

FREE/LOW COST CLASSES
AND CAREER TRAINING FOR ADULTS

BURBANK Adult School



SPRING 2025 COURSE CATALOG

January 6, 2025 to May 23, 2025

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

WELCOME TO BURBANK ADULT SCHOOL



DIRECTOR'S MESSAGE

Dear community members,

At Burbank Adult School (BAS), we are thrilled to offer a range of programs designed to help you achieve your personal, academic, and career goals!

Burbank Adult School continues to focus on offering high quality instruction that will prepare adult learners for a better future. With pathways designed to transition

students into college, vocational education, and directly into the workforce, BAS commits itself to its students' success and lifelong learning.

Our English as a Second Language (ESL) program provides English language learners with the skills to succeed in everyday life, while our Career and Technical Education (CTE) program offers hands-on training for high-demand jobs.

Additionally, our Academic program supports adults in earning their high school diploma or prepare them to obtain their GED/HiSET in English or Spanish.

For parents, we offer the Parent Education program to enhance parenting skills and strengthen family bonds. We also have a variety of Enrichment classes to foster creativity, wellness, and lifelong learning.

Finally, we have the Foothill Area Community Transition Services (FACTS) program. We provide community based special education services to young adults (age 18-22) who are entitled to a free and appropriate public education.

Join us in building your future!

Sincerely,

Juan Noguera

Director/Burbank Adult School

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

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

버뱅크 성인 학교에서 수업과 생활을 개선.

PERSONAL ENRICHMENT CLASSES..... 26-29

Fine Arts, Music and Media, Fitness & Wellness Classes,
Learn a Language!, Workshops and Seminars,
Consciousness with Comedy, CPR, Money Matters

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STUDENT SUCCESS STORY



I am Anahit Asatryan, a historian with a master's degree, and though I never expected to find myself working as a pharmacy technician, here I am—and I love it. My journey began with learning English as a second language. When I moved to the United States at the end of 2023, one of my first steps was enrolling in ESL classes at Burbank Adult School. I understood that mastering English was key to building a new successful life here.

As I gained confidence in the language, I realized I needed to pursue a stable and fulfilling career. That's when I discovered the Pharmacy Technician program at Burbank Adult School. Initially, the idea of working in pharmacy felt foreign and intimidating. Would I be able to adapt to such a different field? Yes. Did I know that? No. But one thing was clear: I needed to start somewhere. With the incredible support I received from BAS, particularly from my teacher Ms. Manuela Meza, I found the courage to take the leap into this new path.

Now, six months into my role as a pharmacy technician, I can confidently say I've found a career that fulfills me. I work in a pharmacy where I assist with billing, filling prescriptions, answering patients' medication questions, and handling various tasks that ensure the pharmacy runs smoothly. While my previous work as a historian involved delving into research and analysis, I've found immense satisfaction in directly impacting people's lives, helping them manage their health and well-being.

Looking back, I am deeply grateful for the support I received at Burbank Adult School. For those who find themselves at the uncertainty crossroads, my advice is simple: don't be afraid to reinvent yourself. Take that first step, even if it feels sloppy sometimes. You might be surprised by the opportunities that unfold and the strengths you discover along the way.

Anahit Asatryan

WELCOME - GENERAL INFORMATION

REGISTER FOR SPRING 2025!

Online registration opens on December 2, 2024!

SPRING 2025 CALENDAR*

January 6, 2025	School Reopens; Learning Center classes begin
January 6, 2025	Academics, HSD and Parent Education classes begin
January 6-11, 2025	ESL Registration (Spring Session)
January 13, 2025	ESL, ABE, and HSE classes begin
January 17, 2025	All Staff Meeting (3:30 – 6:30 pm)
January 18-20, 2025	Martin Luther King Jr Day (All offices and schools closed)
February 8-10, 2025	Lincoln Holiday (All offices and schools closed)
February 15-17, 2025	Presidents' Day (All offices and schools closed)
March 17-22, 2025	Spring Recess (All offices and schools closed)
May 16, 2025	Spring Semester Instruction Ends (Parent Ed)
May 21, 2025	Graduation
May 23, 2025	Spring Semester Ends (ESL, CTE, ABE, Learning Center and Academic)
May 24-26, 2025	Memorial Day (All offices and schools closed)

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

LOCATION & WEBSITE

1 Burbank Adult School (Main Campus) (BAS)

3811 W. Allan Ave. Burbank, CA 91505

Tel: (818) 729-5950

Fax: (818) 729-3480

Web: www.burbankusd.org/bas

Follow us on Twitter: @BurbankAdult

Follow us on Instagram: @BurbankAdult

Like us on Facebook!

www.facebook.com/burbankadulthoodschool

Office Hours

(Beginning January 6, 2025)

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

Friday 8:00 am - 3:00 pm

Saturday 8:00 am - 12:30 pm

Academic Advising Office Hours

(Beginning January 6, 2025)

(818) 729-5960

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

Friday 8:00 am - 4:30 pm

Saturday 8:00 am - 2:00 pm

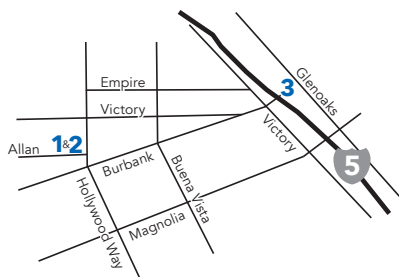
2 ILA Building

3715 W. Allan Ave. Burbank, CA 91505

(Located in the Burbank Adult School Campus)

3 Burbank High School (BHS)

902 N. Third St.



BUSD Board of Education

Dr. Emily Weisberg, President

Dr. Armond Aghakhanian, Vice President

Charlene Tabet, Clerk

Abby Pontzer Kamkar, Member



District Office/Site Administration

Dr. John Paramo, Superintendent

Dr. Linda Lunge, Assistant Superintendent of
Educational Services

Juan Noguera, Director Burbank Adult School

Todd Laventure, Principal Burbank Adult School

Elvis Carías, Assistant Principal, Burbank Adult School

WELCOME - GENERAL INFORMATION



Classes are open to adults who are 18 years of age or older.

Students may register online for most classes

at <https://bas.asapconnected.com>

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

Campus Safety

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

Certificates and Diplomas

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

CTE Courses

Completion certificates for Career and Technical Education (CTE) courses will only be issued to students who have completed 40 course hours and have met course objectives and competencies. Burbank Adult School does not guarantee job, externship, or internship placement as a result of completing CTE courses.

Tell us your CTE success story:

bas@burbankusd.org

Disability Services

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

High School Equivalency Testing

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

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



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



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

Fees and Refunds

In the event that a class is canceled OR if a student chooses to withdraw from a class at least two business days prior to the class start date, the student will be entitled to a full refund. The refund may take up to three weeks to process. The fee for each class follows the course title. Checks, money orders, credit cards, and cash will be accepted. Returned checks will be charged a \$20 fee payable in cash only. There is a \$10 processing fee for all refunds not due to class cancellations. No refunds will be issued to any student after the first scheduled class session (including no shows). There are no refunds for class materials and/or books purchased by students. There are no fees for ESL, ESL special topics, high school diploma and high school equivalency test prep classes and/or workshops.

