

# FALL 2021

## COURSE CATALOG

Aug. 23, 2021 – Dec. 17, 2021



920 S. Mountain Ave., Monrovia, CA 91016

[www.monroviaadultschool.com](http://www.monroviaadultschool.com)

626.471.3035 • 626.471.3036 fax



BUILDING FUTURES  
TRANSFORMING LIVES



OPEN SAFELY

# Welcome to Monrovia Community Adult School!



## Message from the Director of Adult Education

Monrovia Unified School District (MUSD) and Monrovia Community Adult School (MCAS) are following California and Los Angeles County Department of Public Health (DPH) guidelines which are informed by the Center for Disease Control (CDC) "Guidance for COVID-19 Prevention in K-12 Schools" updated July 9, 2021. The foundational principle of the CDC, California, and County guidance is "students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority."

Thus, at this time, we are endeavoring to open all MCAS programs in 2021-22 and attempting to conduct them via in-person instruction. As California guidelines explain, "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented." Links to state and CDC guidelines are below:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

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

While I am excited for Monrovia Community Adult School's return to in-person instruction for the 2021-22 school year, I understand the gravity and complexity of the district's decision to do so. While many of us are eager to return to in-person instruction, we know that many students will have safety concerns.

Please know the MUSD district office and I are committed to the safety of all MCAS students and staff. To ensure the safety of all, MCAS will implement numerous Safety Measures which are outlined on page 14 of this catalog.

Our commitment to safely open during the pandemic 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 Action Plan and protocols, **no COVID-19 transmissions occurred on our campus**.

With safety protocols in place in 2021-22, MCAS will continue to provide quality, rigorous programs. 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. 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.

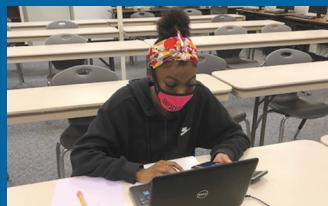
We are excited that MUSD has a new Superintendent of Schools, Dr. Ryan Smith. Dr. Smith has extensive knowledge of adult education programs and we know we have an excellent partner in him. We are very fortunate that the Monrovia Board of Education and the Monrovia Unified School District have continually provided strong financial support and leadership to Monrovia Community Adult School. These have been very trying times, and the support and assistance of our Board and district office has allowed this school to prepare coming back in-person.

MCAS remains a vital part of the Citrus College Adult Education Consortium (CCAEC) working 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.ccadulted.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 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

A+ Certification and 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.

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.

**(To receive No Cost financial aid MCAS expects students to gain employment in the 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

MCAS intends to begin the 2021-22 school year operating Academic programs with in-person support and instruction of its online courses. Curriculum for MCAS high school diploma classes, high school equivalency test prep, and basic academic courses is accessed online with Edgenuity or through contracts 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 the MCAS instructor during his 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 are 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

#### TERM 1 DAY

**Aug. 23, 2021 – Dec. 17, 2021**

Mon, Tue, Wed, Thu, Fri  
8:00am - 12:00pm

#### TERM 1 NIGHT

**Aug. 24, 2021 – Dec. 16, 2021**

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, but with some one-on-one and small group direct, in-person instruction. (As mentioned, where possible teachers will attempt to meet virtually as their schedules permit.) 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 counselors. Ms. Macchia is the daytime counselor and Ms. Luna is our nighttime counselor. You will meet with either Ms. Macchia or Ms. Luna (depending on whether or not you are a daytime student or nighttime student) 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.



## HIGH SCHOOL EQUIVALENCY

Monrovia Community Adult School is an ETS 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

