

(323) 357-7700



MAXINE WATERS EMPLOYMENT PREPARATION CENTER

10925 South Central Avenue, Los Angeles, CA 90059

Los Angeles Unified School District • Division Of Adult And Career Education



“Pathways to Success”

CATALOG OF CLASSES

www.waterstrainingcenter.org

TABLE OF CONTENTS

GENERAL INFORMATION 2 - 5

CAREER TECHNICAL EDUCATION ... 6

BUILDING AND CONSTRUCTION 6

Construction

- MC3/Construction
- Plumbing/1
- Plumbing/2

TRANSPORTATION 7

- Automotive Technician Program
- Auto Tech Brakes
- Auto Tech: Electrical & Electronics/1
- Auto Tech: Electrical & Electronics/2
- Auto Tech: Engine Repair
- Auto Tech: Engine Performance/1
- Auto Tech: Engine Performance/2
- Auto Tech: Suspension & Steering
- Technology/1: Automotive Systems
- Technology/2: Automotive Systems

INDUSTRIAL TECHNOLOGY 8

- Maintenance Supervisor Training
- Maintenance Supervisor Heating & Ventilation
- Maintenance Supervisor Scheduling Practices
- Building & Grounds

ENERGY AND POWER TECHNOLOGY..... 8

- Electrician/1: Fundamentals
- Electrician/2: Wiring And Codes
- Electrician/3: Wiring Techniques
- Electrician/4: Industrial
- Electric Motor Controls (5)

MANUFACTURING AND PRODUCT DEVELOPMENT 9

- Welding/1
- Welding/2
- Welding/3

BUSINESS AND FINANCE..... 9-10

- Administrative Assistant/1: Office Procedures
- Administrative Assistant/2: Business English
- Administrative Assistant/3: Business Math
- Typist: Keyboarding/1, Typist: Keyboarding/2
- Computer Operation/1: Foundations
- Computer Operation/2: Applications
- Computer Operation/3: Database Management
- Computer Operation/4: Presentations

CAREER TECHNICAL EDUCATION (Continued)

HEALTH SCIENCE AND

MEDICAL TECHNOLOGY 11-12

- Medical Assistant
- Certified Nursing Assistant: Long Term Care
- Pharmacy Technician
- Vocational Nurse Program
- Health Information Tech/1: Terminology

HOSPITALITY, TOURISM AND RECREATION.. 12

- Culinary Arts: Baking/1
- Culinary Arts: Baking/2
- Chef Assistant

PUBLIC SERVICES 12

- Security Officer Trainee

EDUCATION, CHILD DEVELOPMENT, AND FAMILY SERVICES 12

- Child Development/1: Foundations

ENGLISH AS A SECOND LANGUAGE 13

- ESL Classes
- Citizenship
- Family Success Initiative
- Integrated Education and Training (I.E.T)

ACADEMIC 14

- High School Diploma Classes
- Accelerated College And Career Transitions (AC2T)
- Individualized Instruction Lab
- High School Equivalency Test Preparation
- High School Equivalency Distance Learning
- Adult Independent Study
- Reading
- Math

Maxine Waters Employment Preparation Center is one of the 11 Centers operated by the Division of Adult and Career Education of the LAUSD. Our center offers educational programs in the following subjects: English as a Second Language (ESL), Adult Basic Education (ABE), Adult Secondary Education (ASE), Career and Technical Education (CTE), and Citizenship.

Adult Secondary Education students may enroll in classes that will prepare them to earn a High School Equivalency Certificate, and/or High School Diploma. CTE students may enroll in classes that will certify them in certain specialties or be credentialed in a particular vocation.





WELCOME

TO MAXINE WATERS EMPLOYMENT PREPARATION CENTER

CAMPUS LOCATIONS

See Location Maps on back cover.

MAIN CAMPUS:

MAXINE WATERS EMPLOYMENT PREPARATION CENTER (MWEPC)

10925 So. Central Ave., Los Angeles, CA 90059

Main Office: (323) 357-7700

Fax: (323) 566-0147

www.waterstrainingcenter.org

Main Office:

Monday-Thursday, 7:30 a.m. – 8:30 p.m.

Friday, 8:00 a.m. – 3:30 p.m.

Saturday, 7:30 a.m. – 3:00 p.m.

GEORGE KIRIYAMA COMMUNITY ADULT SCHOOL

18120 S. Nomandie Ave., Gardena, CA 90248

Office: (310) 354-4900 3:30 p.m. – 8:30 p.m.

66th STREET ADULT LEARNING CENTER

501 E. 66th St., Los Angeles, CA 90003

Office: (323) 758-7593 8:00 a.m. – 2:00 p.m.

FLOURNOY ADULT LEARNING CENTER

1625 E. 112th St., Los Angeles, CA 90059

Office: (323) 567-2713 8:00 a.m. – 12:00 p.m.

MISSION STATEMENT

LOS ANGELES UNIFIED SCHOOL DISTRICT

The teachers, administrators, and staff of the Los Angeles Unified School District believe in the equal work and dignity of all students and are committed to educate all students to their maximum potential.



DIVISION OF ADULT AND CAREER EDUCATION

To increase the educational attainment and socioeconomic status of its students by preparing them for post-secondary studies, careers and civic participation.



MAXINE WATERS EMPLOYMENT PREPARATION CENTER

The mission of Maxine Waters Employment Preparation Center is to partner with the community for educational advancement and workforce development of our learners.

ACCREDITATION

Maxine Waters Employment Preparation Center's four

campuses are accredited by the Western Association of Schools and Colleges.



