

# SPRING 2023

## COURSE CATALOG

January - June 2023

SCAN FOR  
DIGITAL EDITION



# MONROVIA

COMMUNITY ADULT SCHOOL

920 S. Mountain Ave., Monrovia, CA 91016  
[www.monroviaadultschool.com](http://www.monroviaadultschool.com)  
626.471.3035 • 626.471.3036 fax

**ONE STOP  
CAREER CENTER  
NOW OPEN!**

**ACCESS LA COUNTY  
AJCC SERVICES!**



**BUILDING FUTURES  
TRANSFORMING LIVES**



# Welcome to Monrovia Community Adult School!



Mr. Flint Fertig, Director of Adult and Alternative Education for Monrovia Unified School District

## Message from the Director of Adult Education

Throughout the unprecedented two-and-a-half years of the COVID-19 pandemic, the faculty and staff at MCAS have refused to let this pandemic deter us from educating regional adults. Our commitment to safely open during these times and to provide quality educational programs has been unparalleled in Los Angeles County.

In June of 2020, Monrovia Community Adult School was the first public school to open a classroom in Los Angeles County post-COVID shutdown. Due to the tireless work of our faculty and staff, we were able to safely finish a cohort of 15 Pre-certification Certified Nursing Assistant students when no other schools were even open. Throughout the 2020-21 school year, MCAS students completed the skills portion of our vocational medical programs on the MCAS campus and, due to the school's rigorous COVID-19 protocols, not one student COVID-19 transmission occurred on our campus.

MCAS returned to in-person instruction in 2021-22 while retaining hybrid or online instruction for some vocational programs. Again, due to our safety protocols, no student COVID-19 transmissions occurred on our campus during the 2021-22 school year.

As the 2022-23 school year continues into the spring, I am thrilled that MCAS program instruction continues primarily in-person. While online instruction benefits many, we believe that the teaching/learning process is most effective when teacher and student share the same physical space. We concur with the CDC, California, and Los Angeles County pandemic guidance which has been “students benefit from in-person learning, and safely returning to in-person instruction... is a priority.”

Please know the MUSD district office and our site staff are committed to the safety of all MCAS students and staff. To ensure the safety of all, MCAS will continue to implement numerous pandemic mitigation protocols which are outlined on page 14 of this catalog.

With safety protocols in place, MCAS continues to provide quality, rigorous courses. We are very proud of the variety of outstanding programs MCAS offers in short-term vocational training, career development education, English as a Second Language, basic education, and high school diploma and equivalency. MCAS is a WASC accredited and NCAA-approved institution that offers UC A-G classes in its high school diploma program. Our staff's commitment to your success is exceptional.

We are very fortunate that the Monrovia Board of Education and the Monrovia Unified School District have continually provided strong support and leadership to Monrovia Community Adult School. These have been very trying times, and the support and assistance of our Board and district office has allowed this school to do what we do best: transform the lives of our students.

MCAS remains a vital part of the Citrus College Adult Education Consortium (CCAEC). We have just completed a robust Three Year Plan with our regional partner adult schools and Citrus College to better provide you with programs and services. You can learn more about the CCAEC at our consortium website: <http://www.ccadulted.org/>

*Welcome and please let me know, if there is anything we can do to serve you better.*

## TABLE OF CONTENTS

			
<b>Academic Programs</b>	<b>Career Technical Programs</b>	<b>English Language Programs</b>	<b>General Information</b>
High School Diploma High School Equivalency Basic Education Pages 4 – 5	Medical, Security, Computers, Community Classes Pages 6 – 10	English as a Second Language Citizenship, Conversation Accent Reduction Pages 11 – 13	Pages 14-15



# ENROLLMENT INFORMATION

## ALL PROGRAMS REQUIRE TESTING FOR ENROLLMENT

In order to enroll in either an Academic, English as a Second Language (ESL), or Career Technical Education (CTE) program, students are required to take a Comprehensive Adult Student Assessment System (CASAS) exam at the time of registration. The purpose of this pre-enrollment assessment is one of the following:

- 1) to ensure a student is properly placed into the correct ESL level
- 2) to ensure a student is prepared for the academic rigors of a career technical or academic program
- 3) to learn what academic gaps exist for students so that the school can provide support to address those gaps

## CAREER TECHNICAL ENTRANCE REQUIREMENTS

### Required Minimum Scores by CTE Program\*

Program	Required Minimum Score
A+ Certification	ELA 9 / Math 9
Home Care Aide	ELA 5 / Math 5
Medical Assisting	ELA 7 / Math 7
Pharmacy Technician	ELA 9 / Math 9
Pre-Certification CNA	ELA 6 / Math 6

### Programs that Require HS Diploma or Equivalency

Pharmacy Technician

*\*Students that score below requirements may be admitted into a CTE program at discretion of school, if student takes ABE course as a support.*

## STEPS TO ENROLL

### ENGLISH AS A SECOND LANGUAGE ENROLLMENT

1. Come in person to the Mountain Avenue Campus and register at the front office.
2. Take the CASAS entrance test.
3. Meet with ESL administrator after your exam and receive your ESL Level assignment.
4. Return to front office, get enrolled in the correct ESL Level course, and receive your schedule.

### MATRÍCULA DE INGLÉS COMO SEGUNDO IDIOMA (ESL)

1. Venga en persona a la escuela por la calle Mountain Avenue Sur y regístrese en la oficina principal.
2. Realizar la prueba de acceso CASAS.
3. Reúnase con el administrador de ESL después de su examen y reciba su asignación de nivel de ESL.
4. Regrese a la oficina principal, inscríbase en el curso y nivel de ESL correcto y reciba su horario.

### 英語班註冊手續

1. 親身來到位於山道 (Mountain Ave) 成人學校的前台辦事處註冊。
2. 參加入學前的英語程度測試。
3. 測試後跟英語班負責老師面談，與及接受英語班的指派。
4. 回到前台辦事處，完成英語班的註冊手續，與及領取課程表。



### HS DIPLOMA / HS EQUIVALENCY / BASIC EDUCATION

1. You must call and schedule an appointment for testing.
2. For the HS Diploma programs only, before you come to your scheduled appointment you will need to obtain an official copy of your high school transcript.
3. On the date and time of your appointment, register in person at the Mountain Avenue Campus front office.
4. Take the CASAS exams for Academic program.
5. Meet with the Counselor and create an Individualized Academic Action Plan.
6. Counselor will enroll you into your classes and the front office will get you your schedule.
7. Complete Academic Lab, ABE Lab or HiSET orientation and get started in the lab or in your class!