WELCOME - GENERAL INFORMATION



LARAEC

Burbank Adult School is a member of the Los Angeles Regional Adult Education Consortium. LARAEC is a collaboration of five member districts: Burbank USD, Culver City USD, Los Angeles USD, Montebello USD, and Los Angeles Community College District. Consortium website: www.laraec.org

Transcripts

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

Schedule Changes

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

Student IDs

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

Senior Discount

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

Textbooks

Many classes do require textbooks. To inquire about textbook requirements, please contact the office at least one week before the class starts.

Some books may be purchased online:

<https://basw.burbankusd.org/school-info/textbooks>



Uniform Complaint Procedures

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

Vision Statement

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

Mission Statement

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



Accreditation

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

CAREER TECHNICAL EDUCATION (CTE)

Pre-registration is required for all classes. A minimum of 15 students must be enrolled by 1 business day prior to the scheduled start date or the class will be canceled.

Our CTE classes are free of tuition for the 2024-2025 school year, to support our community in workforce development.
All charges to students are for materials and textbooks only.

GET A NEW JOB!

WORK IN AN OFFICE

Choose from these courses:

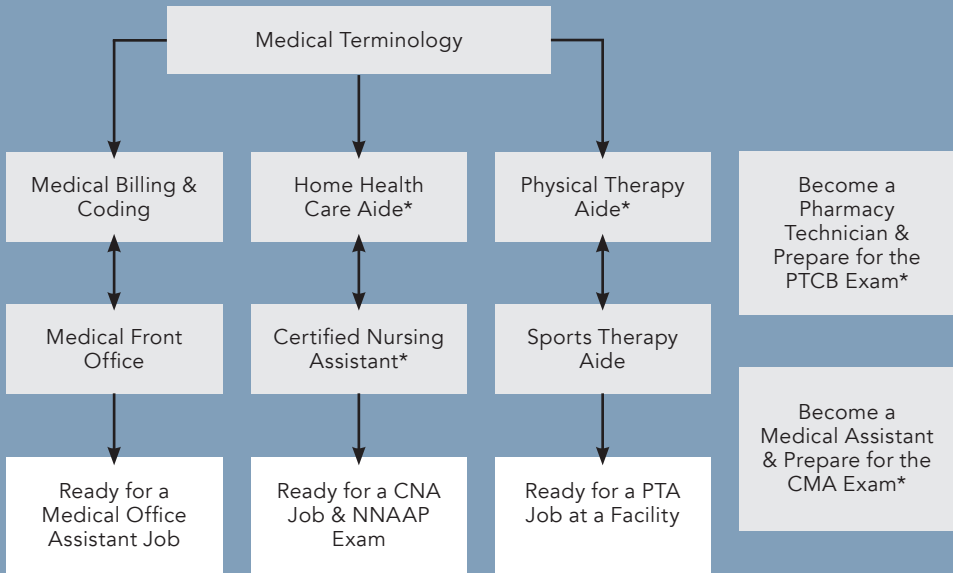
- MS Office, Google Suite
- Workplace Skills
- Accounting Courses

WORK IN I.T.

Choose from these courses:

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

WORK IN THE MEDICAL FIELD



**Provides Externship*

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

CAREER TECHNICAL EDUCATION (CTE)

Online registration for CTE opens December 2, 2024

HEALTH CAREERS

Physical Therapy Aide*

Materials Fee: \$64

(45 sessions, 01/13/25-05/09/25; no class 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/21/25)

062203	Monday	5:15 pm-9:15 pm	Online Hybrid (Lec/Lab)	Mubiru
	Wednesday	5:15 pm-9:15 pm	BAS/I901	
	Friday	5:15 pm-9:15 pm	Online	

This course prepares students to work as physical therapy aides; to provide basic physical therapy treatment in health care facilities under the direction of licensed Physical Therapists. Students will learn basic anatomy of selective body systems and scientifically based principals, medical terminology; the application of physical therapy treatment and therapeutic exercise. Students will also explore the relationships between physical therapists, physical therapy assistants and physical therapy aides. Students will receive hands-on training related to the assessment of vital signs, body mechanics, treatment methods, therapeutic, rehabilitative exercises and mobility training. *Program offers an externship. For the externship, students are required to complete the following: purchase scrubs, show TB results, proof of COVID vax. Externship costs are additional to the materials fee. Materials fee covers CPR training. *See QR code on page 7 for textbook(s) link.*

Pre-Certified Nursing Assistant (CNA)*

Materials and Fee: \$595

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

Wednesday, 01/15/2025 at 8:00-11:00 am & 5:00-8:00 pm

For more information, contact lisapowell@burbankusd.org, CNA Director

(64 sessions, 01/27/25-05/27/25; no class 02/10/25, 02/17/25, 03/17/25-03/22/25, 05/26/25)

062703 AM**			BAS/E501	Saldana/Baldwin
	Theory	01/27/25-02/27/25	M-Th	8:45 am-1:00 pm
	Clinical	03/03/25-04/29/25	M-W	7:30 am-2:00 pm
		04/30/25-05/27/25	M-Th	8:45 am-1:00 pm

(64 sessions, 01/27/25-05/27/25; no class 02/10/25, 02/17/25, 03/17/25-03/22/25, 05/26/25)

062704 PM**			BAS/E501	Staff
	Theory	01/27/25-02/27/25	M-Th	5:00 pm-9:15 pm
	Clinical	03/03/25-04/29/25	T, Th	3:00 pm-8:00 pm
		04/30/25-05/27/25	Saturday	7:00 am-3:00 pm
			M-Th	5:00 pm-9:15 pm

****ESL Integrated Class** This entry level basic nursing course will prepare the student for employment as a Certified Nurse Assistant in both long-term and acute care hospital facilities. Graduates from the program will be prepared to take the National Nurse Aide Assessment (NNAAP) written and skills exam required for certification in the state of California. Students must demonstrate proficiency in written and verbal English, basic computer literacy, and the ability to push, pull, stand and lift a minimum of 50 lbs. Course instruction includes foundations of patient safety, patient/resident care, nutrition, restorative/rehabilitation care, and emergency procedures within the scope of practice of a California CNA. NNAAP exam is an additional cost at \$120. Purchase of textbooks (\$75) is optional.

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



CAREER TECHNICAL EDUCATION (CTE)

Pharmacy Technician Training*

(60 sessions, 01/21/25-05/14/25; no class 02/10/25, 02/17/25, 03/17/25-03/22/25) Materials and Fees: \$370

Mandatory Orientation/Program Admission Test: Wednesday, 01/15/25 at 9:00 am & 5:00 pm.