SCHOOLWIDE LEARNER OUTCOMES (SLOs)

Students completing their educational programs at Maxine Waters Employment Preparation Center will:

- Demonstrate the literacy and technical competencies necessary for success in higher education and sustainable employment
- Demonstrate the ability to think critically and solve problems
- Demonstrate multicultural awareness, respect and sensitivity for individual differences

Brochure Disclaimer: Information in this brochure was accurate at time of publication. Changes may have occurred subsequently.

Class Closure Policy: Classes that do not meet the minimum attendance standards can be closed at any time during the semester. If a class is cancelled, you are entitled to a refund.

No Smoking on the Campus: Maxine Waters Employment Preparation Center follows LAUSD's Non-Smoking policies. **Drugs and alcohol** use will not be permitted on all campuses. **Our school sites are non-smoking, alcohol-free and drug-free campuses!**

Compliance Statements: Maxine Waters Employment Preparation Center, Division of Adult and Career Education is in compliance with all applicable LAUSD District, State and Federal rules and regulations. We do not discriminate on the basis of race, color, national origin, gender, age or ability to perform the training task. We are in compliance with Title VI of the Federal 1964 Civil Rights Act. Age Discrimination Act of 1975, LAUSD's Sexual Harassment rules, and LAUSD's Uniform Student Complaint procedures. The complex text of each of the above documents is on file in the school office. Please ask to see them at any time.

Uniform Complaint Procedure: It is the intention of the Board of Education that every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal and state laws, or regulations of education programs. Therefore, pursuant to California Code of regulation, Title 5, Section 4600, the District has developed necessary procedures to process a complaint regarding educational services provided by the adult school.

COUNSELING AND REGISTRATION INFORMATION

COUNSELING AND GUIDANCE

Educational counseling services are available to all students at Maxine Waters Employment Preparation Center:

Monday through Thursday 8:00 am to 8:00 pm
Friday 7:30 am to 3:00 pm

Assistance in program planning, credit evaluation and educational guidance is available.

ASSESSMENT SCHEDULE

Monday & Wednesday 9:00 am
Tuesday & Thursday 5:00 pm
Saturday 9:00 am

Note: Due to limited space, the first 20 students will be tested. Check-in begins One hour before the start of assessments.

Required Reading Level by Program:

MC/Construction	6.0
Building & Grounds	6.0
Auto Tech: Engine Repair	6.0
Maintenance Supervisory	6.0
Plumbing	6.0
Welding	6.0
Electrician	6.0
Residential Electrician	6.0
Industrial Electrician	6.0
Culinary Arts: Baking/1.	6.0
Chef Assistant	6.0
Baker Fundamentals	6.0
ServSafe Management.	6.0
High School Diploma	9.1
Academic Classes	9.1
High School Equivalency (HSE) Test Preparation	9.1
Health Information Tech/1: Terminology	6.0
Medical Assistant	8.0
Nursing Assistant	8.0
Pharmacy Technician.	8.0
Home Health Aide (Supplemental)	8.0
Licensed Vocational Nursing	12.9
Security Trainee	6.0

Required Math Level by Program:

Algebra/Geometry	9.0
Math 1-3	5.0

REGISTRATION

Registration is on a first-come, first-serve basis. Waiting lists are valid for the current class term only.

ENROLLMENT

Enrollment must be confirmed by attendance at the first class meeting. Under the enrollment policy, vacancies at the first class meeting may be filled immediately from the waiting list.

PREREQUISITES

Some classes have requirements that must be met before taking the course. Please see each class description to check if there are any prerequisites for the class you wish to take.

LENGTH OF TRAINING

The length of training varies. Your completion will depend on curriculum guidelines, your previous experience, attendance, and individual ability. Students must meet all course competencies.

COMPLETION REQUIREMENTS

Students must demonstrate satisfactory completion of all course competencies per the course outline.

CERTIFICATES

All courses are competency-based. Students will be awarded completion certificates after successfully completing all competencies. Maxine Waters Employment Preparation Center is fully accredited by the Western Association of Schools and Colleges (WASC), and certificate coursework is recognized by industry and surrounding local community colleges.

RE-ENROLLMENT

Students may not re-enroll in a class that they have completed. Students who have not passed a class at the completion of the term will be given one opportunity to repeat the class. Upon registering for the class (space permitting), students must pay the full and regular course fee(s).

FEES AND EXEMPTIONS INFORMATION

ENROLLMENT & REGISTRATION PROCEDURES

- Paid registration fees and attendance on the first day of class are required to secure enrollment.
- Vacancies at the first class meeting may be filled immediately from the waiting list.
- Lack of attendance for three consecutive days may cause a student to be dropped with no refund of fees.
- Registration is on a first-come, first-serve basis. Waiting lists are valid for the current term only.
- Students may not re-enroll in a class that they have completed.
- Students who have not passed a class at the completion of the term will be given one opportunity to repeat the class.



REGISTRATION & MATERIAL FEES

A voluntary student body fee of \$2 and Picture ID for \$13 per school year is payable upon enrollment to defray general non-instructional expenses. A course fee is assessed that combines a registration and materials fees for career and technical education courses. For information regarding fees for particular course(s), please call the main office at (323) 357-7700. All fees are payable at the time of registration. The school accepts credit cards, debit cards and cash. A \$2 charge will be applied to credit and debit card transactions. All card transactions have to be of a \$20 minimum. Registration is not considered complete until fees are paid.

FEE EXEMPTIONS

- You are enrolled in a day high school (A completed District Enrollment Referral/Waiver Form is required from your high school).
- You are an Accelerated College & Career Transition (ACCT) Program student.
- You are a minor student not enrolled in high school.