#### TERM 1 DAY

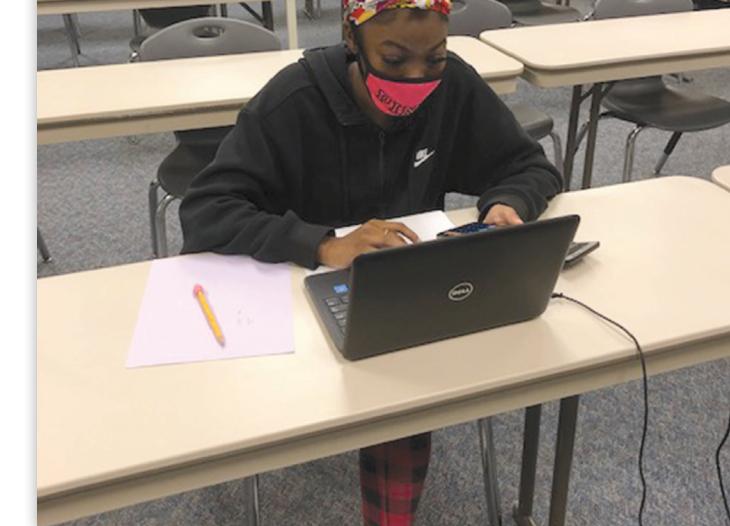
**Aug. 23, 2021 – Dec. 17, 2021**

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

#### TERM 1 NIGHT

**Aug. 24, 2021 – Dec. 14, 2021**

Tue  
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. 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 in-person 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. 23, 2021 – Dec. 17, 2021**

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

#### TERM 1 NIGHT

**Aug. 24, 2021 – Dec. 14, 2021**

Tue / Thu  
6:00pm – 8:00pm

## ABE MATH 1, 2, 3

#### TERM 1 DAY

**Aug. 23, 2021 – Dec. 17, 2021**

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

#### TERM 1 NIGHT

**Aug. 24, 2021 – Dec. 14, 2021**

Tue / Thu  
6:00pm – 8:00pm

# CAREER TECHNICAL EDUCATION PROGRAMS



## MEDICAL PROGRAMS

In the summer of 2020, Monrovia Community Adult School was the first public school in Los Angeles County to open a classroom after the County shutdown all schools due to COVID-19. Throughout last school year, MCAS held in-person training for the hands-on skills portions of its Career Technical Education programs as was allowed by Los Angeles County Department of Public Health. During the 2020-21 school year, MCAS had zero transmissions of COVID-19 to students from the programs held on its campus.

While the pandemic still complicates the delivery of educational programs, MCAS is prepared to deliver its CTE training programs safely and 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 following the MCAS One Student per Classroom testing protocols noted on page 3. Following are the medical programs MCAS offers during the COVID-19 pandemic:

### 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 in a long-term care facility.

#### PRE-CERTIFICATION CNA TERM 1

Aug. 2, 2021 – Aug. 20, 2021

Mon, Tue, Wed, Thu

Aug. 23, 2021 – Sep. 30, 2021

Mon, Tue, Wed, Thu

Oct. 4, 2021 – Oct. 7, 2021

Mon, Tue, Wed, Thu

#### PRE-CERTIFICATION CNA TERM 2

Oct. 11, 2021 – Oct. 29, 2021

Mon, Tue, Wed, Thu

Nov. 1, 2021 – Dec. 17, 2021

Mon, Tue, Wed, Thu

Fri. (Nov. 12 and Dec. 17)

Jan. 3, 2022 – Jan. 7, 2022

Mon, Tue, Wed, Thu

Total Program Fee: \$2,950 per term

**Classroom / Theory**  
8:00am – 2:30pm

**Clinical**  
**(in classroom Term 1)**  
8:00am – 2:30pm

**License Exam Prep**  
8:00am – 1:00pm

**Classroom / Theory**  
8:00am – 2:30pm

**Clinical**  
7:00am – 1:30pm  
7:00am – 1:30pm

**License Exam Prep**  
8:00am – 1:00pm

## CLINICAL MEDICAL ASSISTING – BACK OFFICE/FRONT OFFICE

The MCAS Medical Assisting 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 requires some curriculum to be delivered in a hybrid manner to free up student schedules to start the externship before the end of training. Front Office also requires Medical Math which is delivered virtually.

Students can enroll as late as December 6, 2021 when the Back Office portion begins. December enrollees would complete Front Office portion beginning March 21, 2022.

