

# SPRING 2024 COURSE CATALOG

January - May 2024

SCAN FOR  
DIGITAL EDITION



# MONROVIA

COMMUNITY ADULT SCHOOL

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

**MCAS  
CAREER CENTER  
NOW OPEN!**  
ACCESS LA COUNTY  
AJCC SERVICES!



## BUILDING FUTURES



## TRANSFORMING LIVES



# Welcome to Monrovia Community Adult School!



Mr. John Russell  
Interim Director of Adult Education  
for Monrovia Unified School District

## Message from the Interim Director of Adult Education

I am so very blessed to have the opportunity to serve as the Interim Director for Adult Education and to lead this amazing institution. 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 offering 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 career technical education (CTE) training, career development education, English as a Second Language (ESL), basic education, and high school diploma and equivalency.

I am excited to report that MCAS enrollment is approaching 2018-19 pre-pandemic levels. The 2022-23 school year saw unduplicated enrollment exceed 2019-20 levels and approach 2018-19 levels. While enrollment has increased, participation rates in core MCAS ESL, CTE, and Academic programs increased above 85% this past program year due to the focused efforts to retain students by faculty and staff.

MCAS is a strong hub for regional workforce development. MCAS partners with dozens of regional businesses and employers and offer Job Fairs and hiring events to hundreds of potential employees. MCAS annually works with six Los Angeles County Workforce Development Boards (WDBs) and nearly 20 America's Job Centers of California (AJCCs) to provide Workforce Innovation and Opportunity Act (WIOA) services to hundreds of

LA County residents. These partnerships ensure that hundreds of students enrolled in CTE programs pay nothing for their classroom training. I can confidently state that no adult school in California is as effective as MCAS in partnering with WIOA Title I workforce agencies.

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. 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. Many MCAS ESL students graduated from the ESL program and also 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 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 the school can provide support to address those gaps

All English Learner CTE students who score below the 9th grade level on the entrance exam are **required** to take a concurrent Vocational ESL class.

## CAREER TECHNICAL ENTRANCE REQUIREMENTS

### Required Minimum Scores by CTE Program\*

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

### Programs that Require HS Diploma or Equivalency

A+ Certification, Peer Support Specialist, Pharmacy Technician

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

## STEPS TO ENROLL

### ENGLISH AS A SECOND LANGUAGE ENROLLMENT

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

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

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

### 英語班註冊手續

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



### HS DIPLOMA / HS EQUIVALENCY / BASIC EDUCATION ENROLLMENT

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

### CAREER TECHNICAL ENROLLMENT

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

**(To receive No Cost financial aid, MCAS expects students to gain employment in the program area for which they are training within 30 days of completion.)**

### CTE FINANCIAL AID

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

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



# ACADEMIC PROGRAMS



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

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

MCAS offers a variety of academically rigorous courses that meet all students' educational goals and 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.

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

### HIGH SCHOOL DIPLOMA

#### Class to be held at:

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

#### TOTAL PROGRAM FEE: FREE\*

\* Upon completion of the program, students pay a graduation fee of \$30.

#### TERM 2 DAY

**Jan. 8, 2024 – May 23, 2024**

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

#### TERM 2 NIGHT

**Jan. 9, 2024 – May 23, 2024**

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 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 an MCAS counselor. You will meet with the counselor, review your transcripts and create an academic action plan to better reach your goals.

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





Monrovia Community is an official HiSET Testing Center



## HIGH SCHOOL EQUIVALENCY - HiSET

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

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

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

### Class to be held at:

#### Main Campus (MTN)

920 South Mountain Ave.  
Monrovia, CA 91016

### TOTAL PROGRAM FEE: FREE\*

\* PSI charges a fee to take the HiSET exam. However, MCAS students who complete 12 hours of instruction and a CASAS pre- and post-test will pay nothing for the test.