REFUND POLICY - Registration Fees

Refunds must be requested within seven (7) calendar days of enrollment or within seven (7) calendar days of the first scheduled day of class.

- (a) Requests for refunds must be accompanied by a paid receipt.
- (b) Refunds are subject to a \$20 drop/processing fee per each transaction.
- (c) Fees paid by credit card will be credited to the original credit card.
- (d) Fees paid by check or cash, will be refunded by check and mailed in approximately two (2) weeks.

Please note: Books, supplies, testing fees and automotive work orders are non-refundable.

TERMINATION POLICY

Students may be dropped from a class for the following reasons:

1. Failure to attend the first class meeting at the time it is scheduled to begin
2. Failure to meet prerequisites as printed in the catalog and schedule of classes, and as approved by the Division of Adult and Career Education
3. Being absent more than three consecutive class sessions in a term without contacting the instructor*
4. Unsatisfactory progress in a course*
5. Committing an unlawful act on school premises, violating school regulations, or disrupting the orderly operation of the school or class
6. Continually arriving late to class or leaving early*
7. Inappropriate behavior or failure to adhere to the Maxine Waters Employment Preparation Center Code of Conduct

***Note: Students dropped for the above reasons will have to re-register and pay full fees once again. Instructor approval may be required.**

PRACTICE HIGH SCHOOL EQUIVALENCY TEST

Practice Tests are given to determine students' readiness to take the High School Equivalency (HSE) Test. The 2-day tests are 2½ hours in length each day. Tests must be started and completed in the same week.

- Proof of TABE Reading Test score of 9.0 or higher required
- Bring valid picture I.D. No charge for tests
- Arrive early; space is limited/first-come, first-served

Note: Students must be at least 17 years and 10 months of age to take the High School Equivalency (HSE) Test. For more information, contact the HSE Test Center at (323) 357-7700 or go online to <http://achieve.lausd.net/hsetestcenter> and click on High School Equivalency Test Center.

All Test Schedule information is accurate as of the time of publication. Changes may occur subsequently.

STUDENT SERVICES OFFERED AT MWEPC

DISABILITY SUPPORT SERVICES

Disability Support Services provide assistance to adult students with verifiable disabilities. Coordination of services are available for students working with the Department of Rehabilitation, Veterans Administration, and other community agencies. Individuals may qualify who have any of the following: a history of having a disability, a history of special education classes or services, disability-based income (SSI/SSDI), a job-related injury, vocational rehabilitation, or a disabled veteran rating. Written verification of the disabling conditions must be provided to qualify for services and accommodations. Support services may include: program information, registration assistance, adaptive equipment and software, classroom accommodations, sign language interpreters, and agency referral and liaison. Documentation verifying the disabling condition will be required. For information or appointments, call (323) 357-7700.

COUNSELING SERVICES

Counseling services include career and academic counseling and referrals to community agencies for personal issues. To make an appointment with a counselor, come in to the Counseling Office or call (323) 357-7700.

STUDENT RECORDS/TRANSCRIPT EVALUATION

Students may request copies of their MWEPC course completion records or attendance records in the Counseling and Registration Office. All requests will require a photo I.D. Records will be prepared and ready for pick up in 5-10 working days. Records prior to 1996 may take longer.

Note: Students interested in earning a U.S. High School Diploma may receive credit for prior courses completed in high school or college. After passing the TABE Reading Test, make an appointment to have your U.S. transcripts evaluated.

BOOKSTORE	
Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 1:00 pm
Saturday	8:00 am - 1:00 pm

CAREER TECHNICAL EDUCATION

BUILDING AND CONSTRUCTION

Construction

MC3/CONSTRUCTION WORKER: Apprenticeship Prep. 79-15-89

DESCRIPTION: This three-course sequence provides students with technical instruction and practical experience in basic residential and commercial construction using sustainable and green technology. Instruction includes an orientation, workplace safety, resource management, trade mathematics, and employability skills. Emphasis is placed on the techniques, tools, and materials required for concrete work, masonry, floor, wall, and roof construction, finish carpentry, roofing, painting, plumbing, electrical, and drywall installation. It also covers the operation, maintenance, and storage of power tools as well as entrepreneurial skills.

PREREQUISITES: Employment level competency in written and verbal communication in English. Completion of previous level courses.

COURSE HOURS: 180

Plumbing / 1 71-45-70

DESCRIPTION: This competency-based course is the first in a sequence of two designed for plumbing. It provides students with project-based experiences in basic plumbing according to the Uniform Plumbing Code and the Los Angeles Plumbing Code requirements. Technical instruction includes an orientation, workplace safety rules and regulations, resource management, trade mathematics, and employability skills. Emphasis is placed on the proper selection and use of plumbing materials (including sustainable and green products) and tools, pipefitting techniques, components of the sanitary drainage, vent and storm water drainage systems, the sizing.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180



Plumbing / 2 71-45-80

DESCRIPTION: This competency-based course is the second in a sequence of two designed for plumbing. It provides students with project-based experiences in basic plumbing according to the Uniform Plumbing Code and the Los Angeles Plumbing Code requirements. Technical instruction includes an introduction, and reviews of workplace safety rules and regulations, resource management, trade mathematics, and employability skills. Emphasis is placed on the sizing techniques for water supply piping, water supply protection, proper selection and use of fixtures and appliances, testing and inspection techniques, and the basic procedures for plumbing a house. Basic entrepreneurial skills and the use of sustainable and green materials and technology are also covered in the instruction.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

TRANSPORTATION

AUTOMOTIVE TECHNICIAN PROGRAM

This program consists of a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides students with technical instruction and practical experience in an automobile area incorporating sustainable and green vehicle technologies. Instruction includes classroom and workplace policies and procedures in accordance with federal, state, and local safety and environmental regulations. It covers the proper use, maintenance, and storage of auto repair tools and equipment as well as the effective use of service manuals and computer-based information systems, and an introduction to the different engine designs, automotive electricity, hybrid vehicles, and alternative fuel vehicles. All courses also teach trade mathematics, resource management, employability skills, and entrepreneurial skills.

