

Long Beach School for Adults Job Training Classes



SCHEDULE OF CLASSES - Fall 2011

REGISTRATION BEGINS AUGUST 30, 2011

FALL SEMESTER BEGINS SEPTEMBER 7, 2011



Job Training Classes for Adults

LONG BEACH UNIFIED SCHOOL DISTRICT
3701 E. WILLOW STREET, LONG BEACH, CA 90815

(562) 595-8893 WWW.LBSCHOOLS.NET/LBSA

To Enroll

- Fall 2011 Registration **begins August 30, 2011**
- Adults are welcome to enroll by visiting the Long Beach School for Adults Counseling Office.
- Purchase of a book and/or uniform or other materials may be required.
- No refunds will be given after the second class meeting.
- We accept cash and Visa/MasterCard.

OFFICE HOURS

Mondays, Tuesdays, Wednesdays, Thursdays: **8:00 AM - 2:00 PM**

Fridays: **8:00 AM - noon**

Note: The Counseling Office is closed on Saturdays and Sundays.

PRIORITY, CANCELLATION AND DROP PROCEDURES

- **Enrollment is on a “first-come, first-served” basis.** Completion of the application form does not guarantee a place in the class. Adult students must pay a fee and attend the first class session to complete enrollment.
- The program is supported by taxpayers’ funds. Any class that has not attained a minimum enrollment (number depends upon course) by the end of the first week may be canceled. Classes that regularly fall below minimum attendance requirements may be canceled at any time. If a class is cancelled within the first week, students may transfer to another Job Training class and pay the difference in fee (for adults) depending on space availability, or elect to receive a refund of their class enrollment fee.
- Any student **who does not qualify** to be placed out at the time of internship **or is dismissed from the placement site** will be dropped from the class - no refund of fees.

Other Policies

- Class times and locations are subject to change.
- Students must furnish their own transportation to the selected class and/or other training facilities.
- High school credit may be earned if enrolled student attends less than one semester if the class is specified as a quarter long class.

Adult Job Training Classes - Fall 2011

Business and Marketing

Clerical Office Occupations (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
	MTWThF	10:30 am-1:00 pm	1-2 Semesters	10-15 per semester	Willow B3	Marasigan

This course offers classroom training in computerized basic office skills. Course offers cross training for multiple office positions that meet current employment and self-employment requirements. This course can lead to an apprenticeship program with the school district or a local business. When taken in concurrently with Computer Business Applications, a certificate demonstrating successful classroom and school-site based training may be applicable as six-month work experience for an Intermediate Office Assistant position with the Long Beach Unified School District.

PREREQUISITE: KEYBOARDING OR TYPING KNOWLEDGE.

FEE: \$300 + MATERIALS PER SEMESTER (NO FEE FOR LBUSD HS STUDENTS)

NOTE: Students enrolling in this course may make four equal payments (\$75 each payment) of registration fees. First payment is due at registration which begins August 30, 2011.

Computer Business Applications (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
	MTWThF	7:50 am-10:20 am	1-2 Semesters	10-15 per semester	Willow B3	Marasigan

This course offers classroom computer training in Microsoft Word, Excel, PowerPoint and Access. This course may be taken concurrently with the Willow site session of Clerical/Office Occupations to qualify you for on-the-job apprenticeship opportunities; if both course are successfully completed, a certificate demonstrating successful classroom and school-site based training may be applicable as six-month work experience for an Intermediate Office Assistant position with the Long Beach Unified School District.

PREREQUISITE: KEYBOARDING OR TYPING KNOWLEDGE.

FEE: \$300 + MATERIALS PER SEMESTER (NO FEE FOR LBUSD HS STUDENTS)

NOTE: Students enrolling in this course may make four equal payments (\$75 each payment) of registration fees. First payment is due at registration which begins August 30, 2011.

Introduction to Computers

Course	Days	Times	Length	Credits	Site	Instructor
	F	9:00-noon	9 Weeks	0	Willow B2	Kroll
	F	For High School Students	18 weeks	5	Willow B2	

Learn the basic fundamentals of operating a computer with this introductory course in personal computing. Find out how computers work. Learn about various software programs and develop essential Internet use and search skills. Understand common computer terms, and use basic hardware and software programs. Explore basic operating systems, input and output devices, file management and different types of storage. Learn the basics of caring for your computer.