### CAREER TECHNICAL

1. You must call and schedule an appointment for testing.
2. On the date and time of your appointment, register in person at the Mountain Avenue Campus.
3. Complete CASAS entrance exam.
4. After exam, meet with an MCAS Counselor. In the meeting, the Counselor will:
  - a. Discuss your employment and career goals.
  - b. Explain the MCAS Enrollment Contract and have you sign it.
  - c. Explain the America's Job Center of California (AJCC) financial aid process: the application to be completed and the documentation to be gathered.
5. You may potentially learn which AJCC you will be assisted by in this meeting.

**(To receive No Cost financial aid, MCAS expects students to gain employment in the program area for which they are training.)**

### CTE FINANCIAL AID

The MCAS Counselor will provide a more detailed To Do List for each student, but below are general steps for all students:

1. Register on CalJobs website:  
<https://www.caljobs.ca.gov/>
2. Upload resume on CalJobs
3. Gather following documents:
  - a. Passport **OR** CA ID and Social Security Card
  - b. Proof of address (utility or insurance bill)
  - c. Birth certificates of any dependents
  - d. Status Letter from selective service (males only)
  - e. Layoff or termination letter, if applicable
  - f. Proof of Unemployment, EBT, etc., if applicable
  - g. Last paystub, if unemployed
4. Await further instructions from Counselor.

# ACADEMIC PROGRAMS



## HIGH SCHOOL DIPLOMA, HISET, AND BASIC ACADEMIC COURSES

The MCAS Academic Lab will be open for in-person instruction of all Academic programs during the 2022-23 school year. Curriculum for MCAS high school diploma classes, high school equivalency test prep, and basic academic courses is accessed online with Edgenuity and other supplemental applications. Students who have difficulty accessing Edgenuity can access course curriculum through assignment sheets in Google Drive or Google Classroom.

MCAS has created a varied Academic schedule where teachers across subject matters can provide direct instruction to small groups, or one-on-one, to support these online classes. However, because MCAS faculty expertly utilized online instructional methods during the COVID-19 shutdown, they are well prepared to assist students with some virtual one-on-one instruction, if time in their instructional schedule permits. To inquire about these virtual options, contact MCAS instructors during their scheduled time and see if, and when, they have time to meet via Zoom.

Whether in-person or online, MCAS offers a variety of academically rigorous courses that meet all students' educational goals and that prepare students for college and career. Students can earn a WASC-accredited, NCAA-approved high school diploma and take UC A-G courses. For those students who wish to pursue a high school equivalency, MCAS offers classes to prepare for the High School Equivalency Test (HiSET) and serves as a HiSET testing site. MCAS also offers basic academic Math, English, and Vocational Literacy classes for vocational and other students who wish to improve their academic skills.

## HIGH SCHOOL DIPLOMA

### Class to be held at:

#### Main Campus (MTN)

920 South Mountain Ave.  
Monrovia, CA 91016

### TOTAL PROGRAM FEE: FREE\*

\*Upon program completion, students pay a graduation fee of \$40 to cover printing of diploma.

### TERM 2 DAY

January 9, 2023 – June 8, 2023

Mon, Tue, Wed, Thu, Fri 8:00am - 11:30am

### TERM 2 NIGHT

January 10, 2023 – April 27, 2023

Tue / Thu 6:00pm – 8:00pm

The Monrovia Community Adult School diploma program allows students to earn a WASC-accredited high school diploma as an adult. The program offers a rigorous, standards-based curriculum in primarily an independent study delivery model with some small group, direct instruction. The program ensures that graduates acquire critical academic skills necessary to continue their education in a postsecondary institution and provides the opportunity to achieve success in the workplace and in life.

If you are a student new to MCAS and you want to enroll in classes to complete your high school diploma, your first steps will be to get an official transcript from the last school you attended and to call the front office at (626) 471-3035 to schedule an appointment with an MCAS counselor. You will meet with the counselor, review your transcripts and create an academic action plan to better reach your goals.

If you are a returning MCAS student working on your high school diploma and you have already submitted your official transcript to MCAS, you may register for the Academic Lab in person at the office of Adult School Mountain Avenue campus.



Monrovia Community is an official HiSET Testing Center



## HIGH SCHOOL EQUIVALENCY

The Monrovia Community Adult School is a PSI High School Equivalency Test (HiSET) testing center and does not provide test preparation courses for the GED exam.

With the MCAS HiSET Preparation program, our academic lab offers significant online and in classroom resources to help students prepare for the HiSET. The academic lab instructor will provide some small group or one-on-one direct instruction and then students work through HiSET preparation materials.

Students interested in the HiSET Preparation courses must first make an appointment with the MCAS counselor to create an action plan prior to registration. Please call (626) 471-3035 to schedule an appointment.

### Class to be held at:

#### Main Campus (MTN)

920 South Mountain Ave.  
Monrovia, CA 91016

### TOTAL PROGRAM FEE: FREE\*

\*PSI charges a fee to take the HiSET exam.

However, MCAS students who complete 12 hours of instruction and a CASAS pre- and post-test will pay nothing for the test.

### TERM 2 DAY

January 9, 2023 – June 8, 2023

Mon, Tue, Wed, Thu, Fri

9:00am – 11:00am

### TERM 2 NIGHT

January 10, 2023 – April 27, 2023

Tue / Thu

6:00pm – 8:00pm



## BASIC ACADEMIC SKILLS COURSES

The MCAS ABE program is designed to meet the academic needs of each individual and to help students achieve their personal and educational goals. The program goal is to support students in MCAS vocational training programs, transition students to the workplace, or prepare students for the MCAS high school diploma or HiSET programs.

All MCAS ABE courses in English Language Arts and Math are competency-based and delivered in a hybrid manner. With hybrid classes, curriculum is accessed online and instruction is in-person (or in some instances via video conferencing). In a competency-based course, students can progress through the course learning objectives as quickly as they show proficiency in the objective. If students demonstrate proficiency of a concept to the instructor, they progress to the next concept without having to complete all of the formative assignments.

In the evening, students receive instruction from one of the Academic Lab instructors. The instructor offers ABE courses that are similar to the day time courses. In addition to the courses, the instructor can help with basic business math skills, test taking strategies, reading, vocabulary, spelling, grammar mechanics and writing.

