EL MONTE-ROSEMEAD ADULT SCHOOL

10807 Ramona Boulevard El Monte, CA 91731
626.258.5800
www.emras.edu
#emras4u

New! **PHLEBOTOMY**

FREE English as a Second Language/Citizenship
FREE High School Diploma or Equivalency Preparation
FREE Babysitting for Enrolled Students

Coming Soon! **PLUMBING 101**

2024 - 2025

Q1 CLASSES BEGIN: August 19, 2024
Q2 CLASSES BEGIN: October 14, 2024
Q3 CLASSES BEGIN: January 7, 2025
Q4 CLASSES BEGIN: March 17, 2025

REGISTER NOW!

PRINCIPAL'S MESSAGE

El Monte-Rosemead Adult School (EMRAS) staff is proud to serve our community.

You can learn English, earn a high school diploma, prepare for your high school equivalency exam in English or Spanish, improve your parenting skills, or train for a new career. Unlock your potential and open doors to new opportunities! It's never too late to invest in yourself and your future!

Visit EMRAS and you will discover a place that was made for you; safe, welcoming, supportive, with flexible schedules, and incredible teachers and staff.

The key to getting ahead is getting started!

Sincerely,
Carrie Frogue, Acting Principal

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EL MONTE UNION HIGH SCHOOL DISTRICT

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Acting Principal	Ms. Carrie Frogue
Program Administrators	Mr. Paul Diaz Ms. Lisa Ton-Lam
Counselors	Ms. Frances Nguyen-Lucero Ms. Jennifer Anuchiracheeva-Zamarripa Ms. Laura Padilla

MISSION STATEMENT

The Mission of the El Monte-Rosemead Adult School is to empower our diverse student population to succeed in an ever-changing global society through a variety of educational services in a safe and healthy learning environment.

SCHOOLWIDE LEARNER OUTCOMES

Effective Communicators who:
- Use effective listening and comprehension skills
- Utilize oral, written, non-verbal, numeracy skills, and/or technology-based forms of communication
- Interact with others in an appropriate, professional, responsible, and respectful manner across all forms of communication

Problem Solvers who:
- Identify the problem(s)
- Gather, organize, and evaluate information and resources
- Utilize critical thinking skills to formulate appropriate solutions including virtual technology instruction
- Take appropriate action to strategically solve the problem

Lifelong Learners who:
- Set short-term and long-term goals
- Develop plans to accomplish their goals
- Acquire new knowledge or skills by:
  - ☐ Utilizing tools/technology in applied situations
  - ☐ Follow written and verbal directions

Students!

We would like to hear your success stories upon completing our programs at El Monte-Rosemead Adult School.
Please email your success stories to paul.diaz@emuhsd.org or jose.reyes@emuhsd.org.

PROUD MEMBER OF THE RIO HONDO REGION ADULT EDUCATION CONSORTIUM

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RIO HONDO REGION ADULT EDUCATION CONSORTIUM

WHO MAY ATTEND?

Adults 18 and over who are not currently enrolled in a day high school may attend classes. Day school seniors checking out of local neighborhood high schools and transferring to the adult school for graduation the same year will be required to meet day school graduation requirements in full. Approval from the day school counselor and adult school counselor is necessary.

ASSESSMENT

All new students are required to take an assessment test. The Assessment Center is located in room 118, which is open for testing Monday-Thursday from 8:00 am to 8:00 pm, and Friday from 8:00 am to 2:00 pm.

HOW TO REGISTER

After the assessment testing, students must register in person in room 120. The registration room is open daily Monday-Thursday from 8:00 am to 8:00 pm and on Friday from 8:00 am to 2:00 pm. EMRAS also offers limited online registration opportunities.

Registration dates and requirements vary by department. Please call 626.258.5800 or visit www.emras.edu for more information.

NO FEE POLICY

No fees of any kind may be collected from students for participating in the Workforce Innovation and Opportunity Act (WIOA) Title II in the following AEFLA Programs: English as a Second Language, Citizenship Preparation, Adult Basic Education, High School Equivalency Preparation, High School Diploma Program, Parenting Classes, and Distance Learning Programs for ESL/Citizenship/ABE/ASE.

FEES

There is a $20 quarterly registration fee for Career Technical Education and Civic Engagement classes.

Generally the fees are listed, but do vary by department in regard to the number, length, and type of courses. See individual departments for more information. A $5-$10 class fee will be charged for each CTE class. Some courses may require additional fees. Fees, books and other supplies purchased at our bookstore must be paid with cash or credit card (Visa or Master Charge only). Checks are not accepted. Fees are subject to change.

CLASS CANCELLATION

Classes with low enrollment or low attendance may be cancelled or consolidated. Students are urged to attend class regularly.

REFUND POLICY

It is the intent of El Monte-Rosemead Adult School to have a fair and equitable refund policy. The following procedures have been established as part of this policy:

- Refunds will be issued for classes or programs canceled by EMRAS
- Refunds must be requested before the first class meeting whether attended or not
- No refunds will be issued once classes are in session
- Original receipt is required for all refunds

ACCREDITATION

The adult education program is fully accredited by the Western Association of Schools and Colleges, and the American Society of Health-System Pharmacists, and approved by the California State Department of Education.

COUNSELING

The EMRAS counselors provide various support services, including transcript evaluation, educational planning, course selection, career counseling, transition counseling and personal counseling to help students attain their academic and career goals. All Career Technical Education students must meet with a counselor prior to registration for academic counseling. Students can make an appointment to meet with a counselor in room 145.

CERTIFICATES OF COMPLETION AND/OR ACHIEVEMENT

DIPLOMA OR GED

- A High School Diploma is awarded to students who successfully complete their credits.
- GED tests are administered at the Adult School and issued by Pearson Vue.
- The HiSET (High School Equivalency Test) is also administered at the Adult School.