PREREQUISITE: NONE

FEE: \$100 (NO FEE FOR LBUSD HS STUDENTS)

Introduction to Accounting

Course	Days	Times	Length	Credits	Site	Instructor
	TTH	5:30-8:30 pm	9 Weeks	2.5	Willow B2	Marasigan
	TTH	For High School Students	18 weeks	5	Willow B2	Marasigan

This course provides a general view of the accounting field. Major topics include: the accounting cycle, internal controls used in business, accrual accounting, receivables, payables, inventory, liabilities, assets, and conceptual framework of generally accepted accounting principles. Practice is provided in recording business transactions in a variety of small business organization situations. Practice is provided in keeping complete sets of books, journals, ledgers, work sheets, and financial statements are included. The course covers control accounts and financial records.

PREREQUISITE: NONE

FEE: \$100 (NO FEE FOR LBUSD HS STUDENTS)

Microsoft Word 2007

Course	Days	Times	Length	Credits	Site	Instructor
	MW	5:45-8:30 pm	9 Weeks	2.5	Willow B2	Kroll
	MW	For High School Students	18 weeks	5	Willow B2	Kroll

Learn the basic fundamentals of operating a computer with this introductory course in personal computing. Find out how computers work. Learn about various software programs and develop essential Internet use and search skills. Understand common computer terms, and use basic hardware and software programs. Explore basic operating systems, input and output devices, file management and different types of storage. Learn the basics of caring for your computer.

PREREQUISITE: NONE

FEE: \$100 (No Fee for LBUSD HS Students)

Health and Medical

Animal Care 1-2 (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
<u> </u>	MTWThF	7:45-10:15	1-2 Semesters	10 per semester	Cabrillo	Geib

This class offers instruction in animal behavior, disease, safety, nutrition, handling and vocabulary regarding animals and breed identification. Training will be available in public and private animal care facilities. Student must complete two (2) semesters to earn a Certificate of Completion.

PREREQUISITE: NONE

FEE: \$225 + MATERIALS PER SEMESTER (No Fee for LBUSD HS Students)

Animal Care 3-4 (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
<u> </u>	MTWThF	7:45-10:15	1-2 Semesters	10 per semester	Cabrillo	Geib

This class offers advanced instruction in animal behavior, disease, safety, nutrition, handling and vocabulary regarding animals and breed identification. Training will be available in public and private animal care facilities. Student must complete two (2) semesters to earn a Certificate of Completion.

PREREQUISITE: COMPLETION OF ANIMAL CARE 1-2

FEE: \$225 + MATERIALS PER SEMESTER (No Fee for LBUSD HS Students)

Medical Assistant, Administrative and Clinical (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
<u> </u>	MTWThF	8:30 am-1:30 pm	1 Semesters	25 per semester	Poly 701A	Stanek

This course prepares students to work as a medical assistant in: doctor's offices, clinics, health agencies, hospitals and health maintenance organizations. Course covers administrative and clinical skills. Clinical experience times TBA.

PREREQUISITE: All students must meet placement requirements prior to clinical placement, and must provide documentation of the following (dated within the past 6 months): History and physical, TB Test, Varicella titer and Measles Mumps and Rubella titer, Hapatitis B showing immunity, Seasonal Flu shot. Pregnant student must be cleared by their OB physician as well as their regular physician. CPR for Healthcare Providers is highly recommended.

FEE: \$900 + MATERIALS PER SEMESTER

Medical Clerical Careers (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
<u> </u>	MTWThF	1:50 pm-3:50 pm	1-2 Semesters	10 per semester	Poly 701	Lazatin

This course prepares students for entry-level medical secretary positions. Course includes classroom instruction and on-the-job experience at local hospitals and clinics. Students who opt to take two semesters will have an opportunity to specialize in one of the following areas: admissions clerk, medical records clerk, or medical receptionist. Upon completion of 1 semester with a "C" or better, a certificate of participation is awarded. Upon completion of 2 semesters with a "C" or better, a certificate of completion is awarded.

PREREQUISITE: BASIC TYPING SKILLS AND A CPR CARD WILL BE REQUIRED AT SOME HOSPITAL PLACEMENTS

FEE: \$225 + MATERIALS PER SEMESTER (No Fee for LBUSD HS Students)

Medical Core

Course	Days	Times	Length	Credits	Site	Instructor
<u> </u>	MW	7:50 am-11:35 am	9 weeks	5	Poly 701	Lazatin

This course includes (but is not limited to) anatomy and physiology, basic medical workplace skills, and introduction to body systems. Students successfully completing this course will have priority enrollment for a LBUSD ROP medical class of your choice. **The 2nd Quarter begins in**

PREREQUISITE: MUST BE AT LEAST 18 YEARS OF AGE

FEE: \$100 + MATERIALS (No Fee for LBUSD HS Students)