### Classes to be held at:

#### Main Campus (MTN)

920 South Mountain Ave.  
Monrovia, CA 91016

### TOTAL PROGRAM FEE:

FREE

## ABE ENGLISH LANGUAGE ARTS 1, 2, 3

### TERM 2 DAY

January 9, 2023 – June 8, 2023

Mon, Tue, Wed, Thu, Fri

8:00am – 9:00am

### TERM 2 NIGHT

January 10, 2023 – April 27, 2023

Tue / Thu

6:00pm – 8:00pm

## ABE MATH 1, 2, 3

### TERM 2 DAY

January 9, 2023 – June 8, 2023

Mon, Tue, Wed, Thu, Fri

9:00am – 10:00am

### TERM 2 NIGHT

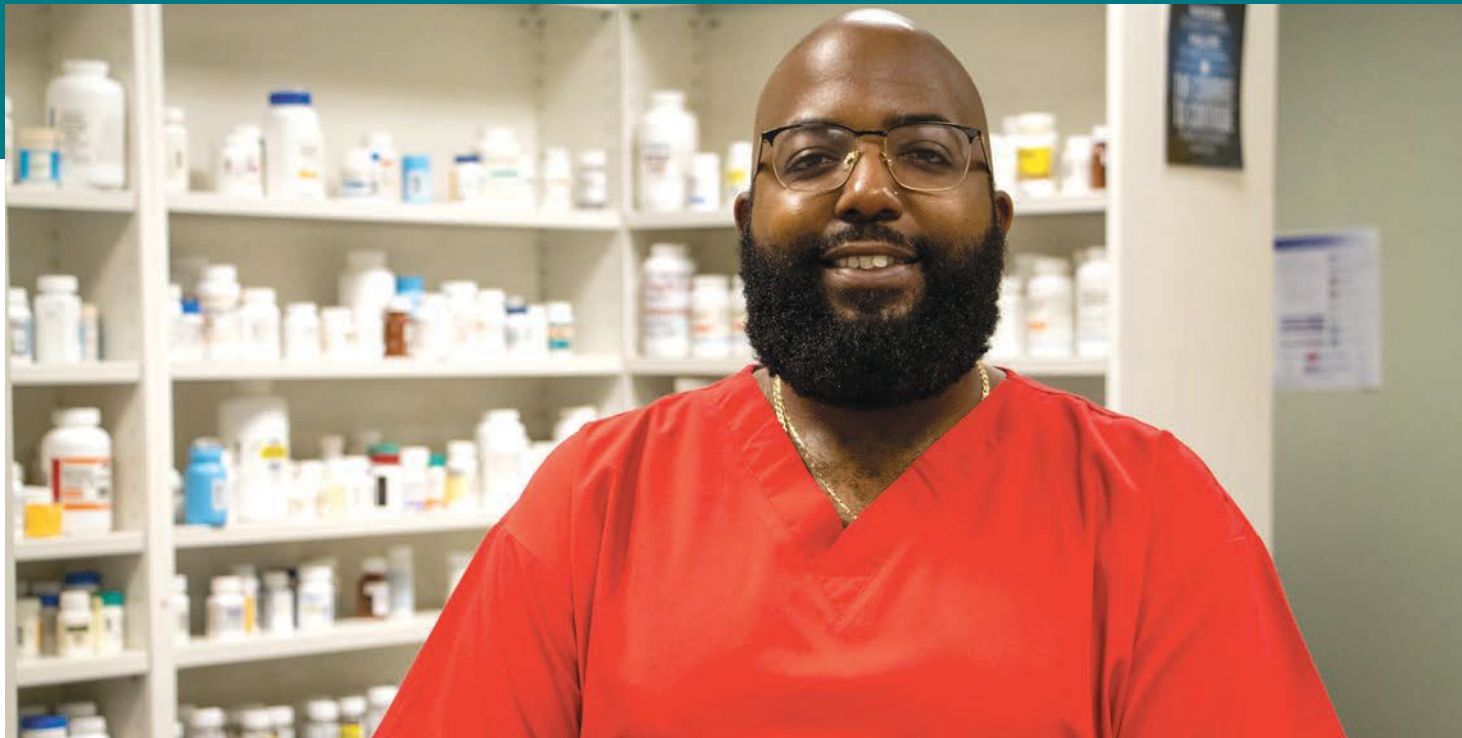
January 10, 2023 – April 27, 2023

Tue / Thu

6:00pm – 8:00pm



# CAREER TECHNICAL EDUCATION PROGRAMS



## MEDICAL PROGRAMS

While the pandemic has complicated the delivery of medical vocational programs, MCAS has continued to deliver its CTE medical training programs safely during the pandemic and to prepare its students for the workplace. MCAS offers quality medical programs with excellent certification pass rates and job attainment results at much lower costs than private colleges. 97% of our students receive financial aid with 82% qualifying for training at no cost.

All CTE students must take an entrance exam to qualify for programs. After the exam, potential students meet with an MCAS Counselor to discuss career goals and financial aid. MCAS requires students to schedule a time to take the exam and to meet with the MCAS Counselor. Please call the office at (626) 471-3035 to schedule an appointment.

Following are the medical programs MCAS offers:

### NURSE ASSISTANT PRE-CERTIFICATION CNA

The MCAS Nurse Assistant Pre-certification CNA program trains students for positions in the nursing field and prepares students for the State Nurse Assistant Certification Exam. Successful students can climb the first rung up the professional nursing ladder on the way to becoming a Registered Nurse at significant savings from programs offered by private colleges. This program includes classroom and lab instruction as well as hands-on training in a long-term care facility.

In addition to passing the pre-registration assessment, potential students must pass a TB test, a physical, and a criminal background screening to be eligible for this class.

#### **Class requirements:**

96 hours of theory in the classroom

144 hours of clinical practice in a long-term care facility.

#### **PRE-CERTIFICATION CNA TERM 3**

**Jan. 9, 2023 - Jan. 27, 2023**

Mon, Tue, Wed, Thu

**Classroom / Theory**

8:00am – 2:00pm

**Jan. 30, 2023 - Mar. 9, 2023**

Mon, Tue, Wed, Thu\*

**Clinical**

7:00am – 1:30pm

**Mar. 13, 2023 - Mar. 16, 2023**

Mon, Tue, Wed, Thu

**License Exam Prep**

8:00am – 2:00pm

*\*Two Friday Sessions TBD*

#### **PRE-CERTIFICATION CNA TERM 4**

**Mar. 20, 2023 - Apr. 14, 2023**

Mon, Tue, Wed, Thu

**Classroom / Theory**

8:00am – 2:00pm

**Apr. 17, 2023 - May 26, 2023**

Mon, Tue, Wed, Thu

**Clinical**

7:00am – 1:30pm

**May 29, 2023 - June 01, 2023**

Mon, Tue, Wed, Thu

**License Exam Prep**

8:00am – 2:00pm

**Total Program Fee:** \$2,950 per term

## CLINICAL MEDICAL ASSISTANT: BACK OFFICE / FRONT OFFICE - HYBRID DELIVERY

The MCAS Medical Assisting course is a 24-week program that introduces students to a career in medical services, prepares students for and places them in a medical office externship, and helps students find employment in a healthcare office.

Students learn about the medical front office by demonstrating professional, effective interpersonal, oral, and written communication skills; knowing and applying legal responsibilities and medical ethics; using medical terminology, abbreviations, and symbols; following OSHA regulations; and performing patient data collection and management. Students also extensively learn about the medical back office: injection procedures, sterilization, diagnostic testing, EKG, medications, examinations, and minor surgery prep, among other skills.