Auto Tech: Brakes 79-90-53

DESCRIPTION: Emphasis is placed on the techniques in the following areas of brake diagnosis and repair: general, hydraulic system, drum brake, disk brake and control systems.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180





Auto Tech: Electrical & Electronics/1

79-90-61

DESCRIPTION: Emphasis is placed on the techniques in the following areas of electrical and electronic diagnosis and repair: general diagnosis of domestic and import cars, battery, starting system, and charging system.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Auto Tech: Electrical & Electronics/2

79-90-63

DESCRIPTION: Emphasis is placed on the techniques in the following areas of electrical and electronic diagnosis and repair: lighting systems, gauges, warning devices, driver information systems, horn and wiper/washer, and accessories.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Auto Tech: Engine Repair 79-90-73

DESCRIPTION: This competency-based course is one in a sequence of courses designed to meet the Automotive Service Excellence (ASE) Program Certification Standards set by the National Automotive Technicians Education Foundation (NATEF). It provides technical instruction and practical experience in an automotive area incorporating sustainable and green vehicle technologies.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Auto Tech: Engine Performance/1 79-90-69

DESCRIPTION: Study of tools and equipment, shop mathematics, engine designs, basic automotive electricity, general and computerized engine diagnosis.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Auto Tech: Engine Performance/2 79-90-71

DESCRIPTION: BAR Specified Diagnostic Repairs Course, replacing Alts. A8, A6 and L1. The required experience allows students to take the State Exam to become Certified Repair Technician. This course has an emphasis in drivability diagnosis.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Auto Tech: Suspension & Steering 79-90-79

DESCRIPTION: This course contains technical instruction and practical experience in automobile suspension and steering diagnosis and repair. Instruction includes proper use, maintenance and storage of auto repair tools and safety in auto shop.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Technology/1 Automotive Systems 79-90-83

DESCRIPTION: This competency-based course is the first in a sequence of two designed to introduce automotive systems. It provides students with project-based experiences in automotive technologies including alternative and green vehicle technology. Instruction includes an orientation, classroom and workplace policies and procedures, resource management, measurements, tools and equipment. Emphasis is placed on domestic car engine designs, engine cooling systems, engine lubrication systems, automotive electricity, charging systems, and starting systems.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90

Technology/2 Automotive Systems 79-90-85

DESCRIPTION: This competency-based course is the second in a sequence of two designed to introduce automotive systems. It provides students with project-based experiences in automotive technologies including alternative and green vehicle technology. Instruction includes an introduction, classroom and workplace policies and procedures, and reviews of resource management, measurements, tools and equipment. Emphasis is placed on foreign car engine designs, the ignition systems, fuel systems, exhaust systems, emission control, major engine operations, and alternative power sources for automobiles.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90



INDUSTRIAL TECHNOLOGY

MAINTENANCE SUPERVISOR TRAINING

Maintenance Supervisor: Heating & Ventilation 79-75-75

DESCRIPTION: This competency-based course prepares trainees to operate various heating, ventilation, and air conditioning equipment. Instruction includes principles and techniques of various low-pressure boiler operations, fuel systems, unit heating systems, ventilation systems, and air conditioning systems. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

COURSE HOURS: 60

Maintenance Supervisor: Scheduling Practices 79-75-80

DESCRIPTION: These courses prepare students to upgrade skills for promotional opportunities.

COURSE HOURS: 60

Maintenance Supervisor: Supervisory Practices 79-75-85

DESCRIPTION: This competency-based course provides training in principles of supervision, inspection of buildings and grounds, recordkeeping, and management of personnel.

COURSE HOURS: 60

Building & Grounds Worker 79-75-50

DESCRIPTION: This course prepares trainees for entry-level employment as school custodians, upgrades, skills, and prepares employees for promotion. The competencies are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

COURSE HOURS: 60

ENERGY & POWER TECHNOLOGY

RESIDENTIAL ELECTRICIAN PROGRAM

Electrician/1: Fundamentals 72-75-50

DESCRIPTION: This is the first in a sequence of three courses in an introductory training for electrician. Course provides technical instruction and practical application in electrical concepts and use of equipment.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 120



Electrician/2: Wiring and Codes 72-75-55

DESCRIPTION: This is the second in a three-course sequence for introductory training in electrician. Course provides technical instruction and practical application in electrical concepts, wiring techniques, and coding knowledge.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 120

Electrician/3: Wiring Techniques 72-75-60

DESCRIPTION: This is the third class in a three-course sequence with technical and practical experience in wiring.

PREREQUISITES: Successful completion of Electrician 1 and Electrician 2. Reading Score 6.0 TABE Test

COURSE HOURS: 240

INDUSTRIAL ELECTRICIAN PROGRAM

Electrician/4: Industrial 72-75-65

DESCRIPTION: This competency-based course is the fourth in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in workplace safety, code-approval wiring techniques, AC theory and resource management.

