

# FALL 2019 COURSE CATALOG

AUGUST 5, 2019 - DECEMBER 21, 2019

# MONROVIA

COMMUNITY ADULT SCHOOL

920 S. Mountain Ave., Monrovia, CA 91016  
[www.monroviaadultschool.com](http://www.monroviaadultschool.com)  
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**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

I am confident that you have come to the best adult education school in the San Gabriel Valley. Monrovia Community Adult School is a WASC accredited and NCAA approved institution, and it offers UC a-g classes in its high school diploma program. I am 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.

Monrovia Community Adult School has a guiding instructional focus that consistently drives all of our faculty and staff efforts to serve you: All MCAS instructors empower students to create and achieve their educational goals.

To help us succeed with our schoolwide instructional focus, MCAS asks all students to know and share clear educational goals. What are your goals and how can we help? Whatever academic or career goals you wish to pursue, the faculty and staff at MCAS will work tirelessly to help you achieve them.

We are very fortunate that the Monrovia Board of Education and the Monrovia Unified School District have continually provided strong financial support and leadership to Monrovia Community Adult School. Whether we have operated under fluid or stable financial footing, the support and assistance of our Board and district office has allowed this school to focus on what it does best: transforming the lives of our students through education.

With dedicated funding from the state through the California Adult Education Program (CAEP), MCAS has been able to maintain the new programs it implemented over the past three years. I urge you to stay informed about CAEP and how it affects your education. The website is: <https://caladulthood.org/>

Our students continue to embrace a culture of progress and transition. For example, in 2018-19, 78% of the 924 MCAS students enrolled in CAEP programs achieved Literacy Gains. Many ESL students graduated from the ESL program and completed the HiSET. We saw increased diplomas earned and HiSET passage rates, continued excellence in our CTE certifications and employment rates, and student transitions to postsecondary schools.

MCAS remains a vital part of the Citrus College Adult Education Consortium (CCAEC), which means that MCAS continues to work together with regional 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.ccadulthood.org/>

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

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# ENROLLMENT INFORMATION

## ALL PROGRAMS REQUIRE TESTING FOR ENROLLMENT

In order to enroll in any MCAS program (except for Enrichment programs), students are required to take an assessment at the time of registration. The type and length of the assessment differs depending on whether the student wants to enter an Academic, Career Technical or English as a Second Language Program.

The purpose of this pre-enrollment assessment is one of the following:

- 1) to ensure a student is properly placed into the correct program 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
Computer Applications	ELA 7 / Math 7
Construction	ELA 5 / Math 5
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
Real Estate License	ELA 7 / Math 7

### Programs that Require HS Diploma or Equivalency

A+ Certification, Pharmacy Technician, and Real Estate License (not required, but suggested)

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

## Tests Required by Program

English Language Programs  
CASAS

Academic Programs  
TABE / CASAS

Career Technical Programs  
TABE

## STEPS TO ENROLL

### HS Diploma / HS Equivalency / Basic Education

1. Register in person at the Mountain Avenue Campus.
2. Take the TABE and CASAS exams for Academic program.
3. For the HS Diploma program only, you will need to obtain an official copy of your high school transcript.
4. Schedule an appointment with the MCAS Counselor.
5. Create an Academic Action Plan with the Counselor.
6. Get your schedule from front office.
7. Complete Academic Lab, ABE Lab or HiSET orientation and get started in the lab or in your class!

### English Language

1. Register in person at the Mountain Avenue Campus.
2. Take the CASAS written / speaking and listening test.
3. Meet with ESL administrator and get level assigned.
4. Get your schedule from front office.

### Career Technical

Register in person at the Mountain Avenue Campus. Take the TABE exam for your program of interest. After exam, front office will schedule an appointment with the MCAS Counselor. In meeting with Counselor, student will:

1. Discuss career goals
2. Commit to the program and sign Enrollment Contract
3. Have the AJCC financial aid process explained
4. Potentially learn under which American Job Center of California (AJCC) student will enroll

### 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

MCAS offers a variety of academic programs to meet all students' educational goals. Students can earn a WASC-accredited, NCAA-approved high school diploma and take UC a-g courses while doing so. Diploma classes are primarily delivered in Google Drive or Google Classroom, but students have the option of completing online classes in Edgenuity. 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 and English classes for vocational and other students who wish to improve their academic skills.