The program is delivered in a hybrid manner. Direct instruction occurs in a classroom every Saturday and through video conference two nights per week. Students complete 12-15 hours of online assignments in preparation for classroom direct instruction. This hybrid delivery frees up student schedules so they complete an internship at a medical office before the end of training. Front Office also requires Medical Math which is delivered virtually.

The 2022-23 Clinical Medical Assisting program registration period has closed for this school year. We are enrolling students now for the Fall 2023 term, to begin in late August 2023. Please contact the front office at (626) 471-3035 to set up an appointment for assessment.



## PHARMACY TECHNICIAN

The MCAS Pharmacy Technician Program prepares students to earn a state Pharmacy Technician license, pass the national Pharmacy Certification Exam and get successful employment at a pharmacy. This is all provided at a fraction of the cost charged by private colleges. Our faculty has years of pharmaceutical experience and contacts to help MCAS students get employed. Students learn basic pharmacology, pharmacy calculations, deciphering and filling medication orders, reconstitution of medications, medical terminology, basic anatomy, physiology, and pharmacy operations among other critical topics.

The MCAS Pharmacy Technician program has always been a course delivered in a hybrid manner including both online and in person instruction. Students complete 12-20 hours of online assignments in preparation for classroom direct instruction one day per week. Because of this hybrid model, the Pharmacy Tech program is prepared to seamlessly continue if pandemic conditions require a move to virtual delivery.

The program requires 200 hours of an internship at a pharmacy. MCAS helps student with internship placement.

### PHARMACY TECHNICIAN TERM 2

**January 21, 2023 – May 27, 2023**

Sat 8:00am – 4:30pm

#### Online

12-20 hours per week

**Total Program Fee:** \$2,495

## HOME CARE AIDE

This program trains students to become a Home Care Aide, an individual authorized to provide non-medical services and assistance to an elderly or disabled client. Students learn HIPAA regulations, patient confidentiality, emergency preparedness, first aid and safety, proper positioning and transfer techniques, nutrition and dietary needs, and basic patient care such as dressing and undressing, shaving and hair care, nail and skin care, and oral hygiene. All students are fingerprinted, pass a background check, and are registered with the California Department of Public Social Services to serve as a DPSS Home Care Aide.

This program is delivered online using an online Learning Management System for curriculum and Zoom for direct instruction. Because of this flexible delivery, enrollment for the program is open and ongoing.

### HOME CARE AIDE ENROLLMENT IS OPEN AND ONGOING

**Total Program Fee:** \$1,195

Most of our students qualify for complete financial aid. Register at the MCAS No Cost Training website – <http://nocosttraining.org/> – to start the financial aid application process.

# CAREER TECHNICAL EDUCATION PROGRAMS

## SECURITY FIRMS ARE HIRING!

MCAS works closely with numerous security firms to connect them to qualified candidates **and these firms need employees!** We offer a variety of Security Officer training programs to prepare students to pass the California Bureau of Security and Investigative Services (BSIS) guard card exam and begin employment with a company. More than 70% of MCAS students are hired with an MCAS partner security firm before they even begin training.

MCAS has a public-private partnership to provide the highest quality instruction for students. This partnership means that many classes are held away from the MCAS campus closer to Los Angeles to help students overcome barriers of transportation.

## SECURITY OFFICER

The Security Officer program is a 1 week, 40-hour training program that provides students the skills and knowledge to become a private security guard and prepares students to pass the BSIS exam and earn a guard card. This 40-hour training program delivers courses from the three categories outlined in Article 9 Section 643 of the California BSIS Security Guard Training Regulations. Students complete 8 hours of instruction in Section 643 I Power to Arrest Courses, 16 hours in Section 643 II Mandatory Courses and 16 hours in Section 643 III Elective Courses.

These 40 hours cover comprehensive security topics: powers to arrest, weapons of mass destruction, public relations, observation & documentation, communication, legal / liability aspects, and first aid / CPR among others. Students receive certificates of completion for each course completed within the training. Successful graduates become registered by BSIS as a security guard and work as an entry level guard. Cost of the program includes course curriculum, LiveScan background check, and BSIS application fee.

### SECURITY OFFICER ENROLLMENT ONGOING

Check with the MCAS office for enrollment dates and locations.

**Total Program Fee:**  
\$1,995

## SECURITY OFFICER – ARMED

The MCAS Security Officer - Armed is a 2-week, 80-hour program that builds upon the Security Officer program and provides an additional 40 hours of pepper spray, baton and firearms training.

In addition to completing all course objectives of the MCAS Security Officer training, students in this program receive comprehensive training to properly use a baton, pepper spray, and firearms. Successful graduates become certified and registered by BSIS as a security guard and earn a BSIS Baton Permit, BSIS Pepper Spray Permit, and a BSIS Firearms permit. Graduates qualify as an entry level armed security guards. Cost of the program includes course curriculum, LiveScan background check, BSIS application fee, range fees, and ammunition.

### SECURITY OFFICER ENROLLMENT ONGOING

Check with the MCAS office for enrollment dates and locations.

**Total Program Fee:** \$3,995

## SECURITY OFFICER – 16 HOUR

This is a 16-hour training program that prepares students to pass the California Bureau of Security and Investigative Services (BSIS) exam and earn a guard card. The 16-hour program covers powers to arrest, weapons of mass destruction, and 8 additional hours of BSIS modules, typically as required by a partner employer. Students receive certificates of completion for each BSIS Section 643 course completed within the training to provide to employers. Successful graduates become registered by BSIS as a security guard and work as an entry level guard. Cost of the program includes course curriculum, LiveScan background check, and BSIS application fee.

### SECURITY OFFICER – 16 HOUR ONLINE

Check with the MCAS office for enrollment dates and locations.

**Total Program Fee:** \$995

## SECURITY OFFICER – 8 HOUR

This is an 8-hour training program that prepares students to pass the California Bureau of Security and Investigative Services (BSIS) exam and earn a guard card. The course provides the minimum 8 hours of instruction for students to be eligible for a guard card. The 8-hour program covers powers to arrest and weapons of mass destruction. Successful graduates become registered by BSIS as a security guard and work as an entry level guard. Cost of the program includes course curriculum, LiveScan background check, and BSIS application fee.

### SECURITY OFFICER – 8 HOUR ONLINE

Check with the MCAS office for enrollment dates and locations.

**Total Program Fee:** \$695



# ONE STOP CAREER CENTER

## WE ARE OPEN IN-PERSON! COME USE THE MCAS ONE STOP CAREER CENTER!

If you are a job seeker wanting a new career or a local business searching for new employees, the MCAS One Stop Career Center provides excellent resources for you. The MCAS One Stop Career Center Specialist offers workshops on resumes, employment portfolios, effective job searches, professional attire and behavior, interviewing techniques, and other critical employment soft skills. Businesses can post jobs and participate in MCAS Job Fairs. Typing Certificates are also available for a nominal fee. Please call to make an appointment.