CERTIFICATES OF COMPLETION OR ACHIEVEMENT

- A Certificate of Completion is awarded to students who successfully complete a course in English as a Second Language.
- A Career Sequence Certificate is granted to students who successfully complete a career cohort and pass the industry-recognized certification examination.
- A court recognized Parenting Certificate is awarded to students who successfully complete the Family and Human Development-Skillful Parenting course.

STATE LICENSES

The State of California issues licenses to students who complete the Electrician or Pharmacy Technician program and pass the state qualifying examination. Students in the Nursing Assistant program must pass the state competency evaluation exam.

NON-DISCRIMINATORY STATEMENT

The El Monte Union High School District Board of Trustees is committed to equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, martial or parental status, physical or mental disability, sex, sexual orientation, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

SEXUAL HARASSMENT POLICY

The El Monte-Rosemead Adult School has policies for students and employees that prohibit sexual harassment. These written policies are available at the Ramona Center reception desk and the principal's office.

UNIFORM COMPLAINT PROCEDURES

The El Monte Union High School District (EMUHSD) Uniform Complaint Procedure (UCP) is designed to give students and the community a formal forum for expressing concerns that the district can then address. Complaint forms can be either mailed, emailed to the Assistant Superintendent - Educational Services or faxed to 626.448.2457, Attention: Assistant Superintendent - Educational Services.

CALWORKS –
CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS PROGRAM

The El Monte-Rosemead Adult School participates in the California Work Opportunity and Responsibility to Kids (CalWORKs) program. Recipients of Temporary Assistance for Needy Families (TANF) program may be eligible for child care, transportation, and educational costs. For more information, please call your social worker.

Free Babysitting
for currently enrolled students!

This program offers traditional classroom, independent study lab, home study and online instruction. Students may study High School Diploma/High School Equivalency subjects and/or Adult Basic Education. Classes are offered at Ramona Center during the day and evening hours.

The key to getting ahead is getting started!

TRADITIONAL CLASSROOM INSTRUCTION

A variety of regularly scheduled classes are offered each quarter. Most subjects are offered in a classroom setting with a teacher. Check our web site for a current schedule of classes. All students entering the High School Diploma Program must see a counselor and take assessment tests prior to enrolling.

HIGH SCHOOL DIPLOMA CLASSES

The following High School Diploma classes are offered at the Ramona Center:

Algebra I A	Health
Algebra I B	Integrated Math IA/IB
Conversation/Grammar	Life Science I
Drama	Life Science II
Economics	Math Review
English Composition	Physical Science I
English: Public Speaking	Physical Science II
English I	Pre-Algebra
English II	U.S. Government
English III	United States History I
English IV	United States History II
Fundamentals of Art	World History I
Geometry	World History II

REQUIREMENTS FOR THE HIGH SCHOOL DIPLOMA

1. Counselor approval
2. Completion of the coursework listed below
3. Ten (10) credit residency requirement

FREE!

Coursework	Credits
English	40
Algebra I/Integrated Math I	10
Mathematics	10
Life Science/Physical Science (including both disciplines)	20
World History and Geography I & II	10
U.S. History I & II	10
American Government	5
Health	5
Economics	5
Fine Arts or Foreign Language	10
Electives	55
Total Credits	**180**

CREDIT

Each five (5) credit course requires a minimum of sixty (60) hours of attendance and successful completion of assignments and tests. Students may take Career and Technical Education (CTE) courses for elective credits.

A student may apply previously earned high school credits toward the diploma (official transcripts are required).

Elective credits may be granted for verified satisfactory full-time work experience or military service. Ten (10) credits per year with a maximum of forty (40) credits may be earned.

For the **HS Diploma Program Class Schedule** please scan the QR Code, or call the Main Office.

HIGH SCHOOL EQUIVALENCY TEST PREPARATION

This is a free open enrollment course taught in both teacher assisted lab and online settings. It is designed for students who need to review The Language Arts, Mathematics, Science, or Social Science of the High School Equivalency Test. Students can also prepare for their HSE with an online program for either GED or HiSET.

Spanish HSE Preparation is available through the online program.

GED AND HiSET TESTING

To be eligible for High School Equivalency (HSE) testing you must be 18 years of age or older, within 60 days of your 18th birthday, or within 60 days of when you would have graduated from high school, had you remained in a comprehensive high school.

EMRAS offers approved tests for HSE. Both tests are available in either English or Spanish. **If you are successful on either of these tests, you will receive a certificate from the state indicating that you have the academic knowledge and proficiency equivalent to those of a high school graduate.** It is highly recommended that you take the HiSET/GED pretests.

TAKING THE GED EXAM

The GED is a computer-based exam.
Go to www.ged.com to register for the exam and find a test site, scheduling, practice tests, and payment. Students actively preparing for the HiSET through EMRAS who meet identified criteria may have some fees waived.

TAKING THE HiSET EXAM:

The HiSET is a computer-based exam.
Go to www.hiset.org to register for the exam and find a test site. Scheduling and payment are done online at www.hiset.org

HSE FACTS AND QUESTIONS

Who may take the GED or HiSET exams?
Any individual 18 years of age or older with a valid state or government issued ID who is a California resident. Individuals taking the exam must NOT have any other HSE certificate or be attending a comprehensive high school.

How do I schedule the test?
Online at www.ged.com or www.hiset.org

What are the fees?
Paid on www.ged.com or www.hiset.org

GED Exam	*$35 per subsection, $140 for entire battery.
HiSET Pre-Tests	Free online interactive tests, or $10 printable Practice Tests per subsection.
HiSET Exam	*$28 per subsection, or $140 for the whole battery.

Fees may vary.

What are the testing hours at EMRAS Pearson Vue Testing Center?
Call 626.258.5800 extension 8145 for hours.

What do the tests cover?
Reading and Language Arts, Mathematics, Science, and Social Studies.