### HIGH SCHOOL DIPLOMA

#### Classes to be held at:

#### Main Campus (MTN)

920 South Mountain Ave.  
Monrovia, CA 91016

#### TOTAL PROGRAM FEE:

FREE

#### TERM 1 DAY

Aug. 26, 2019 – Dec. 19, 2019

Mon, Tue, Wed, Thu 9:00am – 1:00pm

Fri 9:00am – 11:00pm

#### TERM 1 NIGHT

Aug. 27, 2019 – Dec. 19, 2019

Tue / Thu

6:00pm – 8:45pm

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, but 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 (626-471-3035) to schedule an appointment with our counselor, Ms. Macchia. You will meet with Ms. Macchia and the two of you will 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 Adult School Mountain Avenue campus.



Monrovia Community is an official HiSET Testing Center

## HIGH SCHOOL EQUIVALENCY

The Monrovia Community Adult School is an ETS High School Equivalency Test (HiSET) testing center only and, thus, 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.

### Classes to be held at:

#### Main Campus (MTN)

920 South Mountain Ave.  
Monrovia, CA 91016

### TOTAL PROGRAM FEE:

**FREE**

### TERM 1 DAY

**Aug. 26, 2019 – Dec. 19, 2019**

Mon, Tue, Wed, Thu, Fri  
10:00am – 12:00pm

### TERM 1 NIGHT

**Aug. 27, 2019 – Dec. 19, 2019**

Tue  
6:00pm - 9:00pm



## 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. 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. With hybrid classes, courses are a combination of direct and online instruction.

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 1 DAY

**Aug. 26, 2019 – Dec. 19, 2019**

Mon, Tue, Wed, Thu, Fri  
8:00am – 9:00am

### TERM 1 NIGHT

**Aug. 27, 2019 – Dec. 17, 2019**

Tue  
6:00pm – 9:00pm

## ABE MATH 1, 2, 3

### TERM 1 DAY

**Aug. 26, 2019 – Dec. 19, 2019**

Mon, Tue, Wed, Thu, Fri  
9:00am – 10:00am

### TERM 1 NIGHT

**Aug. 27, 2019 – Dec. 17, 2019**

Tue  
6:00pm – 9:00pm

# CAREER TECHNICAL EDUCATION PROGRAMS



## MEDICAL PROGRAMS

Monrovia Community Adult School is proud to offer quality medical programs with excellent certification pass rates and job attainment results at much lower costs than private colleges. MCAS faculty have significant contacts in the medical industry to assist successful students as they move into an exciting new career in the medical industry. A pre-registration assessment is required for all medical programs. Testing center is open Monday - Friday at 8:00am and opens Tuesday and Thursday nights at 5:30pm. Below are the medical programs MCAS offers:

### NURSE ASSISTANT PRE-CERTIFICATION CNA

The MCAS Pre-Certification Nursing Assistant 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 two 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 in a long-term care facility

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

#### PRE-CERTIFICATION CNA TERM 1

**Aug. 5, 2019 – Aug. 23, 2019**

Mon, Tue, Wed, Thu  
Fri

**Classroom / Theory**

8:00am – 2:00pm  
8:00am – 12:00pm

**Aug. 26, 2019 – Oct. 4, 2019**

Mon, Tue, Wed, Thu  
Fri (Sep. 13 and Oct. 4)

**Clinical**

7:00am – 1:30pm  
7:00am – 1:30pm

**Oct. 7, 2019 – Oct. 10, 2019**

Mon, Tue, Wed, Thu

**Exam Prep**

8:00am – 1:00pm

#### PRE-CERTIFICATION CNA TERM 2

**Oct. 14, 2019 – Nov. 1, 2019**

Mon, Tue, Wed, Thu  
Fri

**Classroom / Theory**

8:00am – 2:00pm  
8:00am – 12:00pm

**Nov. 4, 2019 – Dec. 20, 2019**

Mon, Tue, Wed, Thu  
Fri (Nov. 22 and Dec. 20)

**Clinical**

7:00am – 1:30pm  
7:00am – 1:30pm

**Jan. 6, 2020 – Jan. 9, 2020**

Mon, Tue, Wed, Thu

**Exam Prep**

8:00am – 1:00pm

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

## CLINICAL MEDICAL ASSISTING – BACK OFFICE/FRONT OFFICE

MCAS Medical Assisting is a 25 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. Students comprehensively learn about the medical front office by demonstrating professional, effective interpersonal, oral, and written communication skills, know and apply legal responsibilities and medical ethics, uses 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, minor surgery prep, among other skills. The Medical Assisting program requires courses in addition to the primary Medical Assisting course: Anatomy/Physiology, Medical Terminology and Medical Math.