In addition to these services, the MCAS has developed strong partnerships with the Los Angeles County Workforce Development Board (WDB) and the LA County America's Job Center of California<sup>SM</sup> (AJCC) system. MCAS partner AJCCs will send case managers to the One Stop to provide services and financial aid for MCAS CTE classroom trainings.

### LA COUNTY AJCCS ARE HERE TO HELP YOU!

The AJCC system provides education, training programs, and support services so job seekers find jobs and delivers subsidized wage programs, upskill training, and other resources so employers find and retain skilled workers. AJCCs connect job seekers to businesses so that this region can compete in a global economy.



### LA COUNTY AJCCS WILL HAVE OFFICE HOURS AT THE ONE STOP AND OFFER THE FOLLOWING SERVICES:

#### JOB SEEKERS

- Provide Employment & Training Services for:
  - Individuals Receiving Unemployment Benefits
  - Adults Who Are Long-term Unemployed
  - Veterans
  - Youth Ages 14-24
  - Other Populations with Barriers to Employment
- No-cost Job Training to Start a New Career
  - If eligible, upgrade your skills, earn a new license, and go to work in a new field
- Youth@Work for 14-24
  - Paid internships with local businesses
- Career Development
  - Job Search Assistance
  - Help with Resume and Employment Portfolio
  - Mock Interviews
  - Access to computers, printers, and internet

#### BUSINESSES / NON-PROFITS

- Pay Subsidized Wages for New Employees
  - On-the-Job Training funds
- Offer Your Business Paid Interns
  - Youth@Work Program
  - Path to getting a full-time employee
- Provide Allowable Funding to Upskill Your Current Employees
  - Incumbent Worker Training Program
- Assist with Employee Recruitment
  - Coordinate Job Fairs and Expos
  - Market your job posting
  - Conduct specialized recruitment campaigns
- Assist with Potential Access to Tax Credits
- Access to Business Services Representatives
  - Complete Business Needs Assessment
  - Guide your business to receive resources

## COME UTILIZE THIS AMAZING COMMUNITY RESOURCE!

# CAREER TECHNICAL EDUCATION PROGRAMS

## ONLINE A+ CERTIFICATION / COMPUTER TECHNICIAN

This 12-week course prepares students to pass the CompTIA A+ Service Technician certification exams 220-1001/220-1002 for hardware and software and to pursue employment opportunities as a computer technician. Instruction for this training program is delivered in a hybrid manner. Direct instruction is provided through in-person and virtual workshops and curriculum is accessed through an official CompTIA online platform. Hardware topics include installing, configuring, and upgrading PC hardware components and peripherals and troubleshooting hardware issues. Software topics comprise installing Windows, and software troubleshooting, including application security support. In addition to the 72 hours of direct classroom instruction, students must complete 108 hours of online assignments and assessments in preparation for each class.

### ONLINE A+ CERTIFICATION

**Classes offered:** Mountain Campus & Virtual

### TERM 2 A+ CERTIFICATION

**January 31, 2023 – April 27, 2023**

Tue / Thu 6:00pm – 9:00pm

**Total Program Fee:** \$3,760

## CONSTRUCTION

The Construction program is designed to prepare students for various career paths in the construction industry. Curriculum includes plan reading, rough systems, finish systems, safety, networking with contractors, industry experts, job walks, and site visits. Assignments include reading assignments, tests, hands-on projects. This program is a hybrid program and students must complete 10 hours of online assignments per week in addition to other assignments. Students become certified in OSHA Click Safety.

### CONSTRUCTION TERM 2

**January 23, 2023 – May 19, 2023**

**Total Program Fee:** \$2,475

## BASIC COMPUTERS / BEGINNING COMPUTER APPLICATIONS

The MCAS Basic Computer program consists of two courses: Beginning Basic Computers and Beginning Computer Applications. Both courses are 16-week, open enrollment courses and are delivered in a hybrid manner: instruction is in the classroom and students access assignments on the MCAS online learning management system.

The Beginning course helps students access very basic computer technology: turning on a computer, understanding basic Windows, accessing files, basic internet navigation, and setting up a gmail account, among other rudimentary tasks. As students progress they learn some MS Office and Google Suite applications at an elementary level.

Beginning Computer Applications students learn to operate MS Windows, to effectively navigate the Internet, to use key Microsoft Office 2019 applications (Word, Excel, and PowerPoint), and to use the Google Suite of products. Enrollment is open as students can enter the program and stay for 16 weeks to learn all modules.

### BASIC COMPUTERS / BEGINNING COMPUTER APPLICATIONS - ONGOING ENROLLMENT

**Workshops offered:** In-person / Virtually

**January 10, 2023\* – May 25, 2023**

*\*Enrollment is ongoing, but to receive all 16 weeks of instruction, last enrollment date is January 30, 2023.*

### BASIC COMPUTERS

Tue 1:00pm – 4:00pm      Wed 11:00am – 2:00pm

### BEGINNING COMPUTER APPLICATIONS

Tue 10:00am – 1:00pm      Wed 8:00am – 11:00am

**Total Program Fee:** \$50

## REAL ESTATE AGENT PRE-LICENSING PROGRAM

This program helps students prepare to pass the California Real Estate Agent License Exam in only 54 days. This is a hybrid program with live lectures that support student online and outside class study efforts so students are expertly prepared to pass the state exam and have a successful career. Three courses in real estate: Principles, Practices, and Finance, are presented such that students meet state requirements for course hours in a more flexible, fast-paced manner.

**Total Program Fee:** \$750\*

*\*Price includes all course books and online materials.*

### Start Date and Times TBD

Call the front office if you would like your name added to the interest list.



# COMMUNITY CLASSES

## CERAMICS

This course instructs students in various pottery techniques such as hand building, potter's wheel, glazing, firing, and then helps students market finished work. Students from beginners to advanced will learn all aspects of ceramics, functional and sculptural, from highfire to raku.

New students must be present on the first day of class for orientation. Students will need to purchase a basic tool kit and other materials from outside sources. Instructor will provide information on what to purchase and where during orientation.

Students can purchase bags of clay online or in person at the MCAS Front Office at the price of \$15.00 and show the receipt of purchase to the instructor to receive clay.

### Classes to be held at:

**The MCAS Wheelhouse**

1833 Santa Fe Place, Monrovia, CA 91016

### CERAMICS TERM 2

**January 3, 2023 – April 27, 2023**

Tuesday **OR** Thursday

Morning 9:00am – 12:00am

Afternoon 1:00pm – 4:00pm

Evening 6:00pm – 9:00pm

\*MCAS Ceramics is continuing to follow pandemic protocols.

Students must only attend the time they have paid for.

Students who wish to attend classes outside of their time must enroll in the class times and pay for the class meetings.