Nursing Assistant WITH AN OPTION FOR HOME HEALTH AIDE (INTERNSHIP) - Class Full for Fall term

Course	Days	Times	Length	Credits	Site	Instructor
<u> </u>	MW	7:50 am-11:35 am	9 weeks	25	Willow	Gavel/Mais

Articulated units may be earned towards LVN/RN programs at Long Beach City College (LBCC). Due to this class being impacted, high school students must successfully complete the Hospital Health Services course and adults must successfully complete the Medical Core course. Individuals with verifiable/documented experience in the medical field and/or have taken classes related to the medical field may enroll directly in the Nursing Assistant class without taking the required prerequisites. Reading comprehension test is required. Optional: Home Health Aide training is offered in conjunction with this class. Home Health Aide students must purchase an additional textbook & workbook. Call the ROP office for more enrollment information.

PREREQUISITE: SUCCESSFUL COMPLETION OF HOSPITAL HEALTH SERVICES (HIGH SCHOOL) OR MEDICAL CORE (ADULTS) CLASS REQUIRED FOR STUDENTS WITH NO MEDICAL TRAINING/EDUCATION. INDIVIDUALS WITH CONVICTIONS OTHER THAN A MINOR TRAFFIC VIOLATION MUST HAVE A CRIMINAL CLEARANCE BEFORE REGISTERING FOR THIS CLASS. ALL STUDENTS MUST HAVE A VALID SOCIAL SECURITY CARD.

NURSING ASSISTANT CLASS FEE: \$900 HOME HEALTH AIDE (OPTIONAL CLASS): FEE \$300 + BOOKS

Health and Medical (continued)

Pharmacy Technician

Course	Days	Times	Length	Credits	Site	Instructor
_____	MTWTHF	1:50 pm-4:50 pm	2 semesters	15 per semester	Poly 701A	Wagner

Through classroom instruction and workplace experiences, students will learn pharmacy abbreviations, basic medical math, drug dosage calculations, pharmacy law and ethics, drug names and actions of drugs. Students will be placed in a retail pharmacy for hands-on training in the Spring semester if they have met the classroom requirements during the Fall semester. Must be 18 years or older.

PREREQUISITE: A CURRENT TB CLEARANCE IS REQUIRED

FEE: \$1,200 + MATERIALS PER SEMESTER (No Fee for LBUUSD HS Students)

Industry and Technology

Construction

Course	Days	Times	Length	Credits	Site	Instructor
_____	TWTH	3:30-5:30	1-2 semesters	5 per semester	Willow TBA	Zeke

This course will provide entry-level training in framing, electrical and plumbing. Students will acquire knowledge in use, care and upkeep of equipment. Attendance will play a major part in a student successfully completing this course. A safety test must be passed prior to operation of equipment. This class open to LBUUSD High School students only)

FEE: (No Fee for LBUUSD HS Students)

Custodial Services

Course	Days	Times	Length	Credits	Site	Instructor
_____	SAT	8:00 am-2: 00 pm	60 hours	0	Willow TBA	McGoldrick

Learn basic building services cleaning procedures. Develop skills for employment with a cleaning company, department store, school district, or even starting your own cleaning business. Expand your knowledge/skills in the use of custodial tools and equipment, as well as develop a better understanding of the use and application of cleaning chemicals. This course meets one of the requirements for employment in a Custodial Services capacity for the Long Beach Unified School District.

PREREQUISITE: MUST SCORE 8.0 ON TABE FOR CERTIFICATE AND TO ENROLL (CONTACT LBSA COUNSLING OFFICE)

FEE: \$100

Digital Film Making

Course	Days	Times	Length	Credits	Site	Instructor
_____	MW	6:00 pm-8:30 pm	1-2 semesters	5 per semester	Willow	TBA

Through producing their own digital films, students will gain an understanding of filmmaking from conception to exhibition. Students will develop their aesthetic perception skills by distinguishing, discussing and writing about various film genres; their creative expression and problem solving skills by making their own films; their film heritage by analyzing content and context of film's historical development, as well as cultural and conceptual comparison of film with the other visual arts of the era; and their aesthetic valuing by engaging in robust critiques of all class members in all stages of the production process. Students receive training in graphic design including computer graphics, graphic design principles and computer typography.

PREREQUISITE: BASIC COMPUTER SKILLS RECOMMENDED.