063904*	M-Th	9:00 am-12:15 pm	BAS/ILA#2	Meza/Canas
063905*	M-Th	5:00 pm-8:15 pm	BAS/ILA#2	Meza/Canas

****ESL Integrated Class. English language learners are welcome.** The Pharmacy Technician assists the pharmacist with mixing and packaging prescriptions, maintaining client records, referring clients to the pharmacist for counseling, assisting with inventory control and purchasing, as well as collecting payment and coordinating billing. The curriculum includes materials to prepare graduates for the National Pharmacy Technician Certification Board (PTCB) examination. Course requires completion of 120 externship hours in addition to theory/lecture. Prior to placement in an externship, all students must undergo a background check and live scan through the Department of Justice (DOJ) and the F.B.I.

Clinical Medical Assistant Training*

(68 sessions, 01/13/25-05/21/25; no class 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/22/25)

Mandatory Orientation/Program Admission Test: Wednesday, 01/08/25 at 9:00 am.

064801	M-Th	8:30 am-2:00 pm	BAS/ILA#1	Staff
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The Clinical Medical Assistant works in the back office and assists the physician with procedures, cares for patients, performs simple laboratory tests and learns to do injections. Class requires completion 160 externship hours in addition to theory/lecture. Textbook(s) and scrubs must be purchased at the student's own expense. This course will prepare you for the NCMA exam.

For further information contact
manuelameza@burbankusd.org

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



MEDICAL OFFICE PROFESSIONAL

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

MEDICAL OFFICE ASSISTANT CERTIFICATE

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

Medical Terminology*

(28 sessions, 01/14/25-04/24/25; no class 03/17/25-03/22/25)

069401	T, Th	9:00 am-12:15 pm	Online Hybrid	Savala
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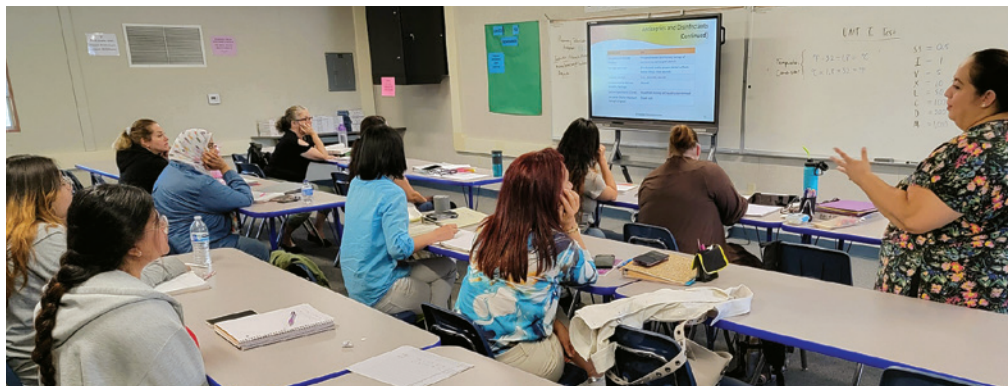
(28 sessions, 01/27/25-05/14/25; no class 02/10/25, 02/17/25, 03/17/25, 03/19/25)

069402	M & W	6:00 pm-9:00 pm	Online Hybrid	Staff
(Lecture: 6:00 pm-7:30 pm, Lab: 7:30 pm-9:00 pm)				

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

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

CAREER TECHNICAL EDUCATION (CTE)



Medical Billing and Coding*

(41 sessions, 01/13/25-04/30/25; no class 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/22/25)

069501 MWF 9:00 am-12:15 pm Online Hybrid Savala
(Lecture: 9:00 am-10:30 am, Lab: 10:45 am-12:15 pm)

Learn medical billing using ICD-10, CPT and HCPCS codes to complete the CMS1500 forms. Students will translate doctors' diagnoses and procedures into accurate medical codes in order for insurance companies to reimburse providers for services rendered. Hands-on practice using patent accounting database, Total MD Medical Billing software. **This class uses Zoom for lecture and Canvas for lab.** **Prerequisite or Corequisite: Medical Terminology.** *See QR code on page 7 for textbook(s) link.

Medical Receptionist/Front Office

(28 sessions, 01/14/25-03/25/25; no class 03/17/25-03/22/25)

069000 TWTh 1:00 pm-4:15 pm Online Hybrid Savala
(Lecture: 1:00 pm-2:30 pm, Lab: 2:45 pm-4:15 pm)

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

Phlebotomy Technician Training

(8 sessions, 01/25/25-04/05/25; no class 02/08/25, 02/15/25, 03/22/25)

Classes Provided by the AUMT Institute

Fee: \$2,050

CPTI (Phlebotomy) Information Session via Zoom: Thursday, 12/05/24 at 1:00 pm

062001 Saturday 9:00 am-3:00 pm BAS/H801 AUMT Staff

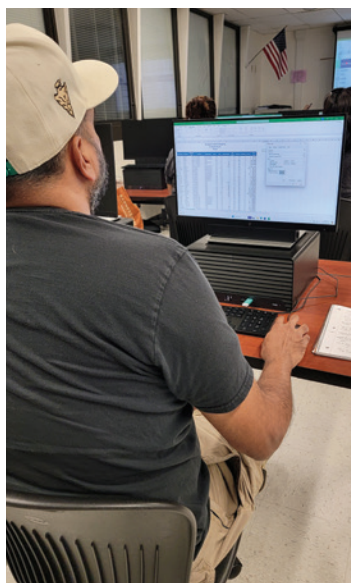
Phlebotomy technicians are in demand as one of the fastest growing occupations in healthcare. Launch your career as a Phlebotomy Technician, collecting blood samples from patients in a hospital, clinical laboratory, medical office, or clinic. Through lectures and hands-on training, learn what you need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

NHA Exam (Student will schedule NHA exam through PSI testing site) <https://www.burbankusd.org/domain/829>

Note: This class is offered by an external vendor. BAS is proud to host the class but is not responsible for the curriculum or certification.

CAREER TECHNICAL EDUCATION (CTE)

COMPUTER COURSES



DIGITAL GRAPHIC/WEB DESIGN COURSES

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

Web Design

(12 sessions, 01/17/25-04/11/25; no class 03/21/25)

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

(12 sessions, 01/15/25-04/09/25; no class 03/19/25)

066405 Wednesday
9:00 am-12:00 pm BAS/Online Birnbaum

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

Introduction to Adobe Creative Suite CC

(14 sessions, 01/27/25-05/19/25; no class 02/10/25, 02/17/25, 03/17/25)

067201 Monday 6:00 pm-9:00 pm BAS/F600 Matson-Fennell

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

Photoshop for Beginners

(6 sessions, 01/15/25-02/19/25)

669601 Wednesday 9:00 am-12:15 pm BAS/F600 Sheetz

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

Photoshop for Intermediates

(11 sessions, 02/26/25-05/14/25;
no class 03/19/25)

090300 Wednesday 9:00 am-12:15 pm
BAS/F600 Sheetz

Take your Photoshop skills to the next level. In this class, students will learn to work with Paths, Filters, Masking, Animation Tools, Adjustment Layers, Blend modes, and more. **Prerequisite:** a basic knowledge of Photoshop or completion of Photoshop for Beginners. Please bring a flash drive to class, exercise files will be provided.