Where can I find my scores?
Scores will be available online through your GED or HiSET account.

What is a passing score?

GED Exam	145 or above on each subsection
HiSET Exam	45 out of 100 across a five-part battery and 8 out of 20 on each subsection. At least 2 out of 6 on essay subsection.

INDEPENDENT STUDY LAB

The Independent Study Lab at the Ramona Center is designed to allow students to study on an individual basis, working at their own pace in an independent setting. All students entering the High School Diploma Program must see a counselor and take assessment tests prior to enrolling.

An advantage of this program is that students may enroll at any time and make their own daily schedule. All work is completed at school where staff is available to assist students in all high school subjects, although teacher availability is limited. Each assigned class must be completed by the end of each grading period.

HOME STUDY/INDEPENDENT STUDY

The Home Study Program, an independent study program, enables students to earn high school diploma credits for work completed at home. Students are required to meet with a teacher and satisfactorily complete assignments and tests. All students entering Home Study/Independent Study must see a counselor and take assessment tests prior to enrolling. Please call the Ramona Center at 626.258.5800 extension 8145 for additional information.

THE ONLINE INDEPENDENT STUDY LAB

The Independent Study and Home Study Programs are also offered at the Ramona Center through the Online Independent Study Lab. The online courses allow students who have a personal computer and internet access to work at home. Students who do not have access to a computer may complete online coursework at school. All students entering the Independent Study Lab must take assessment tests and see a counselor prior to enrolling. The counselor will assign the recommended classes. A start date and completion date for each course will also be discussed. Although students are able to work at home, benchmark tests must be completed at school. After successful completion of an online course, students will earn 5 credits. Please call the Ramona Center at 626.258.5800 extension 8145 for additional information.

FREE!

ADULT BASIC EDUCATION CLASSES

Adult Basic Education classes are designed for students who would like to strengthen their reading, writing, and math skills before entering the High School Diploma Program. All students entering Adult Basic Education must see a counselor and take assessment tests prior to enrolling. The results of these tests determine which program/class is most appropriate. Call 626.258.5800 extension 8145 for additional information.

BASIC ENGLISH/LITERACY

The Adult Basic English/Literacy class provides individualized instruction for students who are interested in improving their basic reading and writing skills. The course serves native English speakers who have limited literacy skills and English Second Language (ESL) students who have transitioned into the Adult Secondary Education Department.

CONVERSATION/GRAMMAR

This course gives students the opportunity to practice speaking and conversation with a variety of activities and topics. Strengthening contextualized grammar through writing and speaking will also be a focus. Successful completion of this course will earn high school elective credits.

For the **Adult Secondary and Basic Education Program Class Schedule** please call the Main Office at 626.258.5800 extension 8145.

Free Babysitting
for currently enrolled students!

ENGLISH AS A SECOND LANGUAGE (ESL)

The levels of instruction offered range from beginning literacy to advanced high and address all language skill areas.

Upon completion of the ESL program and qualifying entrance tests, students may advance to classes in both the High School Diploma Program and Career and Technical Education (CTE) Program.

Conversation classes are available at some locations. Citizenship is offered through the Distance Learning Program and select classes on and off campus.

INGLES COMO SEGUNDO IDIOMA

Este programa está disponible para estudiantes que estén interesados en aprender a hablar, leer y escribir el idioma inglés. Los estudiantes son registrados en uno de siete niveles según los resultados de un examen.

Al terminar el programa de ESL y aprobar el examen de dominio del idioma inglés, los estudiantes pueden avanzal al programa de conversacion en ingles estan disponnibles en algunas localidades. Tambien se ofrece el programa de ciudadania atravez del programa de aprenizaje a distancia.

ANH VĂN LÀ NGÔN NGỮ THỨ NHÌ

Chương trình ESL dành cho tất cả học sinh muốn học để nói, đọc và viết tiếng Anh. Học sinh ghi danh vào một trong bảy lớp từ vở lòng đến cấp cao và được xếp tùy theo kết quả cuộc thi sắp lớp.

Sau khi hoàn tất cuộc thi ra trường của chương trình ESL, học sinh có thể theo các lớp của chương trình trung học. Tại một vài địa điểm, hiện có các lớp chuyên nghiệp như nghe, nói, đọc, viết, luyện thi nhập quốc tịch, lớp vở lòng và chuẩn bị tìm việc làm.

以英語為第二語言

這個課程是提供給有興趣學習講、讀、寫英語的人就讀的。課程分七級，由入門至高級班，會教育到各方面的語言技巧。根據評估測試的結果，學生會被編入適合的班級上課。教室分布在社區的多個便利的地點。學生也可以通過遠程學習計劃在家里學習。

當學生完成整個英文課程以及進行入學資格測試後，學生可以繼續進修高中文憑課程。在某些上課地點有對話課程。遠程學習計劃有公民課程。

ESL CLASSES OFFERED:

BEGINNING LITERACY	**2.1010**
BEGINNING	**2.1020**
(Beginning Low and Beginning High)	
INTERMEDIATE	**2.1030**
(Intermediate Low and Intermediate High)	
ADVANCED	**2.1040**
(Advanced Low and Advanced High)	

MULTILEVEL ESL

Various courses that are designed to target specific English language skills:

- Beginning Conversation for Beginning High and Intermediate Low ESL Students
- Advanced Conversation for Intermediate and Advanced ESL Students
- Computer Basics for ESL Students (Intermediate and Advanced levels)
- Digital Literacy Skills for ESL Students (Beginning levels)
- ESL Citizenship for beginning ESL
- Academic Reading and Writing

INTEGRATED EDUCATION AND TRAINING (IET)

Language support classes to prepare ESL Intermediate and Advanced ESL students for Career and Technical Education (CTE) courses:

- ESL Multilevel Language Support - General Office Clerk
- ESL Multilevel Language Support - Patient Care Aide

ESL CLASS SCHEDULE

ESL CLASS SCHEDULE AT THE MAIN CAMPUS

Morning	Monday – Friday	8:30 am – 12:00 pm
Afternoon	Monday – Friday	12:30 pm – 3:30 pm
Evening	Monday – Thursday	6:00 pm – 9:00 pm

ESL CLASS SCHEDULE AT ROSEMEAD HIGH SCHOOL

|		
Evening	Monday – Thursday	6:00 pm – 9:00 pm

DISTANCE LEARNING

FREE!