The program consists of a 10 week front office portion and 12 week back office portion. Students can enroll as late as December 2, 2019 when the back office portion begins. December enrollees would complete Front Office portion beginning March.

A 160 hour externship is required to complete the program.

### MA PROGRAM

#### CLINICAL MEDICAL ASSISTING FRONT OFFICE TERM 1

**Sep. 16, 2019 – Nov. 22, 2019**

Mon, Tue, Wed 8:30am – 1:30pm

#### CLINICAL MEDICAL ASSISTING FRONT OFFICE TERM 2

**March 9, 2020 – May 22, 2020**

Mon, Tue, Wed 8:30am – 1:30pm

#### CLINICAL MEDICAL ASSISTING BACK OFFICE

**Dec. 2, 2019 – March 4, 2020**

Mon, Tue, Wed 8:30am – 1:30pm

#### ANATOMY AND PHYSIOLOGY

**Jan. 31, 2020 – May 23, 2020**

Thu 8:30am – 12:30pm

#### MEDICAL TERMINOLOGY

**Feb. 1, 2020 – May 24, 2020**

Fri 8:30am – 10:30pm

**Total Program Fee:**

\$3,625

**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.**

## PHARMACY TECHNICIAN

The MCAS Pharmacy Technician Program prepares students to complete the pharmacy internship, earn a state Pharmacy Tech license, pass the Pharmacy Certification Exam and get successful employment. This is all provided at a fraction of the cost charged by private colleges. Our faculty has years of pharmaceutical experience and contacts for MCAS students to get jobs.

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 is a hybrid program. This means that in addition to attending classes with direct instruction for one day per week, students are required to complete 12-20 hours of online assignments to prepare for the class. During the program students must also complete a 200 hour internship at a pharmacy and the expectation is that students complete that during the week between classes.

#### PHARMACY TECHNICIAN TERM 1

**Aug. 17, 2019 – Dec. 21, 2019**

Sat 8:00am – 4:30pm

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

**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.**

## 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.

#### HOME CARE AIDE TERM 1

**Aug. 5, 2019 – Aug. 23, 2019**

Mon, Tue, Wed, Thu 8:00am – 2:00pm

Fri 8:00am – 12:00pm

#### HOME CARE AIDE TERM 3

**Oct. 14, 2019 – Nov. 1, 2019**

Mon, Tue, Wed, Thu 8:00am – 2:00pm

Fri 8:00am – 12:00pm

**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

## COMPUTER APPLICATIONS – OFFICE OCCUPATIONS

MCAS offers a rigorous Computer Applications / Office Occupations program that teaches students critical technological and soft skills and prepares them for employment in the 21st century office environment.

The Computer Applications / Office Occupations program is comprised of two classes and students are expected to participate in both classes to complete the program. Below are the two courses for the program:

### OFFICE SYSTEMS FOR THE 21ST CENTURY (MICROSOFT OFFICE)

#### MICROSOFT OFFICE TERM 1

**Aug. 26, 2019 – Dec. 19, 2019**

Mon, Tue, Wed, Thu 8:15am – 10:15am

This Microsoft Office course covers operating systems, client-based applications, and the Internet so that students can be successful in the 21st century office environment. Students learn the critical skills to operate MS Windows, to effectively navigate the Internet, and to utilize key Microsoft Office 2013 applications: Microsoft Word, Excel, and PowerPoint. Students also learn the basics of data base input through an overview of Access and they learn all functionality of MS Outlook.

**Classes to be held at:**

**Main Campus (MTN)**

920 South Mountain Ave.  
Monrovia, CA 91016

**Total Program Fee: \$3,150  
(Both Courses: Office Systems & Business Technology)**

### BUSINESS TECHNOLOGY

#### BUSINESS TECHNOLOGY TERM 1

**Aug. 26, 2019 – Dec. 19, 2019**

Mon, Tue, Wed, Thu 10:30am – 12:30pm

Business Technology further prepares students for the 21st century office environment by exposing students to cloud-based applications for word processing, spreadsheets, presentations, online collaboration and business social media. Students make an employment portfolio (resume, cover letter, email template, references, and work samples) and a LinkedIn profile that shows acquisition of marketable job skills. Students learn basic accounting and gain experience with AP/AR bookkeeping by learning QuickBooks. Course content includes the Google Suite of products.