CAREER TECHNICAL EDUCATION (CTE)

OFFICE TECHNOLOGY & BUSINESS COURSES

Intro to Marketing & Content Creation for iPad

(10 sessions, 01/27/25-04/21/25; no class 02/10/25, 02/17/25, 03/17/25)

634211 M 9:00 am-12:15 pm BAS/F600 Birnbaum

Learn the basics of photo and video production on iPad, create marketing graphics and content calendars, and publish your work for social media or websites with this course. Attendance at occasional events outside class expected, as classwork will focus on creating content that could be used to promote Burbank Adult School programs. Students should bring a compatible USB flash drive.

Introduction to Google Suite

(16 sessions, 01/21/25-03/13/25)

664010* T, Th 6:00 pm-9:00 pm BAS/F600 Hernandez

(16 sessions, 03/25/25-05/15/25)

664011 T, Th 9:00 am-12:15 pm BAS/F602 Assali

This is an introductory course. Learn how to use Google apps such as Docs, Sheets, Slides, and Forms. The course covers cloud storage, cloud sharing and more. **Prerequisite: Have basic computer skills. Students should bring a USB flash drive. *Class uses Macs.**

Microsoft Excel

(16 sessions, 01/23/25-05/15/25; no class 03/20/25)

064300 Thursday 6:00 pm-9:00 pm BAS/F602 Assali

(16 sessions, 01/21/25-05/13/25; no class 03/18/25)

064301 Tuesday 6:00 pm-9:00 pm BAS/F602 Paguia

(15 sessions, 01/11/25-05/17/25; no class 01/18/25, 02/08/25, 02/15/25, 03/22/25)

064302 Saturday 9:00 am-12:15 pm BAS/F602 Paguia

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



Intro to Computers: Microsoft Office

(16 sessions, 01/13/25-03/24/25; no class 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/22/25)

664400 M & W 6:00 pm-9:00 pm BAS/F602 Hernandez

(16 sessions, 01/21/25-03/13/25; no class 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/22/25)

664401 T & Th 9:00 am-12:15 pm BAS/F602 Birnbaum

This course is for beginners. It is an entry-level course that will introduce you to Microsoft Office applications. In addition, students will learn about computer terminology, hardware/software, email, and the Internet. Build your skills to become digitally fluent. **Students should bring a USB flash drive.**

Intro to Computers: Microsoft Office 365

(14 sessions, 01/25/25-05/17/25; no class 02/08/25, 02/15/25, 03/22/25)

664402 Saturday 9:00 am-12:45 pm BAS/F600 Hernandez

This course is for beginners. It is an entry-level course that will introduce you to Microsoft Office 365 applications. In addition, students will learn about computer terminology, sharing, webmail, cloud storage and the Internet. Build your skills to become digitally fluent. **Students should bring a USB flash drive. The class uses Macs.**

CAREER TECHNICAL EDUCATION (CTE)

Intermediate: Microsoft Office

(16 sessions, 03/31/25-05/21/25)

664911 M & W 6:00 pm-9:00 pm BAS/F602 Hernandez

This is an intermediate course designed to provide students with the necessary computer skills needed in a variety of professional work environments through lectures and hands-on computer lab training. Students will learn how to effectively use the Internet and proper email standards and etiquette. Students will learn the fundamentals of Microsoft Office applications. **Prerequisite: Introductory Microsoft Office course or have basic computer skills. Students should bring a USB flash drive.**

Basic Computer Skills for ESL

(14 sessions, 01/31/25-05/09/25; no class 03/21/25)

665001 Friday 9:00 am-12:15 pm BAS/F602 Chavez

(14 sessions, 03/25/25-05/06/25)

**665002* T, Th 6:00 pm-9:00 pm
BAS/F600 Hernandez**

This is an ESL support class intended for students who are new to computers. Students will acquire skills to navigate the Windows desktop and how to complete basic computer functions. Students will learn computer components, practice keyboarding skills, learn how to use the internet and use email applications. The course also includes an introduction to Microsoft Office applications. **Prerequisite: Students should have completed ESL Level 2 at minimum.**

***The class uses Macs.**



BASIC BOOKKEEPING TRAINING

Accounting Essentials

(16 sessions, 01/14/25-03/06/25)

606511* T, Th 5:00 pm-7:30 pm BAS/Online Lewis

This is an introductory accounting concepts course. Students will learn how to complete key financial statements. The course will prepare you for the Intuit Certified Bookkeeping Professional exam administered by Certipoint. **Classes use Zoom. *This class uses Canvas. **This class includes lab sessions. Students must have access to a computer device.**

Materials Fee: \$50

Excel for Accounting*

(15 sessions, 01/11/25-05/17/25; no class 01/18/25, 02/08/25, 02/15/25, 03/22/25)

**604500 Saturday 9:00 am-11:30 am BAS/Online House
Lab 11:45 am-12:45 pm**

This course covers accounting principles and Microsoft Excel. Students will need to purchase a course textbook. **Prerequisite: Microsoft Excel course or knowledge of Microsoft Excel and access to a computer device. This class uses Zoom. *See QR code on page 7 for textbook(s) link.**

Payroll Accounting

(16 sessions, 03/03/25-04/30/25; no class 03/17/25, 03/29/25)

**606711 M, W 1:00 pm-4:15 pm BAS/Online House
Lab 3:00 pm-4:15 pm**

Payroll Accounting is an in-depth and practical instruction in payroll accounts. Students learn essential concepts of payroll and master these concepts thoroughly, enabling students to gain an understanding of why, how, and when the most widely used payroll accounting functions are performed. It covers payroll laws, payroll calculations, paying and recording payroll, and Federal and State payroll taxes and returns. **Prerequisite: Microsoft Excel course or knowledge of Microsoft Excel and access to a computer device. *Classes use Zoom.**

Materials Fee: \$85

CAREER TECHNICAL EDUCATION (CTE)

Quickbooks Online

Materials Fee: \$90

(22 sessions, 01/13/25-04/14/25; no class 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/22/25)

606611* M, W 5:30 pm-8:30 pm BAS/Online Lewis

(22 sessions, 03/03/25-05/21/25; no class 03/17/25, 03/19/25)

606612 M, W 9:00 am-12:15 pm BAS/Online House

QuickBooks Online users will learn how businesses organize all their finances and be able to access the information from any location. The key concepts of this course include how to create and manage a company, create invoices and track sales, pay bills and track purchases, banking and correct errors, and customize reports. In addition, you will also learn how to deal with physical inventory, and work with company Financial Statements and budgets, work with estimates, track time, reconcile bank statements and record credit cards transactions. **Prerequisite: Accounting principles and access to a computer device with Microsoft Excel installed.**

Classes use Zoom. *Class uses Canvas. This course will prepare the student to sit for the QuickBooks Certified User Exam (QBCU). The certification is an industry-recognized credential that effectively validates one's skills in QuickBooks accounting software.

CAREER/WORKFORCE PREPARATION

Career Exploration

(8 sessions, 01/24/25-03/14/25)

666501 Friday 9:00 am-12:15 pm BAS/H805 Noss

Career Explorations is a course intended as a practical, hands-on guide to enable you to explore career opportunities in different career clusters and pathways. The course also enables you to create an academic and career plan based on your personal interests and skills and professional goals. The course uses VR simulations to enhance the career search experience.