ESL ENGLISH AND CITIZENSHIP	**2.1090**

The Distance Learning program is designed for those students who cannot attend a regular ESL class. Students learn English from home through a series of videos and/or audio courses. They meet with a teacher once a week. This program offers beginning through advanced ESL instruction.

A citizenship preparation course is also provided to help applicants prepare for the naturalization interview. It includes the N-400 review, civics, reading, and writing. At the end of the course the students have a practice interview with a teacher.

Online courses are also offered. The students will do their work independently online and meet with the teacher online or in person.

For the **Distance Learning Program Schedule** please scan the QR Code, or call the Main Office.
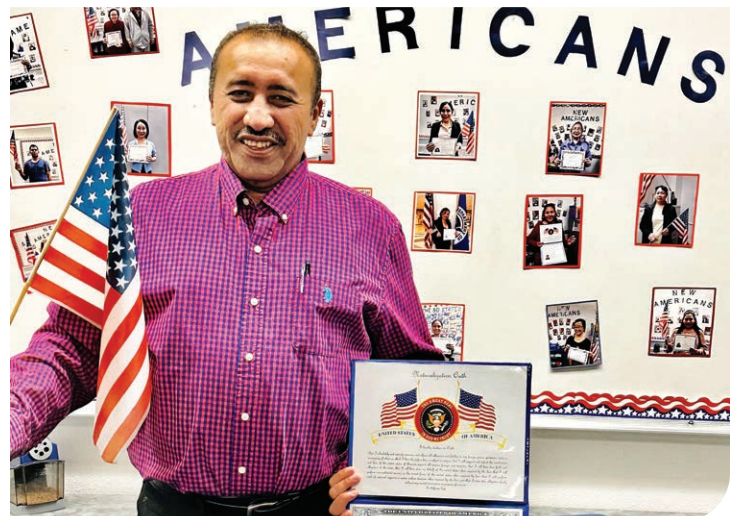
CAREER AND TECHNICAL EDUCATION (CTE)

Start planning your career! Our CTE program provides students with opportunities to explore and prepare for careers. Our CTE program provides entry-level training experiences that prepare students for successful participation in the community, home life, work and college. Innovative and state-of the-art programs; which lead to industry recognized certifications are made available to all individuals, especially the career-oriented student.

ENROLLMENT INFORMATION

All new CTE students are required to take an assessment test. Students wishing to enroll in the Electrician class must take a math assessment test. The Assessment Center is located in Room 118, which is open Monday-Thursday from 8:00 am to 8:00 pm for testing.

CTE students are required to meet with a counselor to select a program of study prior to enrolling in a career sequence cohort.

Most classes will have classroom sets of books to keep classes affordable. However, some classes will require that students purchase books; costs will vary for these classes, material and other fees may also be required for some classes.

CAREER TECHNICAL EDUCATION PRE-REQUISITES

Some CTE classes will require prerequisite classes, prior to enrolling in Business, Computer, or Medical classes. See guidelines shown below:

Pre-Requisites for all Medical Classes:
- Introduction to the Human Body
  Computer Literacy and Medical Terminology

Pre-Requisites for all Business and Computer Classes:
- Computer Literacy and Keyboarding

CAREER TECHNICAL EDUCATION REGISTRATION FEES

A $20 registration fee is required per quarter for unlimited classes. A $5 class fee will also be charged for most CTE classes. Some courses may require additional fees for materials. Please check with the CTE department for more information.

RECOMMENDED CLASSES

Recommended classes are not mandatory.   However these classes supplement and assist with required classes in your sequence. For enrollment in some of the advanced courses, although they are not required, students are encouraged to enroll in the recommended classes listed on our Career Sequence information in this catalog.

EMPLOYERS

If you are interested in hiring one of the adult school's career tech students, please call 626.258.5800, extension 8871. We are seeking employers who are willing to provide internships for our students.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT 626.258.5800 AND SELECT THE DESIRED EXTENSION NUMBER LISTED BELOW:

Business/Computer Education	8204 or 8861
Medical Occupations	8872
CNA/Phlebotomy	8865
Career Center	8873
Construction Worker	8921
Custodian Technician	8918
Electrician	8919
Machinist	8119

COHORTS

EMRAS cohort programs provide an active, interactive and dynamic setting for students to grow their knowledge and skills in a short period completing their sequence program of study within a year or less. See Career Cohorts below.

CAREER COHORTS AND CERTIFICATES

A Career Certificate is granted to students who successfully complete a CTE Career cohort. We also offer Industry recognized certification testing as part of our program. The following list identifies our current Career Sequence programs set up as cohorts.

COHORT PROGRAMS
- Accounting Clerk
- Custodian Technician
- Nursing Assistant
- Machinist (CNC, CAD/CAM)
- Medical Assistant
- Medical Billing & Coding
- Pharmacy Technician

CERTIFICATE PROGRAMS
- Administrative Assistant
- Construction Worker
- Electrician
- General Office Clerk
- Personal Care Aide

CAREER CENTER

The Career Center is available to current enrolled students of the El Monte-Rosemead Adult School.

The Career Center offers the following services:

Resume Writing/Cover Letter Writing, Job Interview Preparation, Career Exploration, and Job Listings.

The Career Center offers typing test for a fee of $20.

A Rio Hondo Community College counselor and a representative from America's Job Center of California (AJCC) are available throughout the week to assist students with college and career services.