### TERM 2 DAY

Jan. 8, 2024 – May 23, 2024

Mon, Tue, Wed, Thu, Fri  
9:00am - 11:00am

### TERM 2 NIGHT

Jan. 9, 2024 – May 23, 2024

Tue / Thu  
6:00pm – 8:00pm



## ADULT BASIC EDUCATION COURSES

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

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

To provide additional academic support to MCAS CTE students, MCAS offers Medical Math in addition to ABE courses. Instruction and curriculum for Medical Math are delivered online.

### Classes to be held at:

#### Main Campus (MTN)

920 South Mountain Ave.  
Monrovia, CA 91016

### TOTAL PROGRAM FEE: FREE

## ABE ENGLISH LANGUAGE ARTS 1, 2, 3

### TERM 2 DAY

Jan. 8, 2024 – May 23, 2024

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

### TERM 2 NIGHT

Jan. 9, 2024 – May 23, 2024

Tue / Thu  
6:00pm – 8:00pm

## ABE MATH 1, 2, 3

### TERM 2 DAY

Jan. 8, 2024 – May 23, 2024

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

### TERM 2 NIGHT

Jan. 9, 2024 – May 23, 2024

Tue / Thu  
6:00pm – 8:00pm



# CAREER TECHNICAL EDUCATION PROGRAMS



## MEDICAL PROGRAMS

MCAS offers quality medical programs with excellent certification pass rates and job attainment results at much lower costs than private colleges. 97% of our students receive financial aid with 82% qualifying for training at no cost.

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

Following are the medical programs MCAS offers:

### NURSE ASSISTANT PRE-CERTIFICATION CNA

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

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

#### Class requirements:

96 hours of theory in the classroom

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

*Students must also attend Career Readiness workshops on Wednesdays from 1:30pm to 2:30pm.*

#### PRE-CERTIFICATION CNA TERM 3

**Jan. 8, 2024 – Jan. 25, 2024**

Mon, Tue, Wed, Thu\*

**Classroom / Theory**

8:00am – 2:30pm

**Jan. 29, 2024 – Mar. 7, 2024**

Mon, Tue, Wed, Thu\*

**Clinical**

7:00am – 1:30pm

**Mar. 11, 2024 – Mar. 14, 2024**

Mon, Tue, Wed, Thu

**License Exam Prep**

8:00am – 1:00pm

*\* Four Friday Sessions: January 12, January 19, February 16, and February 23*

#### PRE-CERTIFICATION CNA TERM 4

**Mar. 18, 2024 – Apr. 11, 2024**

Mon, Tue, Wed, Thu

**Classroom / Theory**

8:00am – 2:30pm

**Apr. 15, 2024 – May 23, 2024**

Mon, Tue, Wed, Thu\*

**Clinical**

7:00am – 1:30pm

**May 28, 2024 – May 30, 2024**

Mon, Tue, Wed, Thu

**License Exam Prep**

8:00am – 1:00pm

*\* Two Friday Sessions: March 22 and May 17*

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

**Monrovia Community Adult School is a provider of Certified Nurse Assisting Continuing Education Units (CEUs). Please contact the school for more information on how to register as well as dates and times.**



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

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

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

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

The 2023-24 Clinical Medical Assisting program registration period has closed for this school year. We are enrolling students now for the Fall 2024 term, to begin in late August 2024. Please contact the front office at (626) 471-3035 to set up an appointment for assessment.

Most of our students qualify for complete financial aid. Register at the MCAS No Cost Training website to start the financial aid application process.

<http://nocosttraining.org/>



## 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 training 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.

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

### PHARMACY TECHNICIAN TERM 2

**Jan. 13, 2024 – May 18, 2024** Sat 8:00am – 4:30pm

**Online** 12-20 hours per week

**Total Program Fee:** \$2,995

## 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.

### HOME CARE AIDE ENROLLMENT IS OPEN AND ONGOING

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



# CAREER TECHNICAL EDUCATION PROGRAMS

## BUILDING FUTURES: CONSTRUCTION TRAINING PROGRAM

Monrovia Community Adult School and Habitat for Humanity are providing a pathway to work in Construction through the Building Futures Program!