Resume Writing

(Three-day workshop, 3 sessions, 03/28/25-04/11/25)

066601 Friday 9:00 am-12:15 pm BAS/H805 Noss

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

Job Search

(Three-day workshop, 3 sessions, 04/18/25-05/02/25)

666102 Friday 9:00 am-12:15 pm BAS/H805 Noss

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

Interviewing Techniques

(Three-day workshop, 3 sessions, 05/09/25-05/23/25)

**666201 Friday 9:00 am-12:15 pm
BAS/H805 Noss**

Get acquainted with the diverse types of interviews that employers use. Practice the regular questions employers ask candidates, as well as the behavioral questions. Learn how to manage objections and ask your own questions at a job interview. Participants should bring a USB to class so they can work directly on the laptops on their own projects.



CAREER TECHNICAL EDUCATION (CTE)

ADMINISTRATIVE OFFICE ASSISTANT TRAINING PROGRAM

Burbank Adult School now offers a short-term training administrative assistant program that prepares students for an entry-level position in an office environment. In this program, students will acquire the fundamental skills necessary to be a good communicator, great teammate, and a digitally proficient employee at the workplace. This program offers an internship as an option.

Earn the certificate by completing all three courses. Total of 140 hours:

- Computers for the Workplace (72 Hours)
- Soft Skills for the Workplace (20 Hours)
- Business Communication for the Workplace (48 Hours)

Computers for the Workplace

(24 sessions, 01/27/25-04/30/25; no class 02/10/25, 02/17/25, 03/17/25-03/22/25)

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

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



Soft Skills for the Workplace

(8 sessions, 01/21/25-03/11/25)

665700 T 9:00 am-11:30 am BAS/F600 Chavez

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

Business Communication for the Workplace

(16 sessions, 01/16/25-05/08/25)

666700 Th 9:00 am-12:15 pm BAS/F600 Abrahamian

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

CAREER TECHNICAL EDUCATION (CTE)

INFORMATION TECHNOLOGY

Cable Installation Technician Course

(15 sessions, 01/11/25-05/17/25; no class 01/18/25, 02/08/25, 02/15/25, 03/22/25)

068801 Saturday 8:00 am-4:00 pm

BAS/F603

Rivas

This course provides students with the knowledge and skills required to become a cable installer technician. The course covers all the new TIA/EIA and ANSI standards information and features extensive integrated hands-on lab procedure. The students will learn how to plan, wire, terminate, test and troubleshoot copper & fiber, low voltage wiring systems: voice, data, video and UTP for connecting computers to the internet and networking computers together. Network terminology, telephony, fiber optics, wireless router configuration and punch down will be covered. Students are highly encouraged to take the Data Cabling Installers Certification exam from ETAI (Evolving Technologies Association International) which is a third-party certification for skilled personnel who install low voltage Category 5 copper data cabling. This is an Integrated Education and Training Course. English Learners are encouraged to enroll.



For more information, please call the office.

IT Tech Support/CompTIA "Core 1" A+ Certification Exam Preparation Course

(35 sessions, 01/14/25-05/20/25; no class 03/18/25, 03/20/25)

065501 T, Th 8:30 am-12:15 pm

BAS/F603

Rivas

065502 T, Th 5:30 pm-9:15 pm

BAS/F603

Rivas

This course is the first of two designed to obtain a CompTIA certification which is the industry standard for establishing a career in Information Technology and the preferred credential for technical support. Students will learn to troubleshoot, problem-solve and better understand the functions from networking and operating systems to mobile devices and security. Prepare for your exam at the Burbank Adult School. Our course offers all the information and practice necessary to pass your exam with confidence. Students enjoy the convenience of having the course and the testing facilities offered to them in one location. This is a comprehensive hands-on training curriculum designed to prepare students as IT tech support specialists. The course utilizes structured lectures followed by related hands-on lab assignments. Instruction includes an introduction to basic computer theory, installation of the hardware components of a computer system, motherboards, microprocessors, memory, hard drives, sound, video, and wireless adapters. Maintenance of operating systems such as Windows 10 and above, data recovery, antivirus, and spyware also required industry tech support skills, network basics, wireless, servers, and sharing resources. This is an excellent beginning class for students wanting to enter the IT field and/or the Networking classes.

The Fundamentals of Computer Networking

(34 sessions, 01/08/25-05/21/25; no class 01/20/25, 02/10/25, 02/17/25, 03/17/25, 03/19/25)

634010 M, W 8:30 am-12:15 pm

BAS/F603

Rivas

634011 M, W 5:30 pm-9:15 pm

BAS/F603

Rivas

This course is designed to be the foundation for computer networking. We'll cover everything from the fundamentals of networking technologies and protocols to an overview of the cloud and practical applications and network troubleshooting. By the end of this course, you'll be able to: Describe computer networks in terms of a five-layer model, understand all the standard protocols involved with TCP/IP communications, grasp powerful network troubleshooting tools and techniques, learn network services like DNS and DHCP that help make computer networks run understand cloud computing, everything as a service, and cloud storage.

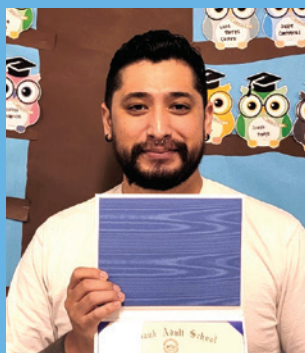
ACADEMIC DEPARTMENT



OUR COUNSELORS ARE HERE FOR YOU!

Our counselors are here to guide students towards earning a high school diploma, studying for an equivalency test, choosing a vocational trade, and providing pathways to help students improve their English language skills. They also work with several community resources to help students with basic needs and overcoming barriers. As a team, the counselors will work together to help all students with transitioning them from the adult school to more opportunities.

CONGRATULATIONS TO OUR GRADUATES!



ACADEMIC DEPARTMENT

HIGH SCHOOL DIPLOMA/EQUIVALENCY PREPARATION

Registration for Academic Classes is December 2, 2024

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, 2025):

Monday - Thursday 8:00 am - 8:30 pm
Friday 8:00 am - 4:30 pm
Saturday 8:00 am - 2:00 pm
Telephone: (818) 729-5960

EARN YOUR
DIPLOMA ONLINE!

Graduation Requirements

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

In addition to the above requirements, students should also meet the following requirement:
Completion of CASAS Assessment.



Adult High School Diploma Classes - Learning Center

(19 weeks, 1/6/25 - 5/23/25)*

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

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

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

ACADEMIC DEPARTMENT

Teacher Directed Test Preparation Classes: HiSET/GED

19 week (1/13/25 - 5/23/25)

English & Social Studies Test Preparation: HiSET/GED

023201	T & Th	8:30 am-10:30 am	BAS/C302	Vehuni
	F	8:30 am-10:30 am	BAS/G701	Taub
023202	M & W	6:30 pm-8:30 pm	BAS/C302	King

Math & Science Test Preparation: HiSET/GED

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

HiSET/GED Spanish - Online 19 weeks (1/13/25 - 5/23/25)

Este curso te preparará para el examen de GED en español. La clase se centrará en las cuatro áreas de contenido cubiertas en los exámenes: Razonamiento matemático, Razonamiento a través de las artes del lenguaje, Estudios sociales y Ciencias. La clase usa Zoom. Acceso a una computadora es requerido.

