

Long Beach School for Adults Job Training Classes



SCHEDULE OF CLASSES - Spring 2012

REGISTRATION BEGINS 9:00 a.m., January 17, 2012

SPRING SEMESTER BEGINS JANUARY 30, 2012



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

How To Enroll

- Spring 2012 Registration **begins January 17, 2012**
- Adults are welcome to enroll by visiting the Long Beach School for Job Training Office, Room B-1.
- 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: **9:00 AM - 4:00 PM**

Fridays: **9:00 AM - 2:00 pm**

Note: The Job Training Office is closed on Saturdays and Sundays.

ENROLLMENT , CLASS CANCELLATION AND STUDENT DROP PROCEDURES

- **Enrollment is on a “first-come, first-served” basis.** Completion of the enrollment form does not guarantee a place in the class. **Adult students must pay a fee and attend the first class session to complete enrollment.** Students not attending the first day of class will be immediately dropped, and their class spot will be given to the next student on the course waiting list.
- Programs are 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.** If a class is canceled 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.
- Refund of fees takes approximately 7-10 Business Days, and requires presentation of customer receipt.
 - Students paying cash will receive a refund in the form of a check.
 - Students paying with a credit card will have their card credited for the amount of enrollment fee charged.
- For those classes with an internship component, any student **who does not qualify (due to poor attendance or poor classroom performance)** at the time of internship placement, **or is dismissed from a 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 - Spring 2012

Business and Marketing

Clerical Office Occupations (Internship)

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

Computer Business Applications (Internship)

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

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 January 17, 2012.

Introduction to Accounting

Days	Times	Length	Credits	Site	Instructor
TTH	5:30-8:30 pm	9 Weeks	2.5	Willow B	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

Introduction to Computers

Days	Times	Length	Credits	Site	Instructor
F	9:00-noon	9 Weeks	0	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

Microsoft PowerPoint 2010

Days	Times	Length	Credits	Site	Instructor
MW	5:45-8:30 pm	9 Weeks	2.5	Willow B2	Kroll

Students in this course will become familiar with the PowerPoint environment and will learn the fundamentals needed to create and modify presentations. Topics include: becoming familiar with the PowerPoint environment; creating and building a presentation; using design templates; creating speaker notes; inserting and formatting text, backgrounds, and images; printing slides; adding slide transitions; creating and formatting tables and charts; and running and controlling a slide show.

PREREQUISITE: NONE

FEE: \$100

Small Business Management

Days	Times	Length	Credits	Site	Instructor
MTWTh	1:30-4:00 pm	1-2 Semester	10 per semester	Willow	Ware

Students will learn how to create and manage a small business from start up through operation. Topics include business plans, marketing strategies, financial resources, accounting information, legal aspects and personnel relations. This course will also discuss computer and software applications used in operating a small business. Learn to be your own boss!

FEE: \$225 + MATERIALS PER SEMESTER

Health and Medical

Animal Care 1-2 (Internship)

Days	Times	Length	Credits	Site	Instructor
MW	6:00-8:30 pm	1-2 Semesters	10 per semester	Willow	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

Animal Care 3-4 (Internship)

Days	Times	Length	Credits	Site	Instructor
MW	6:00-8:30 pm	1-2 Semester	10 per semester	Willow	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

Medical Assistant, Administrative and Clinical (Internship)

Days	Times	Length	Credits	Site	Instructor
MTWThF	8:30 am-1:30 pm	1 Semester	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 students must be cleared by their OB physician as well as their regular physician. CPR for Healthcare Providers is highly recommended. THIS CLASS OFFERED TO ADULTS ONLY. **For this class only, you may call 562.595.8893, ext. 221 and request to be placed on our priority registration list for early registration.**

FEE: \$900 + MATERIALS PER SEMESTER

Hospital Health Services (Internship)

Days	Times	Length	Credits	Site	Instructor
MTWTh	4:00-6:30 pm	1-2 Semester	10 per semester	Willow	Varma

This course provides training for entry-level positions in hospital support services and clerical areas. Included is classroom instruction and on-the-job training at local hospitals and health care facilities. Requirements include good attendance habits. All students must show proof of Measles, Mumps and Rubella and have a TB clearance dated within the past 6 (six) months on the first day of class. To earn Life Science credit, students must complete both semesters.

FEE: \$225 + materials per semester

Industry and Technology

Construction

Days	Times	Length	Credits	Site	Instructor
MTWTh	4:00-6:30 pm	1-2 Semester	10 per semester	Willow	Zeke

This course provides training for entry-level positions in hospital support services and clerical areas. Included is classroom instruction and on-the-job training at local hospitals and health care facilities. Requirements include good attendance habits. All students must show proof of Measles, Mumps and Rubella and have a TB clearance dated within the past 6 (six) months on the first day of class. To earn Life Science credit, students must complete both semesters. Wilson courses are available to high school students only; all students must wear Wilson uniforms. Wilson course will require additional hours during internship.

FEE: \$125

Industry and Technology (continued)

Custodial Services

Days	Times	Length	Credits	Site	Instructor
SAT	8:00 am-2: 00 pm	60 hours	0	Willow	Staff

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. THIS CLASS OFFERED TO ADULTS ONLY.

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

FEE: \$100

Digital Film Making

Days	Times	Length	Credits	Site	Instructor
TTH	4:00 pm-6:30 pm	1-2 semesters	5 per semester	Willow	Staff

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.

FEE: \$125 + MATERIALS PER SEMESTER

Graphic Design

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

Television/Media Production 1-2

Days	Times	Length	Credits	Site	Instructor
MTWTh	4:45-7:15 pm	1-2 semesters	10 per semester	OMS 468	Hilgenberg

This course prepares students for entry-level positions in the broadcast industry. Course covers aspects of video and audio production. Areas covered include: writing for television, studio setup, lighting, camera, audio and props. Students will produce a variety of video formats including commercial, talk/variety, news, and music videos. Students will participate in the production of student-produced television programs.

FEE: \$225 + materials per semester

Consumer and Human Services

Careers with Children (Internship)

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)

Consumer and Human Services (continued)

Culinary Arts 1-2 (Internship)

Days	Times	Length	Credits	Site	Instructor
MTWTHF	4:45-6:45pm	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

Culinary Arts 3-4

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

Law Enforcement

Days	Times	Length	Credits	Site	Instructor
T/TH	1:30-4:00 pm	1-2 semesters	5 per semester	Willow	Battle

This course is designed to prepare students for entry-level employment in law enforcement occupations. The student will examine the criminal justice system through the study of laws of evidence, techniques of investigation, report writing, and courtroom procedures. Writing skills, oral communication skills, positive attitudes, and presentation skills related to law enforcement will be emphasized. Many of the performance objectives align with the state's Peace Officer Standards and Training (POST) requirements. Students will be exposed to the wide array of employment opportunities within the public safety service arena.

PREREQUISITE: NONE

FEE: \$225 + MATERIALS PER SEMESTER

Class Site Locations

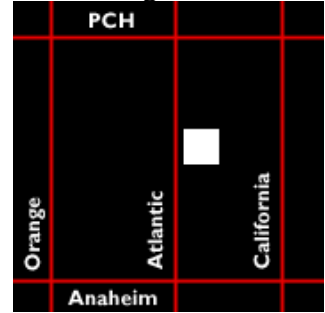
Willow Site
3701 E. Willow St.
Long Beach



Lakewood High School
4400 Briercrest Ave.
Long Beach



Poly High School
1600 Atlantic Ave.
Long Beach



Office of Media Services
235 E. 8th Street
Long Beach