For more information please call 626.258.5800 extension 8871.

Students!

We would like to hear your success stories upon completing our programs at El Monte-Rosemead Adult School.
Please email your success stories to paul.diaz@emuhsd.org or jose.reyes@emuhsd.org.

Business, Computer, and Medical Prerequisites

KEYBOARDING

This independent study course is intended for individuals who desire to develop typing skills using desktop computers. Techniques will include hand placement, alphabetical keys, numbers/symbols row, timed writing tests, proofreading and emphasis on speed and accuracy, and 10-Key techniques.

COMPUTER LITERACY

This is an entry-level hands-on course where students will be introduced to basic computer terminology, the graphical environment of Microsoft Windows, file management, word processing, spreadsheets and the Internet.

INTRODUCTION TO THE HUMAN BODY

This course will cover general anatomical reference, terminology, gross anatomy, physiology of tissues, organs and major body systems.

MEDICAL TERMINOLOGY

This course is designed to expose students to the technical language of the science of medicine through Latin and Greek words. Students will gain an understanding of anatomical systems, functions, and disease.

INDEPENDENT STUDY LAB

The Independent Study Lab is designed to allow students to study on an individual basis, working at their own pace on any Microsoft Applications, Keyboarding, Administrative Assistant and General Office Clerk. All work is completed at school, where staff can assist students, although teacher availability is limited. An advantage of this program is that students have the flexibility to make their own schedule.

MICROSOFT APPLICATIONS 2019

MS Access | MS Excel | MS Outlook | MS PowerPoint | MS Word

GOOGLE WORKSPACE

This course will provide students with a basic introduction to Google Workspace applications. The course will include basic instruction in GMAIL, Contacts including email groups (Labels), Calendar, Google Drive and DOCS.

For the **Computer Classes Schedule** please call the Main Office.

BABYSITTING AT GRANADA CENTER

FREE Babysitting services are available for children ages 3-11, while their parents/guardian are in class. Children must be fully toilet trained. Students need to submit the babysitting application with proof of class registration and child's immunizations.

The babysitting program has limited spots available per session. Applications may be picked up at the Granada Center or El Monte-Rosemead Adult School's front desk or call 626.258.5800 extension 8903 for more information.

Babysitting Hours: **Monday – Thursday** 7:45 am - 12:00 pm / 4:45 pm - 9:00 pm | **Friday** 7:45 am - 12:00 pm

ADMINISTRATIVE ASSISTANT

Pre-Requisites: Computer Literacy & Keyboarding

The Administrative Assistant program is offered through our Independent Lab, the program is self-paced. The program provides a variety of office computer skills required in a computerized office environment for Administrative/Personal Assistant.

Course Includes:
- MS Word 2019
- MS Excel 2019
- MS PowerPoint 2019
- Computerized Office Procedures
- Administrative Assistant Certification (optional)

Job Outlook:
Average California annual wage $87,800
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

GENERAL OFFICE CLERK

Pre-Requisites: Computer Literacy & Keyboarding

The General Office Clerk provides a variety of basic office skills required in a business office for entry-level office support employment. This program is self-paced through our Independent Lab.

Course Includes:
- MS Word 2019
- Computerized Business Skills
- General Office Clerk Certification (optional)

Job Outlook:
Average California annual wage $47,445
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

ACCOUNTING CLERK

Pre-Requisites: Computer Literacy & Keyboarding

The Accounting Clerk program provides basic accounting skills combined with in-depth training in a variety of accounting concepts and computer applications related to the accounting industry.

Common duties performed in this field are posting transactions to journals/ledgers, accounts receivable and accounts payable, inventory tracking/reporting, bank reconciliation, expense reporting with manual and automated instruction using QuickBooks software.

Course Includes:
- Accounting Principles
- QuickBooks
- Microsoft Excel 2019
- Accounting Fundamentals Certification Exam

Job Outlook:
Average California annual wage $56,000
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

HEALTH SCIENCE, MEDICAL TECHNOLOGY AND PATIENT CARE

MEDICAL ASSISTANT

Pre-Requisites: Computer Literacy, Introduction to the Human Body, & Medical Terminology

The Medical Assistant program provides training in both administrative and clinical duties for front office and back office duties. Training for this sequence will prepare students for entry-level positions in clinics, hospitals and assisted living facilities.

Course Includes:
- Introduction to Coding
- Medical Office Procedures
- MS Word 2019
- Clinical Medical Procedures
- CPR
- Externship (80 Hours)
- Clinical Medical Procedures certification
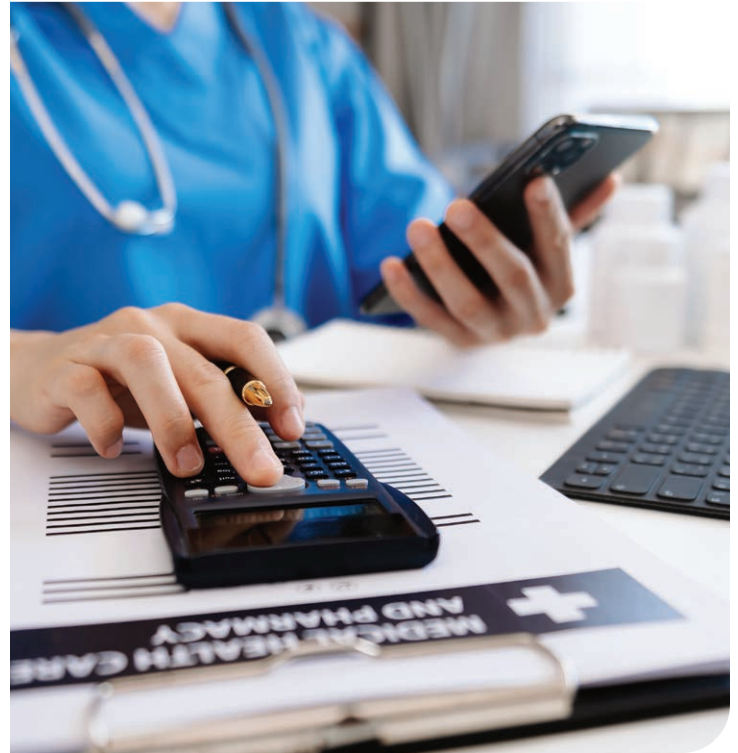
National Healthcareer Association®