022201	M & T		ONLINE	Perez-De Loera
	Lecture	8:45 am-10:45 am		
022202	T & Th		ONLINE	Miranda
	Lecture	6:00 pm-8:00 pm		
	Office Hours	8:00 pm-9:00 pm		
022311	F		ONLINE	Perez-De Loera
	Lecture	9:00 am-12:00 pm		
	Office Hours	12:00 pm-1:00 pm		

HiSET/GED Spanish - In Person

18 weeks (1/18/25 - 5/17/25)

022100	Sat	8:00 am-12:15 pm	BAS/C301	Miranda
022101	Sat	7:30 am-11:45 am	BAS/C302	Garcia

Adult Basic Education Classes

19-week (1/13/25 - 5/23/25)

English Language Arts

010111	T & Th	8:30 am-11:30 am	BAS/C301	Auerbach
010114	M & W	6:00 pm-8:30 pm	BAS/C301	Branson

Mathematics

010201	M & W	8:30 am-11:30 am	BAS/C301	Desai
010204	T & Th	6:00 pm-9:00 pm	BAS/C301	Dorsey

Math Bootcamp

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

Writing Bootcamp

212900	T & Th	1:00 pm-3:00 pm	BAS/G701	Taub
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DO YOU LIKE HELPING OTHERS?
GET INTO A HEALTHCARE CAREER!
WE CAN HELP! TURN TO PAGES 9-11.

ACADEMIC DEPARTMENT

HIGH SCHOOL EQUIVALENCY TESTING

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

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

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

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

PearsonVue Official Testing Center Site

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



ENGLISH AS A SECOND LANGUAGE (ESL)

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

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

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

버뱅크 성인 학교에서 수업과 생활을 개선.

BURBANK ADULT SCHOOL (MAIN CAMPUS) ESL REGISTRATION BEGINS JANUARY 6, 2025

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

Monday, January 6 to Friday, January 11, 2025 from
8:30 am to 12:00 pm AND 5:00 pm to 8:00 pm.

Question? Call the ESL Office: (818) 729-5950 extensions: 33920 & 33922

ESL Office Hours: Monday - Friday 8:30 am to 12:30 pm, Monday - Thursday 4:30 to 8:30 pm.

Classes begin January 13, 2025 and they run through May 23, 2025

MORNING CLASSES AT THE MAIN CAMPUS

Classes begin: Monday, January 13, 2025

No classes 01/18/25-01/20/25, 02/08/25-02/10/25, 02/15/25-02/17/25, 03/17/25-03/22/25

Literacy

030011	M-Th	9:15 am-12:00 pm	BAS/H802	Gamboa
030012	M-Th	9:15 am-12:00 pm	BAS/G703	Hutchings

Beginning Low - Level 1

030111	M-Th	9:15 am-12:00 pm	BAS/D400	Cooney
030112	M-Th	9:15 am-12:00 pm	BAS/D402	Baldwin
030115	Saturday	8:00 am-12:15 pm	BAS/D402	Guba

Beginning High - Level 2

030211	M-Th	9:15 am-12:00 pm	BAS/D401	Bagdasarian
030212	M-Th	9:15 am-12:00 pm	BAS/H801	Guba
030213	Saturday	8:00 am-12:15 pm	BAS/D401	Zardaryan

Intermediate Low - Level 3

030311	M-Th	9:15 am-12:00 pm	BAS/H804	Hakopyan
030314	M-Th	9:15 am-12:00 pm	BAS/G701	Taub
030312	Saturday	8:00 am-12:15 pm	BAS/D400	Zaeimi-Nikoo

Intermediate High - Level 4

030411	M-Th	9:15 am-12:00 pm	BAS/H803	Keshishi
030414	M-Th	9:15 am-12:00 pm	BAS/H805	Noss
030415	Saturday	8:00 am-12:15 pm	BAS/G701	Coyle

ENGLISH AS A SECOND LANGUAGE (ESL)

Advanced Low - Level 5

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

030611	M-Th	9:15 am-12:00 pm	BAS/G702	Ewan
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Intensive English Program

345611	M-Th	9:15 am-12:00 pm	BAS/I901	Lerner
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EVENING CLASSES AT THE MAIN CAMPUS

Classes begin: Monday, January 13, 2025
No classes 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/22/25

Literacy

030013	M-Th	6:15 pm-9:00 pm	BAS/G702	Hakobian
030014	M-Th	6:15 pm-9:00 pm	BAS/H801	Sanchez
030015	M-Th	6:15 pm-9:00 pm	BAS/G703	DaGraca

Beginning Low - Level 1

030113	M-Th	6:15 pm-9:00 pm	BAS/D402	Baldwin
030114	M-Th	6:15 pm-9:00 pm	BAS/H802	Vanegas
030116	M-Th	6:15 pm-9:00 pm	BAS/E503	Yehia

Beginning High - Level 2

030213	M-Th	6:15 pm-9:00 pm	BAS/D401	Cañas
030215	M-Th	6:15 pm-9:00 pm	BAS/H804	Sardarian

Intermediate Low - Level 3

030314	M-Th	6:15 pm-9:00 pm	BAS/D400	Zaeimi-Nikoo
030315	M-Th	6:15 pm-9:00 pm	BAS/ILA1	Lee

Intermediate High - Level 4

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

030513	M-Th	6:15 pm-9:00 pm	BAS/H805	Noss
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Intensive English Program

345613	M-Th	6:15 pm-9:00 pm	BAS/G701	Staff
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ENGLISH AS A SECOND LANGUAGE (ESL)

BURBANK HIGH SCHOOL **ESL REGISTRATION BEGINS JANUARY 6, 2025***

Registration Days/Times: Monday, January 6 - Friday, January 11, 2025 from
8:30 am to 12:00 pm AND 5:00 pm to 8:00 pm
at Burbank Adult School*.

For more information, go to www.burbankusd.org/bas.

Classes begin January 13, 2025 and they run through May 23, 2025

Burbank High School: 902 N Third St. ESL Office Room 247.