FEE: \$125 + MATERIALS PER SEMESTER (No Fee for LBUUSD HS Students)

Graphic Design

Course	Days	Times	Length	Credits	Site	Instructor
_____	TTH	6:00 pm-8:30 pm	1-2 semesters	5 per semester	Willow B3	Kroll

Students receive training in graphic design including computer graphics, graphic design principles and computer typography. Students can learn design and layout skills, photographic manipulation, and vector based drawing skills. Skills in Adobe Creative Suite programs including InDesign, Illustrator and Photoshop can also be developed. A certificate of completion may be given upon successful completion of the class

PREREQUISITE: BASIC COMPUTER SKILLS RECOMMENDED.

FEE: \$125 + MATERIALS PER SEMESTER (No Fee for LBUUSD HS Students)

Consumer and Human Services

Careers with Children (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
	MTWTHF	9:47-11:25 am	1-2 semesters	10 per semester	Poly 706	Davis

This course introduces students to careers in teaching, pediatrics, social work, psychology and other careers with children and families. Students can begin a career path by exploring a variety of opportunities in child-related occupations. Classroom instruction includes principles of child development, guidance techniques, age-appropriate curriculum, communication skills, lesson preparation, technology and career planning. Students will participate in an internship at a childcare, preschool, or elementary school setting. Upon completion of two semesters a certificate of completion can be earned, and 4-8 units at LBCC in Early Childhood Education.

PREREQUISITE: PROOF OF NEGATIVE TB TEST IS REQUIRED BY THE SECOND WEEK OF CLASS.

FEE: \$225 + MATERIALS PER SEMESTER (BOOK PURCHASE NOT REQUIRED) (No Fee for LBUSD HS Students)

School Age Care/Recreation Aide (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
	MW	3:00-5:30 pm	1-2 semesters	10 per semester	Lakewood	Davis

This course prepares students to work with children in after school programs at elementary schools, child development centers, private schools, parks, and recreation centers. The course covers principles in school age development, effective guidance, discipline, techniques in tutoring, games and recreational activities. Students will meet for class instruction the first 6 weeks and after placement in internships, students will meet 1 day each week for approximately 1 ½ hours in class and spend 3 ½ hours in internship. After successful completion of 2 semesters, students may earn a Certificate of Completion and/or 3 units from LBCC in Child Development.

PREREQUISITE: NONE

FEE: \$225 + MATERIALS PER SEMESTER (No Fee for LBUSD HS Students)

Culinary Arts 1-2 (Internship)

Course	Days	Times	Length	Credits	Site	Instructor
	MTWTHF	3:00-6:00 pm	1-2 semesters	10-15 per semester	Lakewood 421	Morgan

This course provides the foundations for employment in food service including hotels, restaurants, airline, cruise ships, and private catering. Course covers international food preparation, use of industrial food preparation equipment, management and employability skills. Students must show proof of a negative TB test dated within the past year before being placed at site. For course 8343, up to 15 high school credits per semester can be earned. Upon completion of two semesters of this course, 11.5 college units can be earned.

PREREQUISITE: NONE

FEE: \$225 + MATERIALS PER SEMESTER (No Fee for LBUSD HS Students)

Culinary Arts 3-4

Course	Days	Times	Length	Credits	Site	Instructor
	MW	6:00-8:30 pm	1-2 semesters	5 per semester	Lakewood	Morgan

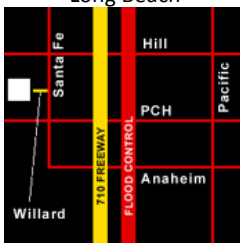
This class focuses on the techniques used in the Professional Pastry Kitchen. The advanced culinary students will enhance their skills in preparing many desserts including the classics and new art form. Pastry dough's, creams, sauces, breads, cakes, pies and chocolate are the focus of this exciting course.

PREREQUISITE: NONE

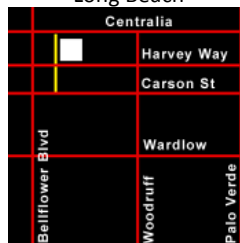
FEE: \$225 + MATERIALS PER SEMESTER (No Fee for LBUSD HS Students)

Class Site Locations

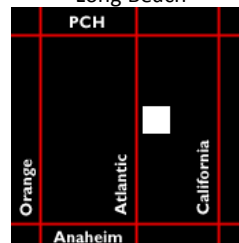
Cabrillo High School
2001 Santa Fe Ave.
Long Beach



Lakewood High School
4400 Briercrest Ave.
Long Beach



Poly High School
1600 Atlantic Ave.
Long Beach



Willow Site
3701 E. Willow St.
Long Beach