**Cost:** \$275

Cost of the program includes a \$40 lab fee.

# ENGLISH AS A SECOND LANGUAGE

MCAS offers all levels of English as a Second Language (ESL) classes during the day and at night to help students become proficient in English. MCAS includes English Learner (EL) Civics units in all ESL classes to assist students so they can better navigate a variety of governmental, educational, and workplace systems. MCAS provides a Citizenship program, to help students pass the Citizenship test and become a U.S. citizen and a Pronunciation and Accent Reduction program to support students in their efforts to improve accents. The MCAS Vocational ESL program gives English Learners the chance to learn English while acquiring knowledge and skills that will prepare them for MCAS Career Technical classes.

## CLASS LENGTHS AND SEMESTER DATES

MCAS daytime ESL classes are 16 hours per week. In a term ESL students also complete 128 hours of EL Civics. Based on the course outlines and instructional hours for each ESL level, the school expects a daytime student to progress one ESL Level in one year.

Night classes are Tuesday and Thursday and are 3.5 hours per night. Since the night classes are one-half the amount of hours as the day classes, these courses are one year in length. MCAS expects that night students would progress one ESL Level during two school years.

Following are the dates for each Term:

### Day Classes

#### Spring Term 2:

**January 9, 2023 to April 27, 2023**

### Evening Classes

#### Spring Term 2:

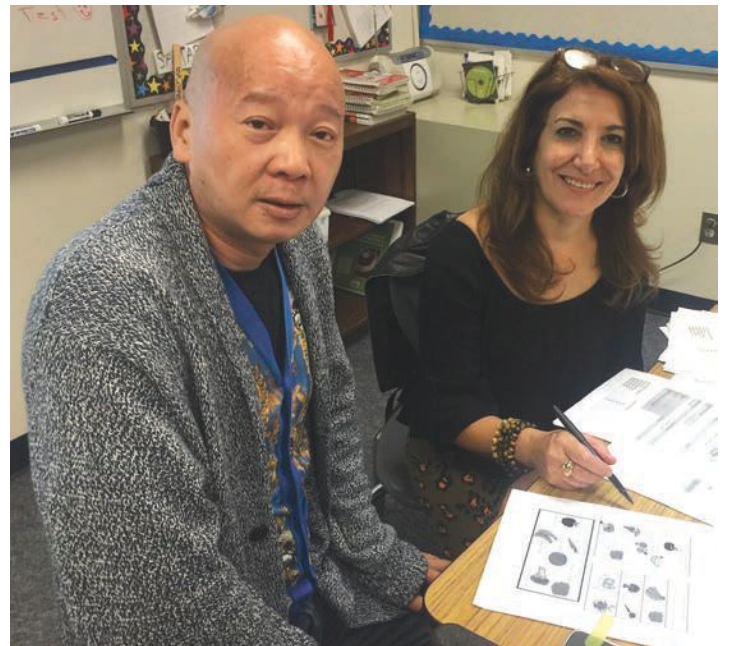
**January 10, 2023 to April 27, 2023**

**Total Program Fee: FREE**

## EL CIVICS

English Learner Civics is an important component of the MCAS ESL Program. We want our ESL students to understand why ESL Civics is included in our classes and why they should learn Civics content and do well on the Civics tests. The U.S. government believes that immigrants and other limited English proficient persons must not only master English, but be able to understand and navigate governmental, educational, workplace systems and key institutions, such as banking and health care in order to effectively participate in education, work, and civic opportunities in this country.

*English as a Second Language continued on next page.*





# ENGLISH AS A SECOND LANGUAGE PROGRAMS



## ESL LEVELS

In the Appendix of the ESL Student Handbook and on the school website, you will find the Citrus College Adult Education Consortium (CCAEC) Language Proficiency Objectives (LPOs). The CCAEC LPOs are the minimum course objectives our consortium faculty believes a student needs to complete in order to advance from one ESL Level to the next. These LPOs have been created across six skill areas: reading, writing, listening, speaking, vocabulary, and grammar.

These Proficiency Objectives are very detailed and are the best way for students to understand what they need to learn at each level in order to advance to the next ESL level.

## COURSES OFFERED

Below are general descriptions of the ESL courses offered at MCAS:

### ESL 1 - BEGINNING LITERACY

ESL 1 is a non-credit, open enrollment course to help students learn very basic English vocabulary, reading, and writing skills. Students who demonstrate proficiency in ESL can read, write and say the letters of the alphabet; can write their name, address and date; and can ask simple questions, and speak statements of basic needs. Instruction includes individual, pair, and group work. Conversations help students become able to ask and answer questions about many aspects of functional everyday life.

### *Certificate Awarded for Level Completion*

#### Day Classes

Mon - Thu  
8:15am - 12:00pm

#### Night Classes

Tue / Thu  
6:00pm - 9:30pm

### ESL 2 - BEGINNING LOW

ESL 2 is a non-credit, open enrollment course designed for students who possess some low level basic skills in English. Students in ESL 2 improve vocabulary and learn to read and interpret simple sentences, instructions, forms, directions, signs, maps, and menus. Students who demonstrate proficiency in ESL 2 learning objectives can read common transportation and workplace signs, make sense of simple notes and messages, interpret simple forms, locate familiar information in simple lists, discuss simple sentences and communicate simply with various members of societal systems.

### *Certificate Awarded for Level Completion*

#### Day Classes

Mon - Thu  
8:15am - 12:00pm

#### Night Classes

Tue / Thu  
6:00pm - 9:30pm

## ESL 3 - BEGINNING HIGH

ESL 3 is a non-credit, open enrollment course designed for students who already have low beginning reading and writing English skills. Students develop high beginning reading, writing, speaking, and listening skills in their roles as family and community members, workers, and citizens. Students learn to read and interpret basic written instructions, simple charts, schedules, graphs, diagrams, and a basic payroll stub, perform basic calculations, fill out basic forms, write simple notes and satisfy basic survival needs and routine social demands. Extensive development of conversational skills comes through pair and group work.

***Certificate Awarded for Level Completion***

### Day Classes

Mon - Thu

8:15am - 12:00pm

### Night Classes

Tue / Thu

6:00pm - 9:30pm

## ESL 4 - INTERMEDIATE LOW

ESL 4 is a non-credit, open enrollment course designed for students who already have high beginning reading and writing English skills. Students build vocabulary and improve reading, writing, and computational tasks related to life roles. Students continue to build grammar, vocabulary, reading and writing skills and practice high levels of practical conversation in pairs and small groups. Students learn to follow complex oral directions, learn new phrases with familiar vocabulary, know basic computer app terms, fill out basic medical information forms and job applications, and begin to write paragraphs.