Earn money while you learn the trade skills to successfully work in the Construction Industry!

Building Futures is a comprehensive program that creates a robust pathway to life-sustaining employment in the construction industry. Building Futures is a collaboration between industry, education, and workforce development that provides participants with wrap-around services including:

- No-cost classroom training
- Work clothes and tools
- Paid work experience and job placement assistance

Participants must qualify for federal Workforce Innovation and Opportunity Act (WIOA) funds, be a Los Angeles County resident, be unemployed or working less than 20 hours per week, and have right-to-work documents. Males must have registered for selective service (you can check at [www.sss.gov](http://www.sss.gov)).

The Construction Training Program curriculum includes plan reading, understanding safe operation of hand tools, wall framing, window installation, roof truss and roof installation, siding installation, interior trim, and finishing carpentry skills. Assignments include reading assignments, tests, and hands-on projects. Students become certified in OSHA Click Safety.

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

### CONSTRUCTION TERM 2

#### Dates determined when class meets enrollment minimum

Mon, Tue, Wed 8:00am – 3:00pm MCAS Skills Center  
Thu, Fri 8:00am – 3:00pm On-Site

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

## SECURITY FIRMS ARE HIRING!

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

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

## SECURITY OFFICER

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

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

### SECURITY OFFICER ENROLLMENT ONGOING

Check with the MCAS office for enrollment dates / locations.

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

## SECURITY OFFICER – ARMED

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

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

### SECURITY OFFICER ENROLLMENT ONGOING

Check with the MCAS office for enrollment dates / locations.

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



# MCAS CAREER CENTER

## ***Come visit the MCAS Career Center!***

If you are job seeker wanting a new career or a local business searching for new employees, the MCAS Career Center provides excellent resources for you. The MCAS Career Center Specialist offers workshops on resumes, employment portfolios, effective job searches, professional attire and behavior, interviewing techniques, and other critical employment soft skills. Businesses can post jobs and participate in MCAS Job Fairs.

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

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

The AJCC system provides education, training programs, and support services so job seekers find careers. AJCCs can subsidize wages through various programs, upskill training, and can offer other resources so employers find and retain skilled workers. AJCCs connect job seekers to businesses so that this region can compete in a global economy.



### **LA COUNTY AJCCS WILL BE AVAILABLE BY APPOINTMENT AT THE MCAS CAREER CENTER AND OFFER THE FOLLOWING SERVICES:**

#### **JOB SEEKERS**

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

#### **BUSINESSES / NON-PROFITS**

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

## **COME UTILIZE THIS AMAZING COMMUNITY RESOURCE!**



# CAREER TECHNICAL EDUCATION PROGRAMS

## ONLINE A+ CERTIFICATION / COMPUTER TECHNICIAN

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

**ONLINE A+ CERTIFICATION**  
**Classes offered: Virtual**

**TERM 2 A+ CERTIFICATION**  
**Feb. 6, 2024 – May 2, 2024**  
Tue / Thu 6:00pm – 9:00pm

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

## BASIC COMPUTERS

The MCAS Basic Computer program is a 16-week course that helps students access very basic computer technology: turning on a computer, understanding basic Windows, accessing files, basic internet navigation, and setting up a Gmail account, among other rudimentary tasks. As students progress, they learn some MS Office and Google Suite applications at an elementary level.

**BASIC COMPUTERS**  
**Workshops offered:**  
**Mountain Campus & Virtual**

**Jan. 16, 2024 – May 9, 2024**  
Tue / Thu 1:00pm – 3:00pm

**Total Program Fee: \$100**

## MEDI-CAL PEER SUPPORT SPECIALIST

The MCAS Medi-Cal Peer Support Specialist Training program is a five-week, 88-hour program that prepares individuals to pass the California Mental Health Services Authority (CalMHSA) Peer Support Specialist certification exam and to work as a Peer Support Specialist with an approved provider who treats clients with mental health and substance use disorder issues.

