:00pm	Pierce	NBSC	08-851-132
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Iyengar Yoga

The major poses, modified for seniors; breathing techniques; relaxation with meditation features.

T	9:45–11:45am	Grevenmeyer	NBSC	08-481-122
F	9:45–11:45am	Weinstein	NBSC	08-481-252

Mature Drivers Class

Drivers 55+. Reduce insurance premium, learn defensive driving. Sign up in BAS Main Office. (Instructor TBA)

T	1:00–5:00 pm	(2/20 & 2/27)	BAS Rm. 209	08-001-122
T	1:00-5:00 pm	(4/17 & 4/24)	BAS Rm. 209	08-001-222

Mindfulness Meditation

Explore meditation through simple practices and shared insights. All are welcome.

T	1:00–3:00 pm	D. Davis	NBSC	08-878-082
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Moving Qi

Seated and standing traditional movement & acupressure for balance of energy & vitality.

T	9:15–11:15 am	K. Davis	BMU	08-410-122
T	11:45am–1:45pm	K. Davis	JCC	08-410-222
W	12:30–2:00 pm	K. Davis	JCC	08-410-322

Parkinson's Disease Movement

Based on John Argue's work, this class works with balance, flexibility and improved mobility.

Th	12:30 -2:00 pm	Hetherington	NBSC	08-493-142
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Poetry Workshop

A safe place for writing & sharing your work. Build your skill and spontaneity. All levels welcome.

Th	9:00 am–12:00 pm	D. Davis	NBSC	08-235-142
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Short Stories & Essays

Reading and discussion of short-short stories and essays-become a more exacting reader.

Th	11:00 am–12:00 pm	Porter	JCC	08-241-142
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Spanish

Ready to learn Spanish? Need a refresher? Interactive ways to learn grammar & vocabulary.

M 9:30 - 12:30 pm Geronimo-Uribe SBSC 08-901-102

Spanish Conversation (class conducted in Spanish)

Improve your spoken Spanish through lively exercises, improvisation, dialogues, and more.

W 12:00–3:00 pm Sturm NBSC 08-900-192

Spanish Language and Latin-American Culture (class conducted largely in Spanish)

This class is an investigation into the Spanish language by studying the cultures it supports.

Th 10:00 - 1:00 pm Sturm SBSC 08-902-202

Stretch, Strength & Dance

Energizing movement class for seniors of all ages- chair and standing, with music.

W 9:30–11:00 am Aronov AshV 08-429-132

Tai-Chi

Meditative approach to well-being with a series of simple, quiet and relaxed body movements.

M 10:00-11:30 am Coulter NBSC 08-415-112

W 10:00-11:30 am Coulter SBSC 08-415-232

World Affairs

Lecture and discussion of current political, economic and social issues of the world.

Th 10:00 am–12:00 pm Pierce NBSC 08-601-342

Yoga

Exercises to help with flexibility, strength, and relaxation. Bring your mat.

Th 9:30–11:30 am Okazaki BMU 08-480-282



Adults with Disabilities Program Partners

Ala Costa • Alzheimer's Services of the East Bay • BORP • California Dept of Rehab • Center for Independent Living • Creative Wellness Center • East Bay Center for the Blind • East Bay Innovations

Frail Elders Program Partners

Ashby Care • Berkeley Pines • Chaparral House • Kyakameena • Elmwood Convalescent • The Silverado

Visit our website for more information on classes at these sites:
<http://bas.berkeley.net/for-community/>



Berkeley Unified School District

BUSD Board of Directors

- Ty Alper, President
- Josh Daniels, Vice President
- Beatriz Leyva-Cutler, Clerk
- Judy Appel, Member
- Karen Hemphill, Member

BUSD Superintendent

- Donald Evans, Ed.D.

BUSD District Office Location

- 2020 Bonar Street, Berkeley, CA 94702
- General Phone Number (510) 644-8764

More BUSD information: <http://www.berkeleyschools.net/>

North Cities One-Stop Career Center

America's Job Center of California

- Located at Berkeley Adult School, Room 105
- Phone: (510) 644-6630
- Monday through Thursday: 10:00am – 4:30pm
- Friday: 9:00am – 12:00pm

Visit our page: <http://bas.berkeley.net/onestop/>

The North Cities One-Stop Career Center/AJCC is one of thirteen One-Stop Business & Career Centers located throughout Alameda and Contra Costa Counties.

Services offered include: On-site Berkeley Adult School classes; computer access and Internet use for updating resumes and conducting research; free copy, fax, printing, and phone use for job searching; as well as a series of biweekly job searching workshops:

- Orientations Weekly, Mondays 10:30 am
- Resume Prep Alternate Wednesdays 10:30 am
- Interview Prep Alternate Tuesdays 10:30 am
- Job Search Help Allternate Tuesdays 1:00 pm

Staff also provide career counseling, resume critiques, job leads, employer recruitment events on-site at BAS, access to labor market information, and more. Also, clients may be able to enroll in our Job Search Assistance program, to work one-on-one with a career counselor to find employment, as well as potentially being eligible for financial assistance with training, depending on funding availability.

The Career Center also serves local employers who are looking to hire qualified candidates for open positions with their organization. Our staff works to pre-screen and select the right candidates to help fill the hiring needs of employers in our community.

REGISTER ONLINE: bas.berkeley.net

Berkeley Adult School

Spring 2018 Calendar

January 2	Online Registration
January 5	Phone Registration, 9:30–11:30 am only
January 8	Walk-in Registration Begin
January 15	Holiday: Martin Luther King Jr's Birthday
January 30	Spring Semester Begins
February 16	Holiday: Lincoln's Birthday
February 19	Holiday: Presidents' Day
April 2-6	Spring Break–BAS Closed
May 21	Holiday: Malcolm X's Birthday
May 28	Holiday: Memorial Day
June 15	End of Spring Semester
August	Registration for Fall Semester begins

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- Address: 1701 San Pablo Avenue, Berkeley, CA 94701
 - Office Hours: Mon-Thurs, 8 am-3:45 pm, and 6-8 pm. Fri, 8 am-2 pm
 - Phone: (510) 644-6130 • Fax: (510) 644-6784

Berkeley Adult School is equipped with elevators to all floors, and is wheelchair accessible.

Berkeley Adult School
1701 San Pablo Avenue
Berkeley, CA 94702

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