PREREQUISITES: Successful completion of Electrician 1, Electrician 2, and Electrician 3. Reading Score 6.0 TABE Test

COURSE HOURS: 360

Electric Motor Controls (5) 72-75-70

DESCRIPTION: This competency-based course is the last in a sequence of five designed for electrical technician and electrician trainees. It provides students with technical instruction and practical experience in motor operation. It focuses on the features, functions, and control of magnetic full voltage starters. It covers the basic operation of manual motor starters, the operation and application of motor overloads devices and control pilot devices, the use and troubleshooting techniques for two-wire, three-wire, and separate control circuits, and employability skills. The course features a review of classroom and workplace safety procedures and resource management. The competencies in this course are aligned with the California High School Academic Content Standards and the California Career Technical Education Model Curriculum Standards.

PREREQUISITES: Successful completion of Electrician 1, Electrician 2, Electrician 3 and Electrician 4. Reading Score 6.0 TABE Test

COURSE HOURS: 360





MANUFACTURING & PRODUCT DEVELOPMENT

Welding/1 77-95-50

DESCRIPTION: This competency-based course is the first in a sequence of three designed for welding. It provides students with technical instruction and practical experience in basic welding which incorporates principles of sustainable and green technology. Instruction includes an orientation, workplace safety policies and procedures, and employability skills. Emphasis is placed on resource management, trade mathematics, welding symbols and codes, welding metallurgy, tools and equipment, and the techniques involved in surface welds, shielded metal arc welding (SMAW), oxyacetylene cutting, brazing and welding tubing.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Welding/2 77-95-60

DESCRIPTION: This competency-based course is the second in a sequence of three designed for welding. It provides students with technical instruction and practical experience in basic welding which incorporates principles of sustainable and green technology. Instruction includes an introduction, reviews of workplace safety policies and procedures, resource management, employability skills, and welding metallurgy, and introductory entrepreneurship. Emphasis is placed on advanced trade mathematics, equipment and processes, and the techniques involved in fillet welds and plasma arc cutting.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180

Welding/3 77-95-70

DESCRIPTION: This competency-based course is the last in a sequence of three designed for welding. It provides students with technical instruction and practical experience in basic welding which incorporates principles of sustainable and green technology. Instruction includes an introduction, reviews of workplace safety policies and procedures. Emphasis is placed on the basic geometric and trigonometric requirements of the industry and the tools, equipment and techniques used in groove welding, air carbon arc process and combination welding. It also focuses on meeting the requirements of the City of Los Angeles Departmental Welding Exams adopted from the American Welding Society (AWS) procedures. An introduction to fabrication and robotics are also included.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 180



BUSINESS AND FINANCE

ADMINISTRATIVE ASSISTANT

Office Procedures 75-35-50

DESCRIPTION: This competency-based course is the first in a sequence of three designed for administrative assistant training. It provides students with technical instruction and practical experience in office procedures. It includes an orientation, workplace safety procedures, resource management, business ethics and attitudes, and employability skills. Emphasis is placed on the proper use of office tools and equipment including electronic calculating machines and reprographic equipment, telephone etiquette, email and mail processing, data and records management, the appropriate use of reference materials, and travel arrangements.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90

Business English 75-35-60

DESCRIPTION: This competency-based course is the second in a sequence of three designed for administrative assistant training. It provides students with technical instruction and practical experience in written and oral business communications. It includes an introduction and reviews of workplace safety procedures and employability skills. Emphasis is placed on the rules of English grammar, spelling, and punctuation, and the applications of those rules in business writing and reporting. It also covers techniques in effective reading, listening and speaking.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90

Business Math 75-35-70

DESCRIPTION: This competency-based course is the last in a sequence of three designed for administrative assistant training. It provides students with technical instruction and practical experience in business mathematics. It includes an introduction, reviews of workplace safety procedures and employability skills, and entrepreneurial skills. Emphasis is placed on the addition, subtraction, multiplication, and division of whole numbers, decimals, fractions, and mixed numbers as well as the applications of the mathematical rules in the computation of word and money problems. This course also promotes speed and accuracy utilizing an electronic calculator. It develops proficiency in checking and verifying data and other business-related problems with and without the use of an electronic calculator.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90



COMPUTER TECHNOLOGY

Computer Operations/1: Foundations 75-35-80

DESCRIPTION: This competency-based course is the first in a sequence of courses designed for computer operation. It provides students with technical instruction and practical experience in basic computer operation. It includes an orientation, workplace safety, resource management, and employability skills. Emphasis is placed on the computer and its parts, computer operating systems, word processing, file management, Internet applications, e-mail, computer ethics and security, and virus and spyware protection.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90

Computer Operations/2: Applications 75-35-90

DESCRIPTION: This competency-based course is the second in a sequence of courses designed for computer operation. It provides students with technical instruction and practical experience in the applications of computer programs. It includes an orientation and employability skills. Emphasis is placed on the techniques for word processing and electronic spreadsheets.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90

Computer Operations/3: Database Management 75-45-50

DESCRIPTION: This competency-based course is the third in a sequence of five designed for computer operation. It provides students with technical instruction and practical experience in database management. It includes an introduction and reviews of workplace safety and employability skills. Emphasis is placed on basic filing, alphabetic indexing, cross-referencing techniques for on-file documents, application of system commands for file maintenance, and the creation, documentation, and protection of functional data files.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90

Computer Operations/4: Presentations 75-45-60

DESCRIPTION: This competency-based course is the fourth in a sequence of five designed for computer operation. It provides students with technical instruction and practical experience in presentation programs. It includes an introduction and reviews of workplace safety and employability skills. Emphasis is placed on the different types of presentation graphics software, understanding the parts of the PowerPoint screen, navigating an existing presentation, creating a new presentation using the basic principles of design, filling in text boxes, inserting and formatting objects to edit and improve the presentation graphics, adding private notes for the speaker, printing the slides, and tips to maximize the effect and utility of the presentation.