## A+ CERTIFICATION INTRO TO CYBERSECURITY

**Classes to be held at:**

**Main Campus (MTN)**

920 South Mountain Ave.

Monrovia, CA 91016

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

#### TERM 1 A+ CERTIFICATION

**Sep. 17, 2019 – Dec. 12, 2019**

Tue / Thu 6:00pm – 9:00pm

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. This is the beginning course on the path to earning a Security+ certification and is articulated with an MCAS partner, Pacific College, such that the course provides college credit in pursuit of an associate degree in cybersecurity. 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.

## 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.

Real Estate Agent Pre-Licensing Term 1 Dates

TBA – check with the MCAS front office.

## SECURITY OFFICER

The Security Officer program is a 1 week, 40 hour training program that provides students the basic skills and knowledge to become a private security guard and prepares students to pass the BSIS exam to earn a guard card. The course delivers all BSIS mandatory training and covers comprehensive security topics: powers to arrest, use of force and handcuffing, weapons of mass destruction, report writing, public relations, and CPR/AED for adults and children. Successful graduates become certified and registered by BSIS as a security guard, complete CPR/AED certification and qualify as an entry level guard or other personal security of loss prevention. Security firms come to class and directly hire students during the program.

### SECURITY OFFICER TERM 1

**Sep. 9, 2019 – Sep. 13, 2019**

Mon – Fri 8:30am – 4:30pm

**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 Taser and firearms training. In addition to the one week “guard card” training, the second week of the program provides comprehensive specialty training to properly use a baton, a Taser CEW

(Conducted Electrical Weapon) and firearms. Successful graduates become certified and registered by BSIS as a security guard, earn a BSIS Baton Permit, and complete certification for CPR/AED, Pepper Spray and Firearms. Graduates qualify as an entry level armed security guards or other personal security of loss prevention. *Please note part of the second week of training takes place on a firing range.*

### SECURITY OFFICER – ARMED TERM 1

**Sep. 9, 2019 – Sep. 20, 2019**

Mon – Fri 8:30am – 4:30pm

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

*Subsequent Security classes will begin weekly as minimum class enrollment is achieved. Minimum enrollment is 15.*

## 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 1

**Aug. 26, 2019 – Dec. 17, 2019**

Mon / Tue  
8:00am – 2:00pm

**Total Program Fee:**

\$2,475

## INTRODUCTION TO CONSTRUCTION

This course is designed to introduce students to various career paths in the construction industry. Students become certified in OSHA Click Safety.

### INTRO CONSTRUCTION TERM 2

**Aug. 27, 2019 – Dec. 17, 2019**

Tue  
6:00pm – 8:00pm

**Total Program Fee:**

\$50

## OSHA / CLICKSAFETY CERTIFICATION

This six week course prepares students for the OSHA / ClickSafety certification. Students learn basic recognition, prevention, and abatement of accidents and safety hazards on construction sites and other industrial environments. The class is a hybrid course and students are expected to complete online assignments between class periods. The instructor is an authorized ClickSafety training provider.

### OSHA / CLICKSAFETY CERTIFICATION TERM 1

**Sep. 16, 2019 – Dec. 17, 2019**

Mon 6:00pm – 8:00pm

**Total Program Fee:** \$200

## VOCATIONAL LITERACY

Select CTE students must take a Vocational Literacy class in addition to their core program classes. This class helps students with resumes, employment portfolios, effective job searching techniques, interviewing techniques, professional attire and behavior, career development and many others skills.

### MA VOCATIONAL LITERACY

Thu 1:30pm – 2:30pm

### CNA VOCATIONAL LITERACY

Tue 1:30pm – 2:30pm

### COMPUTER APPLICATION

### VOCATIONAL LITERACY

Tue / Wed 1:00pm – 3:00pm

# ONE STOP CAREER CENTER

If you are looking for a job or exploring a new career, the MCAS One Stop Career Center provides excellent career search resources! The MCAS One Stop offers numerous employment services to all MCAS students at a single location. The MCAS Job Developer delivers workshops to help students with resumes, employment portfolios, effective job searches, interviewing techniques, professional attire and behavior, career development and many others.

The One Stop provides current job postings, access to computers, job search reference books, typing tutorials, typing certificates, ASSESS competency testing for computers, and many other services. Through the efforts of the MCAS Job Developer, many outside companies come to the Career Center and hold Job Fairs where dozens of students are hired on the spot. Over 500 students come through the MCAS Career Center every year to receive services, so please come and let us know how we can help you!