The course facilitates student understanding and application of the 17 California Core Competencies for Peer Support Specialists. These competencies include, but are not limited to: the concepts of hope, recovery, and wellness; the role of advocacy, trauma-informed care, group facilitation skills, professional boundaries and ethics, navigation of, and referral to, other services, documentation skills and standards, confidentiality, and digital literacy. The program also prepares individuals for employment opportunities, including study and test-taking skills, job application and résumé preparation, interviewing, and other potential requirements for employment. There are two mandatory in-person class sessions on the first and last day of each term.

The class is taught by a highly qualified, California-credentialed instructor who is a certified Medi-Cal Peer Support Specialist and who has a Substance Abuse Prevention and Control (SAPC) certification and a Master's degree.

Individuals who complete the training and pass the CalMHSA certification exam support treatment professionals to help individuals overcome life problems caused by mental health and substance use disorder. A Peer Specialist works at a sober-living facility, in an outpatient treatment center, in the field, or in other settings supporting the coaching, linkage, and skill-building of individuals with treatment needs. They promote skill building for individuals in the areas of socialization, recovery, self-sufficiency, and self-advocacy.

This is a hybrid class with two in-person classroom instructional days and the balance of days being conducted virtually. Program assignments are accessed online through a learning management system (LMS). Living-experienced individuals are encouraged to participate in training, but it is not a requirement.

**MEDI-CAL PEER SUPPORT SPECIALIST**  
**Classes offered:**

**Hybrid Delivery**

**TERM 3 MEDI-CAL PEER SUPPORT SPECIALIST**  
**Dates determined when class meets enrollment minimum**

Tue / Thu 3:00pm – 6:00pm  
Fri 1:00pm – 4:00pm

**TERM 4 MEDI-CAL PEER SUPPORT SPECIALIST**  
**Dates determined when class meets enrollment minimum**

Tue / Thu 3:00pm – 6:00pm  
Fri 1:00pm – 4:00pm

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



# 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 beginner to advanced will learn all aspects of ceramics, functional and sculptural, from highfire to raku.

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

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

### Classes to be held at:

**The MCAS Wheelhouse**

1833 Santa Fe Place, Monrovia, CA 91016

### CERAMICS TERM 2

**Jan. 9, 2024 – May 2, 2024**

Tuesday **OR** Thursday

Morning 9:00am – 12:00am

Afternoon 1:00pm – 4:00pm

Evening 6:00pm – 9:00pm

\* Students must only attend the day/time they have paid for. Students who wish to attend classes outside of their day/time must enroll in the additional class times and pay for the class meetings.

**Cost: \$275**

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

## ENGLISH AS A SECOND LANGUAGE

MCAS offers all levels of English as a Second Language (ESL) classes during the day and at night to help students become proficient in English. MCAS includes English Learner (EL) Civics units in all ESL classes to assist students so they can better navigate a variety of governmental, educational, and workplace systems. MCAS provides a Citizenship program, to help students pass the Citizenship test and become a U.S. citizen and a Conversation 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.

Following are the dates for each semester:

### Day Classes

#### Spring Term 2:

**January 8, 2024 to May 23, 2024**

### Evening Classes

#### Spring Term 2:

**January 9, 2024 to May 23, 2024**

**Total Program Fee: FREE**

## EL CIVICS

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



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



# ENGLISH AS A SECOND LANGUAGE PROGRAMS



## ESL LEVELS

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

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

## COURSES OFFERED

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

### ESL 1 - BEGINNING LITERACY

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

### *Certificate Awarded for Level Completion*

#### Day Classes

Mon - Thu  
8:15am - 11:45am

#### 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 - 11:45am

#### 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 - 11:45am

#### 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 - 11:45am

#### 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 - 11:45am

#### 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 - 11:45am

### 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 Completion**

#### Day Classes

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

### ESL CONVERSATION

In the English Conversation class, students will build confidence in speaking about everyday topics, current news issues, and other subjects of interest to the class. Students will have the opportunity to improve their fluency through individualized pronunciation practice.

**For ESL Levels 3 - 6.**

#### 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.

**For ESL Levels 3 - 6.**

#### Day Classes

Mon / Wed 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.