***Certificate Awarded for Level Completion***

### Day Classes

Mon - Thu

8:15am - 12:00pm

### Night Classes

Tue / Thu

6:00pm - 9:30pm

## ESL 5 - INTERMEDIATE HIGH

ESL 5 is a non-credit, open enrollment course, which is designed for students who already have low intermediate reading and writing English skills. Students in ESL 5 learn to communicate comfortably in English, build confidence in speaking and listening skills, and enhance their ability to read and write. Students can function independently in most familiar personal and work situations, show better control of grammar, and can read and interpret authentic health and job materials. Students begin to show some creativity in order to produce language. The instructor also provides help with more complex accent reduction and pronunciation.

***Certificate Awarded for Level Completion***

### Day Classes

Mon - Thu

8:15am - 12:00pm

### Night Classes

Tue / Thu

6:00pm - 9:30pm

## ESL 6 - ADVANCED

ESL 6 is a non-credit, open enrollment course, which is designed for students who already have high intermediate reading and writing English skills. Students in ESL 6 integrate language functions and language forms with informational sources, necessary skills, and real world topics. Students can function independently in familiar personal and work situations, show very good control of grammar, and can read and interpret most authentic forms and materials they encounter in the world. Students often use creativity to produce language. Students address topics in ESL 6 that coincide with their learning goals: general, vocational, or academic.

### Day Classes

Mon - Thu 8:15am - 12:00pm

## COMMENCEMENT CEREMONY

Students who successfully master the learning objectives of MCAS ESL Level 6 will be invited to participate in the MCAS Commencement. Taking part in this ceremony is a great honor! Students will take part with high school students who have earned a diploma and medical students who have received their certification and medical pin. We hope that many students work hard to achieve this honor!

***Graduation Certificate Awarded for Program Completion***

## VOCATIONAL ESL

Vocational ESL is designed for ESL students who wish to accelerate English learning in the context of earning employment. The Vocational ESL course is a hybrid class: a combination of online and direct instruction. While learning English, students also learn soft job skills and introductory knowledge about one of the vocations for which MCAS provides career technical training. Students learn how to make a resume, interview skills, life skills, job search skills, and career-specific knowledge while learning and improving English.

***Certificate Awarded for Level Completion***

### Day Classes

Tue / Thu 1:00pm - 3:00pm

## ESL PRONUNCIATION AND ACCENT REDUCTION

ESL Pronunciation and accent reduction helps student improve pronunciation for the workplace, school and community. The class includes the study and practice of vowels, consonants, stress, rhythm and intonation. Students must be at a Level 2 or above to enroll.

### Day Classes

Tue / Thu 1:00pm - 3:00pm

## CITIZENSHIP

This course prepares students for the citizenship interview and written/oral exams. Topics include U.S. history, U.S. government, written dictation practice, interview questions, and filling out the N-400 application form. MCAS suggests that Citizenship students are able to speak, read and write English at an intermediate level or above.

***Certificate Awarded for Level Completion***

### Day Classes

Mon / Wed 1:00pm - 3:00pm

# GENERAL INFORMATION

## ENROLLMENT, REFUND AND DROP POLICY

### SAFETY MEASURES

Monrovia Community Adult School and Monrovia Unified School District are committed to the safety of all MCAS students and staff. The school follows all California and Los Angeles County requirements to remain safely open. Additionally, MCAS adheres to the following COVID-19 mitigation protocols:

1. Individuals who wish to wear masks on campus are encouraged to do so.
2. Students and staff are asked to wash hands frequently following CDC guidelines for handwashing.
3. Hand sanitizers are located throughout the campus and we request students and staff use them frequently
4. The MCAS campus HVAC system uses filtration with a Minimum Efficiency Reporting Value (MERV) of 14.
5. All classrooms are outfitted with High Efficiency Particulate Air (HEPA) filtration systems.
6. All high traffic areas such as door handles and restrooms are sanitized two times per day.
7. MCAS requires all staff who have any symptoms of a cold to stay home and we ask the same of our students.

### ENROLLMENT

Students are considered enrolled in a Monrovia Community Adult School class, if and only if, Monrovia Community Adult School has received full payment of tuition owed. Any agreements for scheduled payments, partial payments, or financial aid, must be agreed to in writing under a separate agreement. If students do not submit complete payment for fee courses, MCAS reserves the right to remove the student from the class and/or withhold transcripts or certificates of completion.

### REFUND POLICY

Students have the right to cancel enrollment in a Monrovia Community Adult School (MCAS) class and obtain a refund of fees paid, as long as the cancellation is made prior to the scheduled start date of the class. Notice of cancellation must be in writing and, if sent by mail, notice is effective when delivered or when postmarked. Electronic correspondence to the general MCAS email account is acceptable, as long as notification is delivered before the scheduled start date of the class.

For a refund, your registration fee minus a processing charge of \$25.00 will be credited to your account or refunded by check within 4 weeks. If Monrovia Community Adult School cancels a class for which you are registered, you will receive a full refund within 4 weeks.

Credit card charge backs and checks returned with insufficient funds are subject to a \$20.00 handling fee. For the full refund policy please refer to your Enrollment Contract or the Student Handbook.

### DISMISSAL / DROP POLICY

Some students do not give their best effort in MCAS programs or engage in poor behavior that affects the learning process. MCAS calls these Need for Growth (NFG) behaviors. These NFG behaviors are extensive and cannot be listed here in their entirety, but would include: excessive tardies or absences, poor academic progress, cheating or plagiarism, and harassment of other students, among others.

To address poor academic progress or NFG behaviors, MCAS has procedures that can lead to student dismissal from a program, if a student does not correct their behavior. The process provides a number of interventions to give students significant opportunities to correct NFG behaviors or reconcile mistakes.

In some instances, student behavior is so egregious that the above procedures cannot apply. MCAS calls this Egregious Behavior and students who engage in such will be dropped/dissmissed immediately from a program. Some examples would be: endangering patient safety either willfully or through carelessness, stealing drugs or other items from an internship employer, or committing a grave illegal act at school or an internship site. To see the full Dismissal / Drop policy, please refer to MCAS Enrollment Contract.

### STUDENT RECORDS

In order to obtain a transcript, copy of a program completion certificate and/or attendance records, you will need to fill out an Authorization for Release of School Information, which is available on the MCAS website. The request must be filled out in its entirety and either faxed to (626) 471-3036, emailed to the school informational email address, or mailed to the school. A copy of your identification must be included when the form is submitted for processing by fax, email or mail. There is no charge for student records and the timeline for fulfilling the order can take up to three business days. Requests are filled in the order they are received.

### HARASSMENT POLICY

Harassment is any unwelcome conduct (verbal, physical, or visual) that adversely affects other students or the condition of classroom participation. Harassment comes in many forms and is not limited to sexual harassment. Any abuse of another person based on that person's race, color, national origin, ancestry, pregnancy, disability, age, marital status or any other protected characteristic is considered harassment. Harassment in any form will not be condoned or tolerated at Monrovia Community Adult School. If any student commits harassment of any type to anyone on campus, he or she must meet with administration to discuss and reconcile the incident. Egregious harassment can result in dismissal from an MCAS program.