PREREQUISITES: Reading Score 6.0 TABE Test

COURSE HOURS: 90

Keyboarding 71-50-84

DESCRIPTION: This competency-based course is designed to introduce limited English proficient students to computer keyboarding skills. It contains definitions of common computer terminology. The course emphasizes the development of accuracy and speed, proper operation of a microcomputer, computer applications in an office, and basic exploration of employability skills.

COURSE HOURS: 90



HEALTH SCIENCE AND MEDICAL TECHNOLOGY

Medical Assistant 77-40-50

DESCRIPTION: This competency-based course contains information and training to prepare persons to function as medical assistants through training in ethics, medical terminology, and the preparation of medical forms. In addition, students will gain expertise in the day-to-day functions of the following specialties: ambulatory care, obstetrics and gynecology, pediatrics, out-patient surgery, urology, orthopedics, internal medicine, cardiology, and laboratory.

PREREQUISITES: High School Diploma, Reading Score 8.0 TABE Test, 18 years of age

COURSE HOURS: 500

Nursing Assistant : Long Term Care 77-50-75

DESCRIPTION: This competency-based course offers an overview of anatomy, physiology, nutrition, medical terminology and an introduction to diseases and disorders. Emphasis is given to safety principles, infection control and the philosophy of nursing. This course also integrates methods for meeting the social and psychological needs of the patient. Nursing skills and clinical procedures are practiced in the classroom skills laboratory before being demonstrated in community health facilities. Upon completion of the required 60 hours of theory and 110 hours of clinical practice, the student will be qualified to take the state certification test. Successful completion of this examination will enable the student to be employed in a health care facility.

PREREQUISITES: Medical Terminology, Reading Score 7.5 TABE Test and Math Score 6.5, must be 16 years or older

COURSE HOURS: 170

Pharmacy Technician 77-90-60

DESCRIPTION: This competency-based course is designed to prepare students for employment in a pharmaceutical setting. The class consists of theory and clinical preparation to include: medical terminology, anatomy and physiology, pharmaceutical settings, duties and responsibilities of a pharmacy technician, pharmaceutical terms, abbreviations and symbols, metric and apothecary systems, drug requirements, record-keeping, dispensing prescriptions, knowledge of manufacturing, packaging, and labeling of drug products. At the successful completion of this course, students will be qualified to register with the California State Board of Pharmacy as a Pharmacy Technician. Students will perform community classroom activities while under the direct supervision of a pharmacist.

PREREQUISITES: High School Diploma, Reading Score 6.0 TABE Test and Math Score 7.5, must be 18 years or older

COURSE HOURS: 540

Vocational Nurse Program 77-60-60

DESCRIPTION: This competency-based course prepares students with classes in ethics, safety principles, anatomy and physiology, pharmacology, medical terminology, growth and development, psychology and nutrition. Also studied are medical, surgical, obstetrical and pediatric nursing. The students are prepared clinically in health care facilities supervised by the instructor and staff members. Upon completion of this course the graduates may take the NCLEX (National Council Licensure Examination). Grads passing this examination may work as Licensed Vocational Nurses under the supervision of a Registered Nurse or Physician.

PREREQUISITES: High School Diploma, Reading Score 10.0 TABE Test and Math Score 9, must be 18 years or older, Computer Literacy

COURSE HOURS: 1,530

HEALTH INFORMATION TECHNOLOGY PROGRAM

Health Information Tech/1: Terminology 76-15-50

DESCRIPTION: This competency-based course is the first in a sequence of five designed for health information technology. It provides students with project-based experiences in medical and dental health informatics. Technical instruction includes an orientation, workplace safety policies and procedures, resource management, and employability skills. Emphasis is placed on medical word formation, analysis, spelling, pronunciation, abbreviation, and applications, an overview of healthcare specializations, and understanding of case reports, body systems, clinical/diagnostic/surgical procedures, pathological conditions, and medications. Practice in the use of a medical dictionary and other medical reference books is also included.

PREREQUISITES: Reading Score 6.0 TABE Test
COURSE HOURS: 90

HOSPITALITY, TOURISM AND RECREATION

Culinary Arts: Baking/1 77-15-50
Culinary Arts: Baking/2 77-15-55

DESCRIPTION: This two-course sequence provides students with project-based learning experiences in the art and science of baking. Technical instruction includes orientation, resource management, weights and measures, equipment, safety and sanitation, and employability skills. Emphasis is placed on ingredients and the preparatory, production, and finishing techniques for various types of baked products.

PREREQUISITES:
 For Culinary Arts: Baking/1, employment level competency in written and verbal communication in English and 6.0 reading level and math score 7.0.
 For Culinary Arts: Baking/2, completion of Culinary Arts: Baking/1.
COURSE HOURS: 90 (Culinary Arts: Baking/1)
 90 (Culinary Arts: Baking/2)



Chef Assistant 78-50-80

DESCRIPTION: This competency-based course provides entry-level and intermediate training to enable a graduate to qualify as a catering assistant, institutional and restaurant apprentice cook, and other positions that require first-hand knowledge and experience in food service. Students are exposed to “prep” cooking, presentation, and storage in various food categories, with hands-on procedures and classroom theory.

PREREQUISITES: Enrollment requires a 6.0 reading level or higher as measured by the TABE D 9/10 and math skills equivalent to Math 2 (53-03-76) course, excellent motor skills, and ability to do heavy lifting as required by industry.
COURSE HOURS: 360

EDUCATION, CHILD DEVELOPMENT, AND FAMILY SERVICES

Child Development/1: Foundations 72-15-50

DESCRIPTION: This competency-based course is the first in a sequence of three designed for early childhood education. It provides students with project-based experiences in child development programs. Instruction includes an orientation, workplace safety policies and procedures, techniques on communications and critical thinking, and employability skills. Emphasis is placed on the theories of human development and growth. Field observations and experiences with infants, toddlers, and preschoolers are provided as application components of studying child development program goals, guidance techniques, health and nutrition practices, indoor and outdoor environments, and special education requirements.