### 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. To obtain GED test records, please contact the testing service directly at [ged.com/transcripts/](http://ged.com/transcripts/).

### 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, 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 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:

January 15, 2024	Martin Luther King, Jr. Day
February 12, 2024	Lincoln's Birthday
February 19, 2024	Presidents' Day
March 29, 2024	Cesar Chavez Day
April 1, 2024 thru April 5, 2024	Spring Break MCAS closed for one week
May 24, 2024	Local Recess
May 27, 2024	Memorial Day
June 19, 2024	Juneteenth

## STUDENT SURVEYS

We want to know how we are doing! MCAS has a Student Satisfaction survey at the time you register about the registration process and we have a Student Satisfaction survey at the end of each program about the campus and your program. Please complete the surveys so that we can better serve you. If you need assistance with the surveys, 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. This complaint procedure is used to address student complaints of discrimination (based on age, sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, or disability), harassment, or school failure to comply with state and/or federal law.

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

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

Superintendent of Schools

Assistant Superintendent of Human Resources  
*Compliance Officer for Personnel*

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

For additional assistance, you may also contact:

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







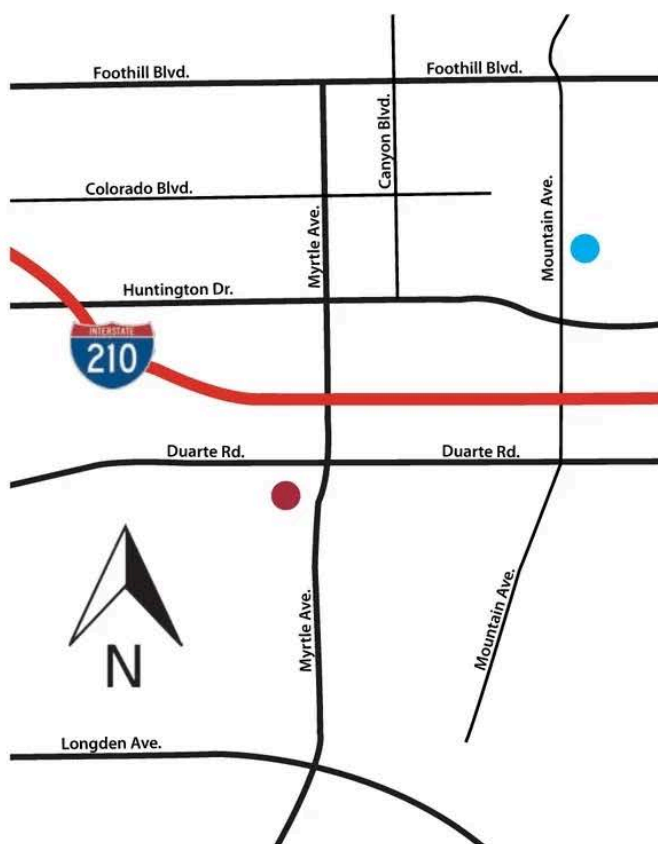
920 S. Mountain Ave.  
Monrovia, CA 91016

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### MISSION STATEMENT

*The Monrovia Community Adult School offers a variety of educational programs that empower students from diverse backgrounds to gain life-sustaining employment, transition to further education, and achieve their personal learning goals.*



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

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

## MCAS Schoolwide Learner Outcomes All MCAS Students Become

### Problem Solvers who:

- Approach new situations, evaluate options, and adapt.
- Use creative and critical thinking skills.

### Lifelong Learners who:

- Set short-term and long-term goals.
- Take responsibility to acquire new skills and knowledge.

### Effective Communicators who:

- Acquire reading, writing, listening, speaking, and technological skills.
- Interact with others effectively and responsibly across multiple forms of communication.

### Economic Participants who:

- Attain skills and knowledge to become employable.
- Contribute productively to the local community and economy.



**[www.monroviaadultschool.com](http://www.monroviaadultschool.com) • (626) 471-3035**