**THE U.S. CENSUS STILL NEEDS WORKERS!**  
**TO GET A JOB, CALL THE**  
**MCAS JOB DEVELOPER AT**  
**626.471.3035**



*The MCAS Job Developer leads a workshop with students just hired as U.S. Census workers.*



## COMMUNITY CLASSES

MCAS arts and crafts classes are taught by talented, successful artists. Registration for community classes is available online at: <https://monroviaas.asapconnected.com/?#CourseIndex>

### 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.

Students need to purchase a basic tool kit, clay and other materials – all of which are available from the instructor. Prices vary. A lab fee of \$10.00 will be collected at the first class session by the instructor.

#### Cost:

\$210

#### Classes to be held at:

**The MCAS Wheelhouse**

1833 Santa Fe Place  
Monrovia, CA 91016

### CERAMICS TERM 1

**Aug. 28, 2019 – Dec. 19, 2019**

Tuesday **OR** Thursday

Morning 8:30am – 11:45am

Afternoon 12:30pm – 3:45pm

Evening 6:30pm – 9:45pm

**\*\*Students who wish to attend both Tuesday and Thursday classes will need to pay for two class sessions.**



# ENGLISH AS A SECOND LANGUAGE PROGRAMS



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 3.5 hours for each class, except for ESL 6. Based on the instructional hours for each ESL level, the school expects a daytime student to progress one ESL Level in one Term, which is the same amount of time as a regular semester.

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 the entire school year.

Thus, MCAS ESL day classes are one Term in length, and night classes are for a school year in length, which is broken up into two semesters.

Following are the dates for each semester:

### Day Classes

**Term 1:** Aug. 26, 2019 to Dec. 19, 2019  
**Term 2:** Jan. 6, 2020 to April 30, 2020

### Evening Classes

**Semester 1:** Aug. 27, 2019 to Dec. 19, 2019  
**Semester 2:** Jan. 7, 2020 to April 30, 2020

**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 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

Following 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, Tue, Wed, 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, Tue, Wed, 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, Tue, Wed, 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, Tue, Wed, 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, Tue, Wed, 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, Tue, Wed, Thu 8:00am – 10:00am

## 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 Career Technical Education students who have received their certification. We hope that many students work hard to achieve this honor!

**Graduation Certificate Awarded for Program Completion**

## 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.

### Day Classes

Mon, Tue, Wed, Thu 1:00pm – 3:00pm



# GENERAL INFORMATION

## ENROLLMENT, REFUND AND DROP POLICY

### 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.

### 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 dropped off in person at our front office, faxed to (626) 471-3036, emailed to the school informational email address, or mailed to the school. If you are not hand delivering the request, a copy of your identification must be included when the form is submitted for processing. 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.

### 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 the behaviors. 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/dismissed 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.

### 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:

September 2, 2019	Labor Day
November 11, 2019	Veterans Day
November 25-29, 2019	Thanksgiving MCAS closed entire week
December 23, 2019 thru January 3, 2020	Winter Break MCAS closed two weeks

## 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://monroviadultschool.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