(Enter at corner of N. Glenoaks Boulevard and E. Harvard Road)

(818) 729-5100 extension 51247

Office hours beginning January 13, 2025: Monday - Thursday 5:30 to 8:30 pm

EVENING CLASSES AT BURBANK HIGH SCHOOL CAMPUS

Classes begin January 13, 2025

No classes 01/20/25, 02/10/25, 02/17/25, 03/17/25-03/22/25

Literacy

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

030123	M-Th	6:15 pm-9:00 pm	BHS/241	Nahapetyan
030124	M-Th	6:15 pm-9:00 pm	BHS/233	Mazanek

Beginning High-Level 2

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

030323	M-Th	6:15 pm-9:00 pm	BHS/248	Hakopyan
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ENGLISH AS A SECOND LANGUAGE (ESL)

ESL SPECIAL TOPICS

ESL Conversation

(17 weeks, 01/17/25-05/17/25; no class 03/21/25)

Levels 2-3

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

032411	Saturday	9:00 am-12:00 pm	BAS/H804	Hakopyan
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This course prepares students for self-sufficiency in the three principal areas of their lives: the community, the home, and the workplace. It will enable students to understand spoken and written general language; communicate orally and in writing; understand the culture and civic expectations of their new environment; and master life skills necessary to survive and thrive in their community and workplace. Course may only be repeated once in consecutive academic years. **Prerequisite: Students must have completed ESL Level 1 for the Friday class and ESL Level 3 for the Saturday class.**

ESL Citizenship Preparation

(14 weeks, 01/17/25-05/17/25; no class 03/21/25)

031511	Friday	9:00 am-1:15 pm	BAS/H803	Keshishi
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ESL Citizenship Preparation

(14 weeks, 01/18/25-05/17/25; no class 02/05/25, 02/15/25, 03/22/25)

031512	Saturday	10:00 am-12:45 pm	Online	Keshishi
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This class is intended to prepare students for the naturalization interview process. Class will focus on N-400 application questions, history and government questions, reading and writing skills. Additionally, the class will cover good interview skills such as proper attire, interpersonal conversation skills, and body language. Students are expected to attend each class session and are expected to practice at home as well.

ESL Pronunciation

(14 weeks, 01/25/25-05/17/25; no class 02/08/25, 02/15/25, 03/22/25)

031812	Saturday	9:00 am-12:15 pm	BAS/G702	Ewan
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In this class, students will work on the way in which words, phrases, and sentences are pronounced. Students will learn that sound spelling patterns determine pronunciation and the fact that certain letters when combined make one sound. Additionally, students will learn and practice the difference between long and short vowel sounds, digraphs, and diphthongs. Lastly, students will also practice diction, delivery, and intonation along with identifying the schwa sound in words. **Prerequisite: Students must have completed ESL Level 2.**

ESL Writing 1

(9 weeks, 01/14/25-3/13/25)

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

ESL Writing 2

(9 weeks, 03/25/25-05/20/25)

032511	T, Th	12:15 pm-2:00 pm	BAS/H803	Keshishi
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Writing 2 helps students develop paragraph and essay writing skills including topic and support sentences, coherence, and unity. Students also practice business and descriptive writing and editing. **Prerequisite: Students must have completed ESL Level 2.**

PERSONAL ENRICHMENT CLASSES

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

FINE ARTS, MUSIC AND MEDIA



Women's Chorus

(14 weeks, 01/28/25-05/06/25; no class 03/18/25)

992011 Tuesday 9:00 am-11:30 am

BAS/AUD

Fee: \$89

Tyson

Join the Women's Chorus, also known as the Burbank Singers, to have fun, meet new friends, and perform at various community events throughout the year. You will learn music in a variety of styles and from several different eras. Auditions are NOT required; reading music is not necessary, but always a plus!

Just Draw!

(6 sessions, 02/22/25-04/05/25; no class 03/22/25)

994400 Saturday 12:00 pm-2:00 pm

BAS/C302

Fee: \$69

Nassim

(6 sessions, 04/12/25-05/17/25)

994401 Saturday 12:00 pm-2:00 pm

BAS/C302

Fee: \$69

Nassim

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

Just Paint!

(6 sessions, 02/22/25-04/05/25; no class 03/22/25)

994300 Saturday 2:00 pm-4:00 pm

BAS/C302

Fee: \$69

Nassim

(6 sessions, 04/12/25-05/17/25)

994301 Saturday 2:00 pm-4:00 pm

BAS/C302

Fee: \$69

Nassim

A comprehensive painting class covering everything from brush to canvas. You may work on a painting, or you may work on a class project.

Photoshop Projects

(12 sessions, 01/22/25-04/16/25; no class 03/19/25)

988800 Wednesday 6:00 pm-9:00 pm

BAS/F600

Fee: \$69

Sheetz

You don't need to be a graphic artist to make simple projects in Photoshop. Take your photos and learn to make cards, flyers, posters, calendars, and more. Beginning Photoshop is suggested, but not required to help you take the first steps in creating impressive digital artwork using photos, shapes, textures and line drawings. Start a simple project and see what you can do!

PERSONAL ENRICHMENT CLASSES

Digitizing Memories

(6 sessions, 02/04/25-03/11/25)

988501 Tuesday 9:00 am-12:00 pm

BAS/A105

Fee: \$59
Sheetz

(6 sessions, 04/01/25-05/06/25)

988502 Tuesday 9:00 am-12:00 pm

BAS/A105

Fee: \$59
Sheetz

This class is designed to encompass several facets of preserving digital memories. From getting images off your cell phone or camera, learning how to organize, scan and repair old family photos, to creating printable books with Photoshop or Shutterfly. This class will also give you the tools to begin or continue your genealogy journey with the added benefit of preserving your memories for generations to come. Please bring a 16 gig USBC flash drive and 10 digital images (or your phone charger if images are on your phone). Digital papers and elements will be provided for those wishing to use Photoshop.

FITNESS & WELLNESS CLASSES

Gentle, Mindful Yoga - SATURDAY MORNING

(6 sessions, 02/22/25-04/05/25; no class 03/22/25) Fee: \$39

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

(6 sessions, 02/22/25-04/05/25; no class 03/22/25) Fee: \$39

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

(6 sessions, 04/12/25-05/17/25) Fee: \$39

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



(6 sessions, 04/12/25-05/17/25)

996505 Saturday 9:15 am-10:15 am

BAS/AUD

Fee: \$39
Pike

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

Gentle, Mindful Yoga - TUESDAY EVENING

(6 sessions, 01/28/25-03/04/25)

996501 Tuesday 6:00 pm-7:00 pm

BAS/AUD

Fee: \$39
Levitt

(6 sessions, 03/25/25-04/29/25)

996503 Tuesday 6:00 pm-7:00 pm

BAS/AUD

Fee: \$39
Levitt

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

Gentle, Mindful Yoga - THURSDAY EVENING

(6 sessions, 01/23/25-02/27/25)

996508 Thursday 6:00 pm-7:00 pm

BAS/AUD

Fee: \$39
Pike

(6 sessions, 03/27/25-05/01/25)

996509 Thursday 6:00 pm-7:00 pm

BAS/AUD

Pike

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

PERSONAL ENRICHMENT CLASSES



LEARN A LANGUAGE!

Beginning Conversational American Sign Language (A)

(10 sessions, 01/23/25-04/03/25; no class 03/20/25)

993603 Thursday 6:30 pm-8:30 pm BAS/B202

Fee: \$89

Wu

Join a fun and interactive class! Learn to converse with the Deaf and Hard of Hearing (DHH) in your family and/or community.

Spanish Class for Beginners

(14 sessions, 01/25/25-05/17/25; no class 02/05/25, 02/15/25, 03/22/25)

099200 Saturday 8:00 am-10:00 am BAS/G703

Fee: \$130

Staff

Join this class and learn basic Spanish to begin conversing with Spanish speakers in the community.