COURSE HOURS: 90

PUBLIC SERVICES

SECURITY OFFICER TRAINEE 78-85-70

DESCRIPTION: This competency-based course is designed to prepare students for entry-level employment as security officers. Technical instruction includes: orientation, safety policies and procedures, and employability skills. Emphasis is placed on: powers of arrest, weapons of mass destruction (WMD) and terrorism, public relations, observation and documentation, communication protocols, liability/legal aspects, transportation security officer, evacuation procedures, officer safety, arrest, search and seizure, access control, trespass, first aid and CPR, handling difficult people, workplace violence, chemical agents, preserving the incident scene, crowd control, courtroom demeanor, parking/traffic control, and fire safety.

PREREQUISITES: Concurrent high school students must be at least 16 years old, with at a 2.0 grade point average and a good attendance record.
COURSE HOURS: 90





ENGLISH AS A SECOND LANGUAGE



ESL PLACEMENT TEST

Students who wish to enroll in ESL classes must take a Placement Test.

Beginning Literacy A/B	50-01-59/60
Beginning Low/A	50-01-82
Beginning Low/B	50-01-83
Beginning High/A	50-01-84
Beginning High/B	50-01-85
Intermediate Low/A	50-01-86
Intermediate Low/B	50-01-87
Intermediate High/A	50-01-54
Intermediate High/B	50-01-55
Advanced Low	50-01-56
Conversation	50-04-51
Pronunciation	50-04-52
Vocabulary & Idioms	50-04-53
Internet & Computers	50-04-54
IET Computers	50-01-61
IET Child Development	50-01-61
IET Medical Terminology	

DESCRIPTION: These competency-based courses are designed to develop communicative competence in listening, speaking, reading, writing, and numeracy for the immediate needs of adult English learners, from Beginning Low through Advanced Low levels. A sequential grammatical structure base is integrated into the context of everyday life situations.

PREREQUISITES: Completion of previous level courses or equivalent skills as measured by the Division placement test or promotional examination.

CITIZENSHIP

ESL Citizenship 50-01-70

DESCRIPTION: This 200 hour course provides students with an understanding of the naturalization process and the listening, speaking, reading, and writing skills it requires. Instruction includes the naturalization process, rights and responsibilities of U.S. Citizenship, the N400 application, the naturalization interview, American history, government and civics, and the English skills needed for becoming a naturalized citizen.

PREREQUISITES: None.

INTEGRATED EDUCATION AND TRAINING

DESCRIPTION: These project based classes provide English and math literacy students with Career Technical Education training within one class. This allows English as a Second Language and Adult Basic skills students to accelerate the realization of their career dreams. Integrated Education and Training (IET) is an innovative approach to teaching and learning which helps ESL and ABE students accelerate progress along career pathways. IET teacher partners (one CTE and one ESL/ABE) work collaboratively, co-planning lessons and co-teaching classes in the same room at the same time.

FAMILY SUCCESS INITIATIVE

Family Success Initiative

DESCRIPTION: The Family Success Initiative (FSI) delivers onsite courses to parents of elementary students that focus on ESL instruction for parents to improve family literacy skills and increase parent engagement.

PREREQUISITES: None.

For more information, contact the school site.

MANCHESTER ELEMENTARY:

Monday/Wednesday, 8:30 a.m. – 11:00 a.m.

DREW MIDDLE SCHOOL:

Monday/Tuesday, 8:30 a.m. – 11:30 a.m.

Thursday, 8:00 a.m. – 12:15 p.m.

ACADEMIC CLASSES



HIGH SCHOOL DIPLOMA

DESCRIPTION: Adults 18 and older may earn a high school diploma by taking individualized instruction courses while working at their own pace or by taking teacher-directed classes. Credits previously earned through any accredited U.S. or foreign high school may be accepted. The first step is to take a TABE Reading Test (see test schedule on page 4). After testing, schedule an appointment with a counselor. Students may enroll in the high school program at any time during the semester.

ACCELERATED COLLEGE AND CAREER TRANSITION (AC2T)

DESCRIPTION: Are you between 16-24 years of age? Are you committed to earning your high school diploma at an accelerated pace? Are you behind in credits? If yes, then AC2T may be right for you. For more information, call (323) 357-7700.

INDIVIDUALIZED INSTRUCTION LAB

High School Diploma Courses 30-50-70

DESCRIPTION: Individualized Instruction Lab provides individual support to help students reach their academic goals. Students take courses to earn their high school diploma or prepare for the High School Equivalency (HSE) Test. The first step is to take a TABE Reading Test (see test schedule on page 4).

PREREQUISITES: Reading score of 9.0 for High School Diploma and HSE classes.

II LAB COURSES:

- Algebra 1/A & Algebra 1/B
- Contemporary Composition
- Economics
- English 1, 2, 3 & 4
- Expository Composition
- Geometry 1/A & Geometry 1/B
- Health
- High School Equivalency Preparation
- Literature American
- Literature Modern
- Math 1, 2 & 3
- Parent Education
- Psychology
- Science Int. 1, 2, 3 & 4
- U. S. Government
- U. S. History 1 & 2





HIGH SCHOOL EQUIVALENCY (HSE) TEST PREPARATION

High School Equivalency (HSE) Test Preparation 30-50-71

DESCRIPTION: Adults may earn a High School Equivalency Certificate by taking the High School Equivalency Test. Study for the High School Equivalency by taking a teacher directed High School Equivalency preparation course (in English or Spanish), utilizing our Individualized Instruction Lab and/or preparing at home (Distance Learning). The first step is to take a TABE Reading Test (see test schedule on page 4). Students may enroll in the High School Equivalency program at any time during the semester.