Job Outlook:
Average California annual wage $50,000
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

MEDICAL BILLING & CODING

Pre-Requisites: Computer Literacy, Introduction to the Human Body, & Medical Terminology

The Medical Billing and Coding Program introduces the use of the three medical code sets for health insurance claims processing. It also covers different carrier requirements, state and local regulations, compliance, and billing practices for physician offices. Students will have hands-on practice with medical billing software. The course includes the student preparation for the national certification: through NHA or CPC and/or CPB through AAPC.

Recommended Classes: Keyboarding and MS Word

Course Includes:
- MS Excel 2019
- Medical Coding (ICD10 & CPT Coding ICD-10-CM, CPT, HCPCS, and Billing Theory)
- Computerized Medical Billing
- Certified Billing and Coding Specialist Certification Exam (NHA)

Job Outlook:
Average California annual wage $51,560
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

HEALTH SCIENCE, MEDICAL TECHNOLOGY AND PATIENT CARE

PHARMACY TECHNICIAN

Pre-Requisites: Computer Literacy, Introduction to the Human Body, & Medical Terminology

The Pharmacy Technician program prepares students to work under the direct supervision of a pharmacist. During the course, students will be introduced to the expanding role of the pharmacy technician, the profession of pharmacy, and various pharmacy practice settings. Students will learn pharmacy terminology, pharmacology, pharmacy law, pharmaceutical calculations, compounding (sterile and nonsterile), and distribution of a variety of dosage forms. Students must have proof of a high school diploma or GED from an accredited school.

Course Includes:
- Math for the Pharmacy Technician
- Pharmacology & Lab
- Pharmacy Principles & Lab
- Externship (130-260 hours)
- Pharmacy Technician National Certification Review

Job Outlook:
Average California annual wage $54,080
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

PHARMACY TECHNICIAN NATIONAL CERTIFICATION EXAM REVIEW

This course will include the review of pharmacology for technicians, pharmacy law and regulations, sterile and non-sterile compounding, medication safety, pharmacy quality assurance, medication order entry and fill process, pharmacy inventory system usage, and application. This course is required for our Pharmacy Technician cohort. It is also open to individuals who have completed a pharmacy technician program and wish to review for the National Certification Test.

PERSONAL CARE AIDE

This program prepares students to enter the healthcare industry with the core competencies to provide fundamental, person-directed care in a range of long-term care settings. There are NO prerequisites required for this course.

Job Outlook:
Average California annual wage $30,845
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

EKG TECHNICIAN

This 9 week course teaches students to perform EKGs and to recognize abnormalities in the heart rate of patients in the ambulatory care setting.

AMERICAN HEART ASSOCIATION BLS-CPR

This two day class trains individuals how to respond during emergency situations. Participants learn to recognize and attend to respiratory or cardiac problems. Adult, child, and infant CPR and AED are included in this course.

NURSING ASSISTANT

This course prepares students to be eligible to take the state competency test. Students must meet all of the following requirements as required by the California State Department of Public Health. To qualify for admission, applicants must:

- Be 18 years old
- Health Clearance: This includes a history and physical by a medical doctor (MD) and a TB skill test. If the skin test is positive, results of a chest x-ray signed by a radiologist (MD) are required.
- Criminal Clearance: Criminal clearance for conviction of a crime other than a minor traffic violation is required upon enrollment and prior to patient contact. Certification will not be issued until the individual has undergone a criminal records background check and has been cleared.
- English Language Proficiency: Passage of the CASAS reading test with an 8th grade level or higher.
- Pregnancy: If a student is pregnant, she must obtain a doctor's clearance to attend class.
- Course of study: The state of California regulates the hours required for this course. Nursing instructors provide the theory of sixty (71) hours and the clinical instruction of one-hundred (103) hours. Credit for this course is accepted by local vocational nursing (LVN) programs.

Job Outlook:
Average California annual wage $39,930
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

NURSE ASSISTANT - RECERTIFICATION
This course meets the Department of Public Health guidelines for the 48-hour recertification requirement. Students must have worked as a nurse assistant within the last two years. Students must have a current (unexpired) CNA certificate to enroll. Students must be on time and stay for the entire class to obtain credit. Partial credit cannot be given.

For more information, please scan the QR Code or call the Main Office.

PHLEBOTOMY

NEW!

El Monte-Rosemead Adult School is thrilled to announce our partnership with AUMT Institute to offer Phlebotomy training.

Basic Phlebotomy: This section covers the laboratory environment, anatomy, safety and infection control, phlebotomy equipment, and the phlebotomy procedure.

Advanced Phlebotomy: This section covers variations influencing the collection of blood, complications requiring alternative procedures, sources of preanalytical errors, communication concepts, and legal issues.

Phlebotomy Externship: This section allows the student to apply the concepts and skills they learned in class on real patients and to become familiar with the paperwork and record keeping adopted by the facility they are working in.

Admissions Requirements:
- Applicant must be at least 18 years of age.
- Applicants are required to have either a: High School diploma/transcript, or General Education Diploma (GED), or A foreign transcript translated and evaluated.
- Registration $1,200, non-refundable.

AUMT INSTITUTE
THE PHLEBOTOMY SCHOOL

Call for more information 626.258.5800.

CTE TRADES CERTIFICATES
Students seeking the various Trades Career Certificates must complete the courses listed below.