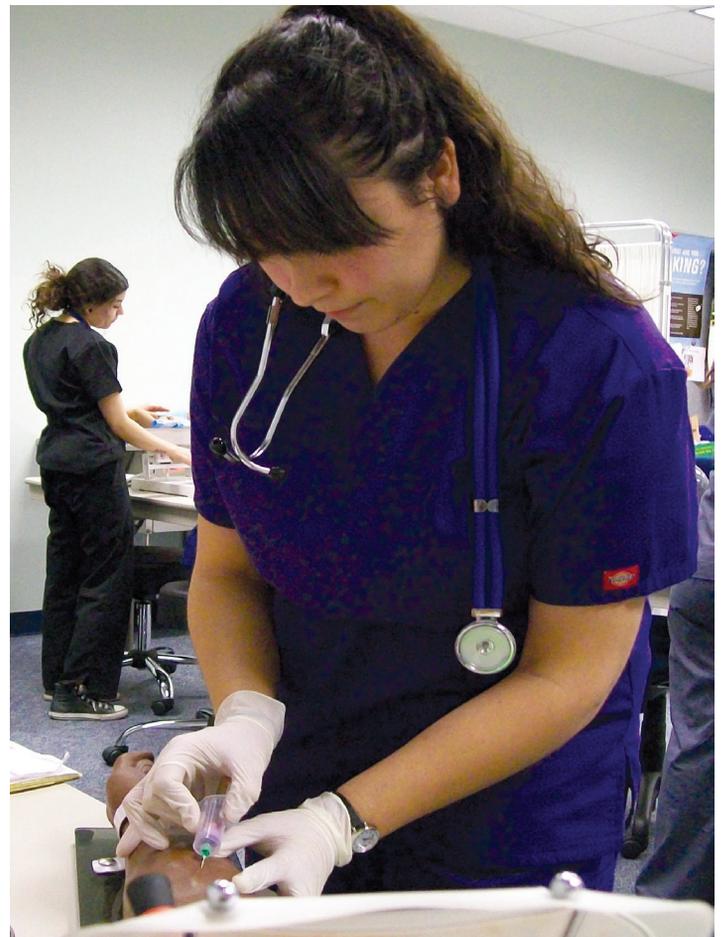
If you have a complaint or grievance, the Monrovia Unified School District (MUSD) has a uniform complaint process as required by law. If you would like to file a complaint, MUSD Board Policy 1312.1 requires that you file a written complaint with the district's superintendent. The MUSD Superintendent and the Administrators of Educational Services, Human Resources, Business Services, and Student Support Services are designated as compliance officers with Assistant Superintendent Darvin Jackson serving as the first point of contact.

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

Email complaints can be sent to designated compliance officer, Dr. Darvin Jackson, at:  
[djackson@monroviaschools.net](mailto:djackson@monroviaschools.net)

For additional assistance, you may also contact:

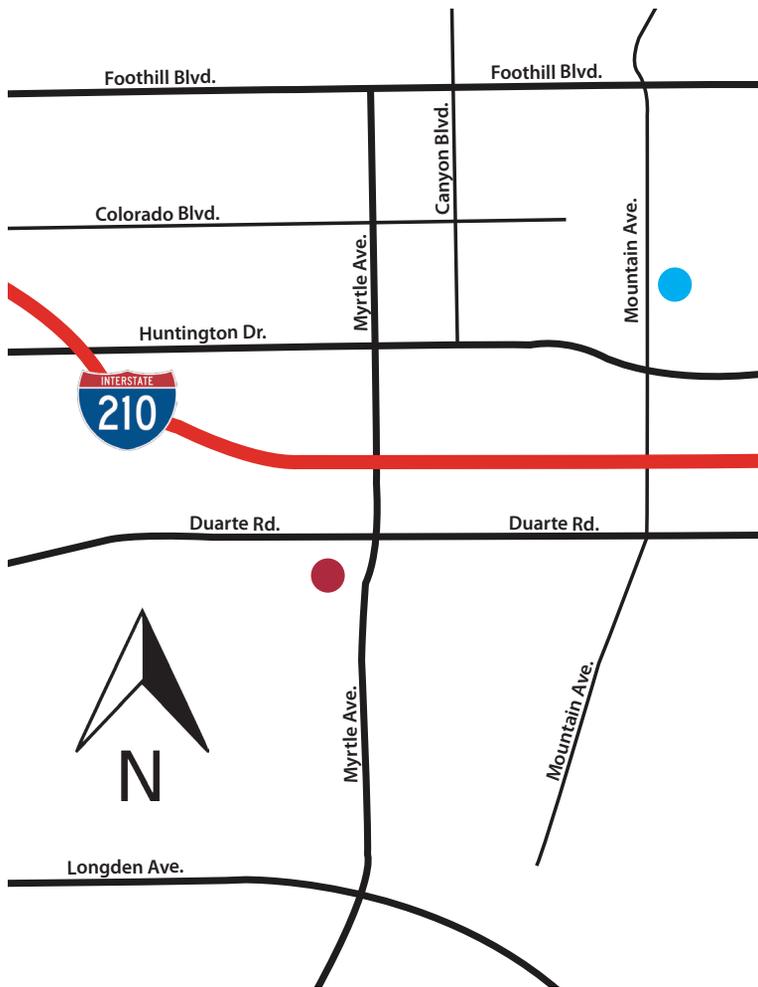
Los Angeles County Office of Education	(562) 922-6111
Legal Aid Foundation of Los Angeles	(800) 399-4529
Community Legal Center	(626) 338-5505



## ECRWSS Residential Customer

### 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 Student 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.