NOTE: Students must be at least 17 years 10 months of age to take the High School Equivalency test. For more information on High School Equivalency testing, contact the High School Equivalency Test Center at (213) 765-2573 or go online to <http://achieve.lausd.net/hsetestcenter> and click on High School Equivalency Test Center.

READING

DESCRIPTION: These competency-based courses provide instruction in reading. The first step is to take a TABE Reading Test.

PREREQUISITES: Proficiency in spoken English. ESL students must complete ESL Advanced Low for both morning and evening classes.

ADULT INDEPENDENT STUDY (AIS)

Adult Independent Study (AIS) 30-50-70

DESCRIPTION: Adult Independent Study offers home study for the adult high school diploma program. Students complete assignments at home and meet with an instructor on a weekly basis for assistance and testing. The first step is to take a TABE Reading Test.

NOTE: There is a refundable deposit charged at the time of registration. See a counselor for more information.

AIS Courses:

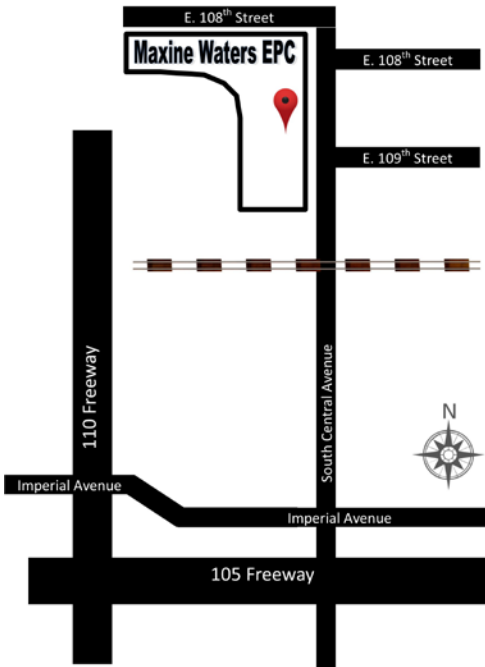
- Economics 37-09-71
- US Government 37-06-70
- US History 1&2 37-01-70/72
- World History 1&2 37-02-71/72
- Life Skills 37-04-77
- Health 36-05-74
- Psychology 37-04-74
- Integrated Science 1, 2, 3, 4
- Biology A Life Science
- Biology B Life Science
- Parent Education
- English 1, 2, 3 & 4
- Literature American
- Literature Modern
- Expository Composition
- Contemporary Composition





CAMPUS LOCATIONS

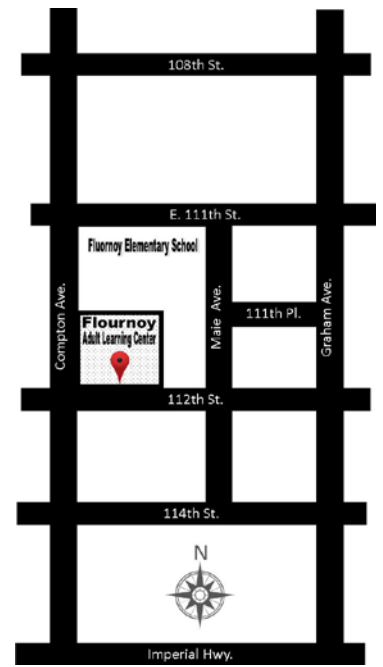
MAXINE WATERS EMPLOYMENT PREPARATION CENTER (MWEPC)



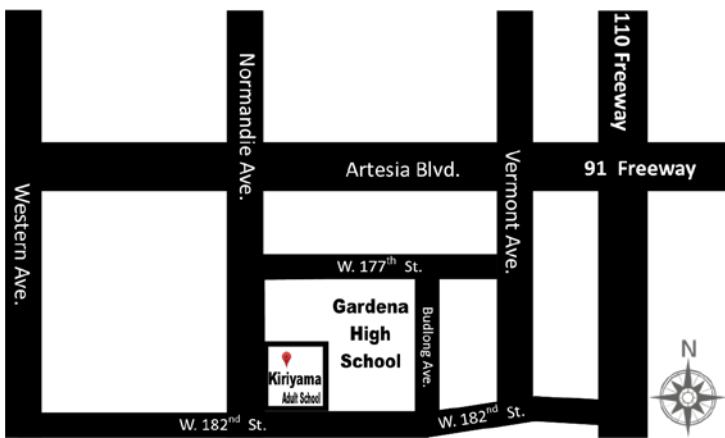
66th STREET ADULT LEARNING CENTER



FLOURNOY ADULT LEARNING CENTER



GEORGE KIRIYAMA COMMUNITY ADULT SCHOOL



MWEPC can help you reach your goal!

Join our one stop shop for learning English, preparing for the US citizenship test, or getting your high school diploma. We can help you start a new career pathway at our career training center. We offer free counseling for all programs. See us first! We have friendly bilingual staff ready to assist you.

¡Realice sus metas!

Unete a nuestro centro de educación donde en un solo lugar ofrecemos clases de inglés, clases de ciudadanía, y clases para obtener su diploma de Preparatoria. Podemos ayudarle a iniciar una nueva carrera en nuestro centro de entrenamiento. *Ofrecemos asesoramiento gratuito para todos los programas. ¡Visitenos ahora!*