### MA PROGRAM

#### CLINICAL MEDICAL ASSISTING FRONT OFFICE – TERM 1

Sep. 13, 2021 – Nov. 18, 2021

Mon, Tue, Wed, Thu

8:30am – 12:30pm

#### CLINICAL MEDICAL ASSISTING FRONT OFFICE – TERM 2

March 21, 2022 – June 2, 2022

Mon, Tue, Wed, Thu

8:30am – 12:30pm

#### CLINICAL MEDICAL ASSISTING BACK OFFICE

Dec. 6, 2021 – March 17, 2022

Mon, Tue, Wed, Thu

8:30am – 12:30pm

**Fee:**

\$3,625 per term

## 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 to 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 has always been a program 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 1

Sep. 4, 2021 – Jan. 22, 2022

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 JOBS ARE ESSENTIAL CRITICAL INFRASTRUCTURE JOBS!



During the pandemic, the California Public Health Officer has designated a list of Essential Critical Infrastructure sectors and, therefore, the workers in these sectors have been designated as critical to protect the health and well-being of all Californians. When Governor Newsom issued Executive Order N-33-20 ordering Californians to shelter in place, individuals who worked Essential Critical Infrastructure sectors were able to continue working and faced less economic hardship.

One Essential Critical Infrastructure sector is the Emergency Services Sector (ESS). Most ESS workers are public employees who provide a wide range of prevention, preparedness, response, and recovery services during both day-to-day operations and emergency incident response (e.g. police and fire departments). However, this sector also includes private security organizations, **and these organizations need employees!** MCAS works closely with numerous security firms to connect them to qualified candidates. 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 provide excellent customer service for security firm clients.

MCAS has a public-private partnership to provide the highest quality instruction for students. This partnership means that many classes are held away 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. More than 90% of students are hired with an MCAS partner security firm before they begin training. Cost of the program includes course curriculum, LiveScan background check, and BSIS application fee.

### SECURITY OFFICER ENROLLMENT ONGOING

**Classes offered:** Various Locations

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 specialty training to properly use a baton, pepper spray, and firearms. Successful graduates become certified and registered by BSIS as a security guard, earn a BSIS Baton Permit, BSIS Pepper Spray Permit, and a BSIS Firearms permit. Graduates qualify as an entry level armed security guards. *Please note part of the second week of training takes place on a firing range.* Cost of the program includes course curriculum, LiveScan background check, BSIS application fee, range fees, and ammunition.

### SECURITY OFFICER ENROLLMENT ONGOING

**Classes offered:** Various Locations

Check with the MCAS office for enrollment dates and locations.

**Total Program Fee:**

\$3,995

## SECURITY OFFICER – 16 HOUR ONLINE

This is a 16 hour online training program that prepares students to pass the California Bureau of Security and Investigative Services (BSIS) exam and earn a guard card. This program delivers all instruction online due to the current pandemic. In addition to the 8 hours of instruction in BSIS Power to Arrest Courses, students complete two of the 4 hour Mandatory Courses BSIS requires guards to complete within thirty (30) days of starting employment. The 16 hour program addresses the following security topics: powers to arrest, weapons of mass destruction, public relations, and observation & documentation. 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. More than 90% of MCAS students are hired with an MCAS partner security firm before they begin training. Cost of the program includes course curriculum, LiveScan background check, and BSIS application fee.

### SECURITY OFFICER – 16 HOUR ONLINE

**Classes offered:** Virtually

Sep. 21, 2020 – Sep. 25, 2020

**Total Program Fee:** \$895

## SECURITY OFFICER – 16 HOUR

This is the in-person version of the MCAS Security Officer – 16 Hour Online training program. MCAS will offer this program in person once the COVID-19 pandemic passes and the County Public Health Officer allows face-to-face instruction at Institutes of Higher Education.

### SECURITY OFFICER – 16 HOUR

**Date TBD\***

**Total Program Fee:** \$995

*\*Contact our office to learn when the next Hybrid Armed Security Officer program will be held.*

## SECURITY OFFICER – 8 HOUR ONLINE

This is an 8 hour online training program that prepares students to pass the California Bureau of Security and Investigative Services (BSIS) exam and earn a guard card. This program delivers all instruction online due to the current pandemic. The course provides the minimum 8 hours of instruction in the BSIS Power to Arrest Courses for students to be eligible for a guard card. The 8 hour program covers powers to arrest and weapons of mass destruction. Other BSIS Mandatory Courses must be completed within thirty (30) days of starting employment. Successful graduates become registered by BSIS as a security guard and work as an entry level guard. More than 90% of MCAS students are hired with an MCAS partner security firm before they begin training. Cost of the program includes course curriculum, LiveScan background check, and BSIS application fee.