# GENERAL INFORMATION

## ATTENDANCE AND COURSE COMPLETION POLICY

Students are expected to attend all scheduled class meetings. Exemplary attendance is a critical component for student success and completion of MCAS programs. Each course is based on course outlines that have a learning objectives, a syllabus, and a requisite number of hours of instruction. Students are expected to attend hours to fulfill course outline requisite hours. Course outlines are on file in the MCAS office and available for student viewing upon request.

Though students should have attendance that equals course outline requisites, MCAS understands that health issues or urgent personal circumstances may affect a student's attendance. In cases where students have not met requisite hours of attendance, program instructors may rely on the student's ability to demonstrate competency of course outline learning objectives to make-up for missed attendance.

## SCHOOL HOLIDAYS

Please note that the following dates are holidays and the school will not open those days:

December 23, 2022 thru January 6, 2023	Winter Break MCAS closed for two weeks
January 16, 2023	Martin Luther King
February 13, 2023	Lincoln's Day
February 20, 2023	President's Day
March 31, 2023	Cesar Chavez Day
April 3, 2023 thru April 7, 2023	Spring Break MCAS closed for one week
May 29, 2023	Memorial Day
June 19, 2023	Juneteenth

## STUDENT SURVEYS

We want to know how we are doing! MCAS has a Student Satisfaction survey at the time you register about the registration process and we have a Student Satisfaction survey at the end of each program about the campus and your program. Please complete the survey so that we can better serve you. If you need assistance with the survey, faculty or staff can assist you. If you would like to take the survey at any time, our website has a link to the survey. Below is the url:

<http://monroviaadultschool.com/share-your-thoughts>

Click through the survey that applies to you. In the comments and suggestions part of the survey, please let us know what we can do to improve our school.

## UNIFORM GRIEVANCE POLICY

If you have a complaint or grievance, please know that the Monrovia Unified School District follows a uniform complaint procedure. These complaint procedures are used to address student complaints of discrimination (based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or disability), harassment, or school failure to comply with state and/or federal law.

If you would like to file a complaint, MUSD policy requires that you file a written complaint with the district's superintendent.

The MUSD Board of Education has designated the following compliance officers to receive and investigate complaints and ensure district compliance with the law:

Superintendent of Schools

Assistant Superintendent of Human Resources  
*Compliance Officer for Personnel*

Deputy Superintendent of Educational Services  
*Compliance Officer for Instructional Materials*

Director of Secondary Educational Services, Intervention, and Support Services  
*Compliance Officer for Students*

Assistant Superintendent of Business Services  
*Compliance Officer for Facilities*

The MUSD District Office is located at:  
325 E. Huntington Drive  
Monrovia, CA 91016  
(626) 471-2000

For additional assistance, you may also contact:

Los Angeles County Office of Education	(562) 922-6111
Legal Aid Foundation of Los Angeles	(800) 399-4529
Community Legal Center	(626) 338-5505





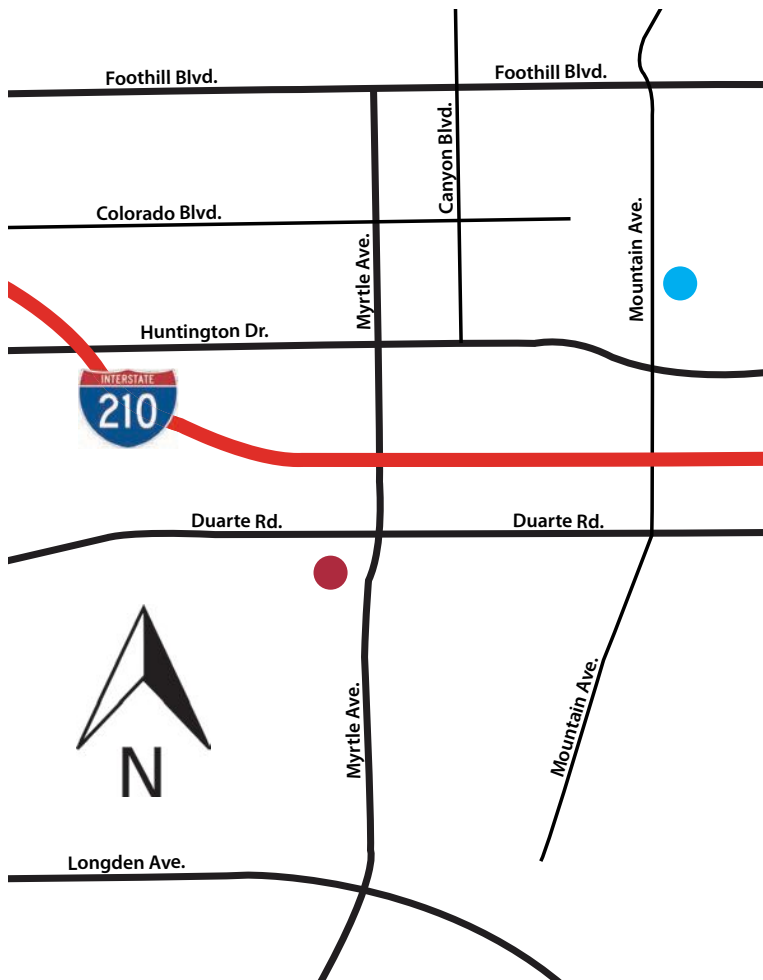
920 S. Mountain Ave.  
Monrovia, CA 91016

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### MISSION STATEMENT

*The Monrovia Community Adult School empowers its diverse student population to succeed in a changing society through a variety of flexible, accessible and affordable educational programs.*



**Main Campus (MTN)**  
920 South Mountain Avenue  
Monrovia, CA 91016

**Skills Center / The Wheelhouse**  
1833 Santa Fe Place  
Monrovia, CA 91016

## MCAS Instructional Focus

All MCAS instructors empower students to create and achieve their educational goals.

## MCAS Schoolwide Learner Outcomes

### Problem Solvers who:

- Identify a problem, evaluate options, and act appropriately.
- Use creative and critical thinking skills.
- Adapt and approach new situations flexibly.

### Lifelong Learners who:

- Set short-term and long-term goals.
- Take responsibility to acquire new skills and knowledge.
- Apply new skills and knowledge to a variety of situations.

### Effective Communicators who:

- Acquire reading, writing, listening, speaking, and technological skills.
- Exchange ideas through oral, written, non-verbal or technological means.
- Interact with others effectively and responsibly across all forms of communication.

### Economic Participants who:

- Attain skills and knowledge to become employable.
- Contribute productively to the work world.
- Manage personal financial resources skillfully.