Spanish Class for Intermediate Spanish Speakers

(14 sessions, 01/25/25-05/17/25; no class 02/05/25, 02/15/25, 03/22/25)

099300 Saturday 10:15 am-12:15 pm BAS/G703

Fee: \$130

Staff

This course is designed to help students attain a desirable level of proficiency in the four basic skills - speaking, listening, reading, and writing - developed through simple materials while having fun.

WORKSHOPS AND SEMINARS

Consciousness with Comedy

(6 sessions, 01/22/25-02/26/25)

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

Fee: \$49

Stein

(6 sessions, 03/26/25-04/30/25)

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

Fee: \$49

Stein

Happiness, health, and wealth are an "inside job" played in your head. This class is a fun, stress-relieving ride of self-discovery to inspire a practice of mind-blowing, deliberate creation through soulful neuroscience, laughs, and epiphanies, until the voice in your head is helping instead of hurting you (the woo-woo term is "inner peace").

*FOR MORE
INFORMATION*



PERSONAL ENRICHMENT CLASSES

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

996901	02/22/25	Saturday	9:00 am-3:00 pm	BAS/E501	Fee: \$64 Staff
996902	03/08/25	Saturday	9:00 am-3:00 pm	BAS/E501	Staff

Parents, caregivers, nannies, anyone! This class covers basic emergency First Aid including CPR for adults, children and infants, along with proper use of an AED. Taught by a certified First Responder.

CPR/Basic Life Support

986901	03/15/25	Saturday	9:00 am-3:00 pm	BAS/E501	Fee: \$64 Staff
986902	04/05/25	Saturday	9:00 am-3:00 pm	BAS/E501	Staff

The Basic Life Support class is for healthcare providers and those in the medical field including physical therapy. The course certifies CPR, First Aid, use of Epi-Pen and the certification is valid for 2 years. Taught by a certified First Responder.

To obtain your CPR card, you must provide a valid email address. Students will receive an email from e-cards@heart.org with an e-code to claim their cards upon completion. Students are encouraged to check their junk email or spam folders. In the case that students don't find the email, students can visit AHA website.



MONEY MATTERS

Real Estate Careers - Become a Realtor

(4 sessions, 02/19/25-03/12/25)

998501	Wednesday	6:00 pm-8:00 pm	BAS/B202	Fee: \$29 Gussow
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Join the exciting life of real estate professionals. This introductory 4-week course will introduce you to the world of real estate, and teach you basic practices in the fields of real estate and related fields such as finance, administration positions, escrow, title and others. Information on licensing and licensing requirements will be covered as well.

Stock Market Boot Camp

(3 sessions, 01/29/25-02/12/25)

996602	Wednesday	6:00 pm-8:00 pm	BAS/B202	Fee: \$39 Newman
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(3 sessions, 03/26/25-04/09/25)

996603	Wednesday	6:00 pm-8:00 pm	BAS/B202	Fee: \$39 Newman
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Where is the stock market headed? Where are interest rates going? Should I be worried about inflation? How do I get my portfolio back on track? Starting with the fundamentals of investing, learn to identify different types, analyze them, and understand potential hazards & opportunities unique to each of them.

PARENT EDUCATION

REGISTRATION: OPEN ENROLLMENT. JOIN AT ANY TIME!

Classes begin the week of January 6, 2025 and they run through May 16, 2025



Credentialed teachers provide information and lead discussions on child development, community resources for families, and a variety of parenting issues. Young children attend along with their caregivers. They play with other children, sing songs, do crafts, and many fun activities.

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

Requirements for Registration:

- Updated copy of child's immunization record.
- Copy of parent's negative TB test.
- All class and lab fees are payable at registration and are not refundable.
- Orientation session for new students – asynchronous online registration.

DAY CLASSES

BIRTH DATE OF THE CHILD DETERMINES THE CLASS

Students will be asked to switch or drop class if child is not within the age window for their class. Reduced fees and scholarships available for families that qualify. Call or email for details.

Parenting Your Infant IA

(0-6 months on January 1, 2025)

073300

Monday

12:00 pm-2:15 pm

BAS/B201

Fee: \$140
Abrahamian

PARENT EDUCATION

Parenting Your Infant IB

(4-10 months on January 1, 2025)
073410 Tuesday 12:00 pm-2:15 pm BAS/B201 Fee: \$140 Matsumoto

Parenting Your Infant II

(11-16 months on January 1, 2025)
073100 Wednesday 12:00 pm-2:15 pm BAS/B201 Fee: \$140 Abrahamian

Parenting Your One-year-old Child

(12-24 months on September 1, 2024)
070111 Friday 9:00 am-11:15 am BAS/B201 Fee: \$140 Lab Fee: \$10 Abrahamian

Parenting Your Toddler II

(18-24 months on September 1, 2024)
071111 Tuesday 9:00 am-11:15 am BAS/B201 Fee: \$140 Lab Fee: \$10 Abrahamian

Parenting Two-year-old Child

(2 years old on September 1, 2024)
071411 Monday 9:00 am-11:15 am BAS/B201 Fee: \$140 Lab Fee: \$10 Jennings
071412 Wednesday 9:00 am-11:15 am BAS/B201 Jennings
071413 Thursday 9:00 am-11:15 am BAS/B201 Jennings

Parenting Your Three-year-old Child

(3 years old on September 1, 2024)
073511 Monday 9:00 am-11:15 am BAS/B200 Fee: \$140 Lab Fee: \$10 Yew
073512 Thursday 12:00 pm-2:15 pm BAS/B200 Yew

Parenting for English Language Learners

(3-4 years old by January 1, 2025)
073200 Friday 9:00 am-11:15 am BAS/B200 Fee: \$0 Lab Fee: \$10 Yew

Multi-Age Class

(Infant-3 years old on September 1, 2024)
075700 Tuesday 9:00 am-11:15 am BAS/B200 Fee: \$140 Lab Fee: \$10 (per child) Adelman
075711 Wednesday 9:00 am-11:15 am BAS/B200 Adelman
075712 Thursday 9:00 am-11:15 am BAS/B200 Adelman

CLASSES FOR PARENTS OF SCHOOL-AGE CHILDREN

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

The Elementary School-Age Child (Adults Only)
071811 Thursday 9:30 am-11:45 am BAS/H806 No fee Matsumoto

The Middle School-Age Child (Adults Only)
070811 Friday 9:30 am-11:45 am BAS/H806 No fee Matsumoto

EARN A HIGH SCHOOL DIPLOMA!
WE CAN HELP! TURN TO PAGES 19-21.

BURBANK UNIFIED SCHOOL DISTRICT

Burbank Adult School

3811 W. Allan Ave. Burbank CA 91505

(818) 729-5950

www.burbankusd.org/bas



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- Computer Networking

WORK IN THE MEDICAL FIELD

Choose from these courses:

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- Medical Terminology
- Pre-certified Nursing Assistant (CNA)
- Pharmacy Technician Training



Some careers require a high school diploma or equivalency. We can help you with that. Flexible options are available. Counselors are also available to help!