### SECURITY OFFICER – 8 HOUR ONLINE

**Classes offered:** Virtually

Sep. 21, 2020

**Total Program Fee:**

\$695

## SECURITY OFFICER – 8 HOUR

This is the in-person version of the MCAS Security Officer – 8 Hour Online training program. MCAS will offer this program in person once the COVID-19 pandemic passes and the County Public Health Officer allows face-to-face instruction.

### SECURITY OFFICER – 8 HOUR

**Date TBD\***

**Total Program Fee:**

\$595

*\*Contact our office to learn when the next Hybrid Armed Security Officer program will be held.*



# COMPUTER CLASSES

## ONLINE A+ CERTIFICATION INTRO TO CYBERSECURITY

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 in-person and curriculum is accessed through an official CompTIA online platform. This is the beginning course on the path to earning a Security+ certification. 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

Total Program Fee: \$3,760

### A+ CERTIFICATION TERM 1

Sep. 20, 2021 – Dec. 17, 2020

Tue / Thu 6:00pm – 9:00pm

### BASIC COMPUTERS

The MCAS Basic Computers course is a 16-week, open enrollment program that covers Microsoft Windows, Internet use, AND client-based and web-based software applications so that students can be successful with 21st century technology. The program is delivered in a hybrid manner: direct instruction is provided through in-person and virtual workshops and curriculum and assignments are accessed

through the MCAS online Learning Management System. Because of the hybrid nature of the class, students with a variety of skill levels can take the class and get personalized assistance from the instructor to be successful.

Students learn to operate MS Windows, to effectively navigate the Internet, to use key Microsoft Office 2013 applications (Word, Excel, and PowerPoint), and to use the Google Suite of products. Students also learn to make an employment portfolio (resume, cover letter, email template, references, and work samples). Enrollment is open as students can enter the program and stay for 16 weeks to learn all modules.

### BASIC COMPUTERS – ONGOING ENROLLEMENT

Workshops offered: In-person / Virtually

August 27, 2021

Tue 1:30pm – 3:30pm

Thu 1:30pm – 3:30pm

Fri 8:15am – 12:00pm

Total Program Fee: \$100

## INTRODUCTION TO ACCOUNTING - ONLINE

This class helps students seek entry level employment in accounting or as a starting point to those who would like to pursue a career in business administration. Students learn basic accounting principles and how to apply those principles to financial problem-solving and bookkeeping skills. \$75 Textbook deposit required.

### ONLINE INTRODUCTION TO ACCOUNTING TERM 1

Classes offered: Mountain Campus

Sep. 21, 2021 – Dec. 14, 2021

Tue 6:00pm – 9:00pm

Total Program Fee:

\$25

# 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. Cost of the program includes the purchase of a basic tool kit. Students must also purchase bags of clay online at the price of \$10.00 and show the receipt of purchase to the instructor to receive clay.

### Cost:

\$250

### Classes to be held at:

The MCAS Wheelhouse

1833 Santa Fe Place  
Monrovia, CA 91016

### CERAMICS TERM 1

Aug. 24, 2021 – Dec. 17, 2021 Tuesday OR Thursday

Morning 8:30am – 11:45am

Afternoon 12:30pm – 3:45pm

Evening 6:30pm – 9:45pm

\*Due to the pandemic, 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.

# ENGLISH AS A SECOND LANGUAGE PROGRAMS



MCAS is following California and Los Angeles County DPH guidelines which are informed by the Center for Disease Control (CDC) "Guidance for COVID-19 Prevention in K-12 Schools" updated July 9, 2021. The foundational principle of the CDC, California, and County guidance is "students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority." MCAS strongly believes this is true for our ESL students.