CONSTRUCTION

CONSTRUCTION I
This course provides entry level skills and training where students will learn a variety of hand and power tools, fasteners, screws, nails, hardware, paint finishes, materials, installation techniques, new and emerging technologies along with wood wall framing, interior and exterior finishes. Hands on projects are also incorporated into the instruction and specific to the Residential and Commercial construction industry. Safety, Communication, Technology, Ethics, Career planning and other employable skills will also be covered.

CONSTRUCTION II
Pre-requisite: Construction I
This Level II Construction course provides individuals with intermediate skills, hands-on practices, and information specific to the Residential and Commercial construction industry. This class is a continuation of Level I that builds upon the knowledge learned. This class will introduce plumbing, roofing, stucco, window and door installation, HVAC, flooring, paint finishes, and texture coatings. Safety, communication, technology, ethics, career planning, and other employable skills are integrated throughout the course.

MASONRY
Pre-requisite: Construction I & II
This Masonry course provides individuals with skills, hands on practices and information specific to the Masonry trade industry. This course will build knowledge and skill techniques related to masonry industry. Instruction also includes safety, communication, technology, ethics, career planning and other employable skills.

Job Outlook:
Average California annual wage $58,095
Source: www.labormarket.edd.ca.gov

CUSTODIAN TECHNICIAN

This course covers the basic, advanced and supervision aspects of custodial and janitorial work. Instruction will include industrial cleaning equipment to clean floors and carpet, cleaning and stocking bathrooms, making sure buildings are secure, cleaning windows, chemical safety, Cal OSHA regulations, supervision methods and more. Students must additionally pass certification upon completion of this cohort.

Recommended Classes: Computer Literacy and Keyboarding

Course Includes:
- Basic Custodial Maintenance
- Advanced Custodial Maintenance
- Custodial Supervision

Job Outlook:
Average California annual wage $41,600
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

ELECTRICIAN

CALIFORNIA STATE APPROVED SCHOOL!
Visit CA.GOV - Department of Industrial Relations

ET 101
ET101 is a one-year "Introduction to the Electrical Trade" course. Perfect to start a career as a California Certified Electrician. This course focuses on the field of Residential Electrical which is the only class required to complete the academic requirement for the California State Residential Electrician Certification. This course includes technical instruction and practical hands-on experience wiring found in a home, from a switch to the main panel, as well as understanding the materials used in the electrical trade and how to install them properly. This course will master fundamental electrical concepts including Alternating Current (AC) and Direct Current (DC) circuits, learn about workplace safety, proper tool use, blueprint reading, troubleshooting, pipe bending, best practices and much more. Students will understand the importance of code-compliant electrical installations and the need for permits and inspections during the building process.

ET 201
ET201 – Advanced Electrical Trade is the one-year follow-up class to our ET101 class and is designed for students who would like to enter the world of Commercial/Industrial Electrical. Once you've mastered the basics in ET101. Learn about Commercial/Industrial Electrical and how it differs from Residential construction, generation and distribution, 3-phase systems, backup systems and transfer switches. Get hands-on experience wiring up and testing a 3-phase transformer. Put together a fully functioning Photovoltaic (Solar) System on our "Solar Roof". Learn about commercial electrical systems, including HVAC and Refrigeration control. Each student will get practical hands-on experience in Motor Control and Automation. Each student has access to their own Motor Control Center panel where they can practice wiring to control a motor/light load using various schematic diagrams. Motor Control Center panels include PLCs, VFDs, motor starters, contactors, ice-cube relays, control transformers, both single and 3-phase motors, various sensing devices, push buttons, switches, light stacks, and much more! Learn to program a PLC and watch a code automate various electrical inputs and outputs. (ET101 is a prerequisite for ET 201)
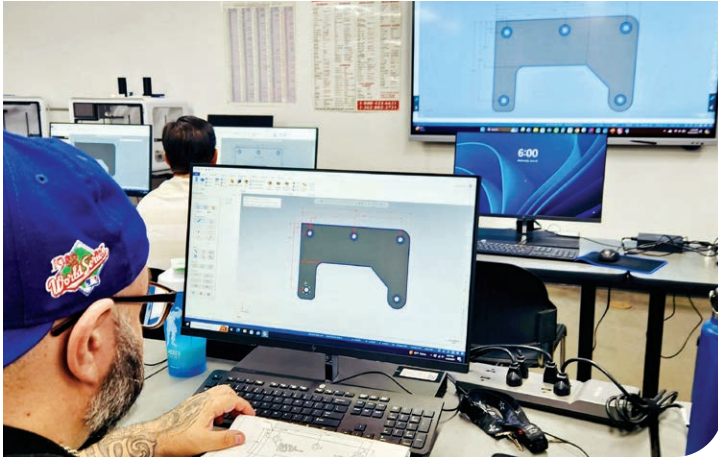
Job Outlook:
Average California annual wage $77,520
Source: www.labormarket.edd.ca.gov

MANUFACTURING AND FORMING TECHNOLOGIES

MACHINIST

This course covers the importance of safety in the manufacturing industry, mill/lathe conventional machining fundamentals, blueprint reading, math, tooling for shop metal, inspection, and measurement tools. Instruction also includes CNC programming using two-axis Proto Trak control. Students will advance to set-ups and operation on CNC HAAS Vertical Mill and CNC HAAS Lathe. Programming using Fanuc machining language will be used along with machining cycles, "G" codes and "M" functions. New improved state of the art equipment will be used to learn how to use Probe, fourth axis on CNC Mill, live tooling on CNC Lathe, create geometry toolpaths and NC code using CAD CAM software. Participants will learn to perform advanced set-ups by applying: Probing systems, fourth axis on CNC mills, live tooling on CNC lathe machines. This course also covers training on creating geometry, toolpaths and NC codes using CAD CAM software. CAD software (Computer-Aided Design) to design parts, and CAM software to create a workable program.

Course Includes: ■ Machine Shop I
■ Machine Shop II

Job Outlook:
Average California annual wage $53,352
Source: www.labormarket.edd.ca.gov

For more information, please scan the QR Code or call the Main Office.

BASIC COMPUTER TECHNOLOGY FUNDAMENTALS

This competency-based course is designed for the mature adult who desires to learn how to use the computer, tablets, smart phones, and other technological equipment. This course emphasizes Window 7, Android-based phones and tablets, iPADs, word-processing, spreadsheets, on-line account creation.
Registration Fee: $20.00 per quarter.
For class schedule please call the Main Office.

FAMILY AND HUMAN DEVELOPMENT: SKILLFUL PARENTING

This Home Study Program is designed to improve family relationships with instruction that aides parents in acquiring positive parenting skills for children from infancy through adolescence. Materials (information packets/videos) are checked out to students who meet with a teacher once a week to discuss their individual concerns. Packets are available in English, Spanish, and Chinese. Students receive a certificate of completion that has been approved by some courts for individuals who are required to take a parenting course.
Registration Fee: FREE.

For more information, please scan the QR Code or call the Main Office.

INDIVIDUAL CLASSES

ACCOUNTING PRINCIPLES

The Accounting course incorporates beginning and advanced accounting concepts, principles and procedures for all business types, such as sole proprietorships, partnerships, and corporations. Course covers accounting cycle for a service business, merchandising business, corporations, and non-profit organizations.
Cost: $50.

QUICKBOOKS 2020

This course is designed to introduce computerized accounting concepts and applied instruction using QuickBooks 2020 software. Activities include creating and editing a company, chart of accounts, customers, vendors, employees and inventory lists.
Cost: $50.

BABYSITTING AT GRANADA CENTER

FREE Babysitting services are available for children ages 3-11, while their parents/guardian are in class. Children must be fully toilet trained. Students need to submit the babysitting application with proof of class registration and child's immunizations.

The babysitting program has limited spots available per session. Applications may be picked up at the Granada Center or El Monte-Rosemead Adult School's front desk or call 626.258.5800 extension 8903 for more information.

Babysitting Hours: **Monday – Thursday** 7:45 am - 12:00 pm / 4:45 pm - 9:00 pm | **Friday** 7:45 am - 12:00 pm

SCHOOL CAMPUS DIRECTORY

**1 EL MONTE-ROSEMEAD ADULT SCHOOL (MAIN CAMPUS)**
10807 Ramona Boulevard, El Monte 91731
Telephone: 626.258.5800
Monday - Thursday 7:45 am - 9:00 pm
Friday 7:45 am - 4:00 pm

2 GRANADA CENTER
3515 Granada Avenue, El Monte 91731
Telephone: 626.258.5800 extension: 8903
Monday - Thursday 7:45 am - 9:00 pm
Friday 7:45 am - 3:30 pm

3 ROSEMEAD HIGH SCHOOL
9063 Mission Drive, Rosemead
Monday - Thursday 5:30 pm - 9:00 pm
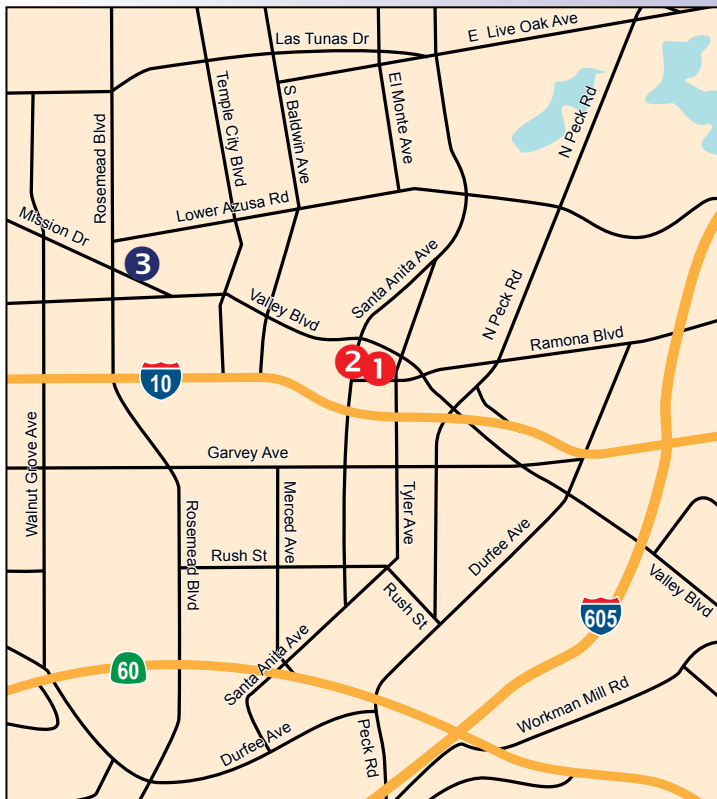
SCHOOL CALENDAR

August 19	**Fall Session I Begins**
October 11	Fall Session I Ends
October 14	**Fall Session II Begins**
November 11	Veterans Day Holiday
November 25 - 29	Thanksgiving Break
December 20	Fall Session II Ends
December 23 - January 3	Winter Break
January 7	**Spring Session III Begins**
January 20	Martin Luther King Jr. Birthday Holiday
February 17	President's Day Holiday
March 14	Spring Session III Ends
March 17	**Spring Session IV Begins**
March 31	Student/Staff Free Day
April 21 - 25	Spring Break
May 26	Memorial Day Holiday
May 30	Spring Session IV Ends

PROUD MEMBER OF THE RIO HONDO REGION ADULT EDUCATION CONSORTIUM

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ADULT EDUCATION
CONSORTIUM

Handicapped parking is available at the Ramona Center, Granada Center and Rosemead High School.

The El Monte Union High School District prohibits the use of tobacco products at all of our facilities. Thank you for your cooperation.