Therefore, at this time, MCAS 2021-22 ESL programs will be offered via in-person instruction. As California guidelines explain, "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are fully implemented." Page 14 shows all of the safety protocols MCAS is following and we believe will continue to keep our students safe.

## ESL CLASS LENGTHS AND DATES

MCAS daytime ESL classes are 3.5 hours for each class. 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. 23, 2021 to Dec. 16, 2021

Term 2: Jan. 3, 2022 to April 28, 2022

### Evening Classes

Semester 1: Aug. 24, 2021 to Dec. 16, 2021

Semester 2: Jan. 4, 2022 to April 27, 2022

### 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.

## ESL 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

##### Night Classes

Tue / Thu      6:00pm-9:30pm

## 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.

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 is following all California and Los Angeles County required procedures for the reopening of schools. Additionally, MCAS is implementing the following mitigation protocols recommended by Los Angeles County:

1. All individuals enter the MCAS building must wear a mask at all times.
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 13.
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 every 2-3 hours.
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 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.

### 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:

September 6, 2021	Labor Day
November 11, 2021	Veteran's Day
November 22, 2021 thru November 27, 2021	Thanksgiving Break MCAS closed for one week
December 20, 2021 thru December 31, 2021	Winter Break MCAS closed for 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://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. Complaint forms are available in the front office.

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 or Deputy Superintendent of Human Resources  
*Compliance Officer for Personnel*

Assistant Superintendent, Educational Services  
*Compliance Officer for Instructional Materials*

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

Chief Business Officer  
*Compliance Officer for Facilities*

The district address is:

MUSD 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





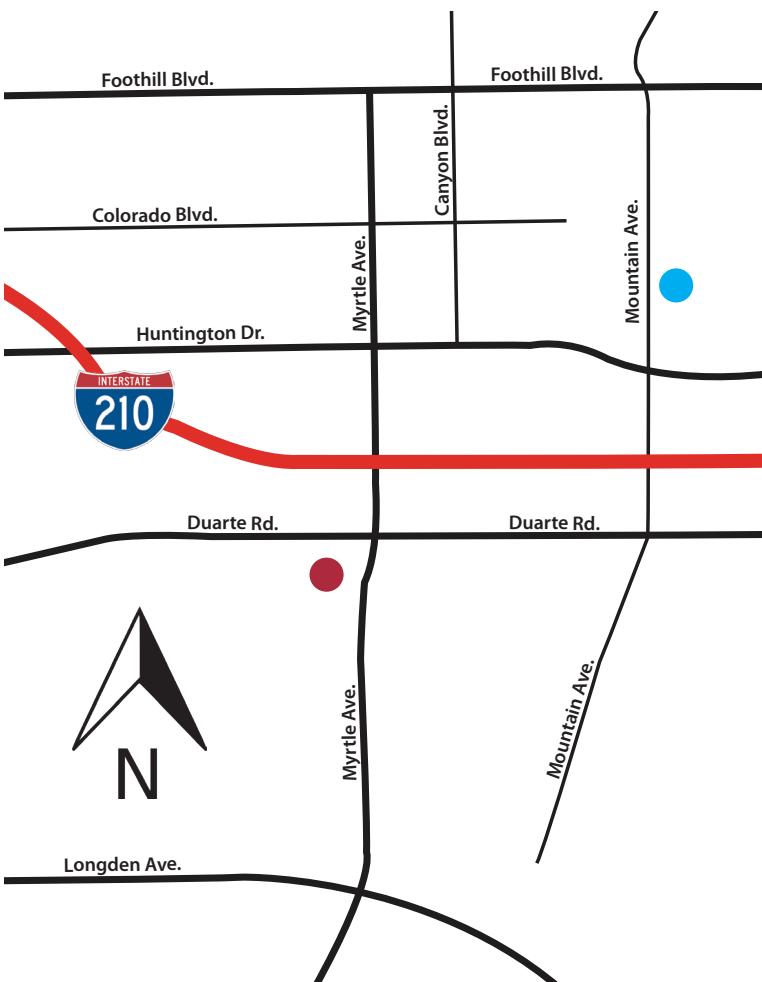
920 S. Mountain Ave.  
Monrovia, CA 91016

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## 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.

