Lydia Chavez completed the Adult School’s Instructional Aide program and now works alongside teachers helping students with disabilities.

PAGE 6
We have entered a new year, which provides an opportunity for self-reflection, discovering what changes we want to make for ourselves and finding a way to make that happen.

For 92 years, Whittier Union Adult School has helped the citizens of Whittier and surrounding communities to discover where their passions lie and explore programs and pathways that support their personal, academic and professional goals.

Our experienced faculty and staff have worked to build relevant career training and academic programs to support the next stage of our adult students’ lives, whether they are entering or re-entering the workplace, seeking a promotion or pay raise or simply want to explore a new career field. Our students are invested in their learning and so are we.

As such, we have developed career and instructional programs based on student interests, economic factors and local job opportunities to ensure we enrich the community with a skilled workforce. Programs range from adult basic education and citizenship to medical billing and transportation. We also provide parents in our parent education program with the support and tools to raise high-achieving children.

Our students want to be here – they are learning new workplace skills to gain meaningful work, they are taking courses to advance in their education and some are finding work opportunities here in Whittier Union! We are proud to make a difference in the lives of our adult students.

Sincerely,
Superintendent Martin J. Plourde
Whittier Union High School District

EMPOWERING AND ENRICHING THE COMMUNITY

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Whittier Union High School District

EMPODERANDO Y ENRIQUECIENDO LA COMUNIDAD

Hemos entrado en un nuevo año, que nos brinda la oportunidad de autorreflexionar, descubrir qué cambios queremos hacer en nosotros mismos y encontrar la manera de que aquello suceda.

Durante 92 años, la Escuela de Adultos de Whittier Union ha ayudado a los ciudadanos de Whittier y las comunidades circundantes a descubrir dónde residen sus pasiones y explorar programas y caminos que apoyan sus objetivos personales, académicos y profesionales.

Nuestros maestros y personal experimentado han trabajado para desarrollar programas académicos y de capacitación profesional relevantes para apoyar la próxima etapa de la vida de nuestros estudiantes adultos, ya sea que ingresen o vuelvan al trabajo, busquen una promoción o un aumento de sueldo o simplemente quieran explorar un nuevo campo profesional. Nuestros estudiantes están comprometidos con su aprendizaje y nosotros también.

En tal sentido, hemos desarrollado programas profesionales y de instrucción, basados en los intereses de los estudiantes, los factores económicos y las oportunidades laborales locales, para así garantizar que enriquezcamos a la comunidad con una fuerza laboral calificada. Los programas van desde educación básica para adultos y ciudadanía hasta facturación médica y transporte. También proporcionamos a los padres en nuestro programa de educación para padres el apoyo y las herramientas para criar a niños que alcancen alto rendimiento escolar.

Nuestros estudiantes quieren estar aquí: están aprendiendo nuevas habilidades laborales para obtener un trabajo significativo, están tomando cursos para mejorar su educación y algunos están encontrando oportunidades de trabajo aquí en Whittier Union! Estamos orgullosos de marcar la diferencia en la vida de nuestros estudiantes adultos.

Atentamente:
Superintendente Martin J. Plourde
Distrito de Escuelas Secundarias de Whittier

Whittier Union
Adult School Administration

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Whittier Union High School District

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Atentamente:
Superintendente Martin J. Plourde
Distrito de Escuelas Secundarias de Whittier

Whittier Union
Adult School Administration

Dr. Margie Moriarty, Principal
Juan Anzaldo, Assistant Principal

Whittier Union High School District
Board of Trustees

Leighton Anderson, President
Tim Schneider, Vice President
Dr. Ralph Pacheco, Clerk
Jeff Baird, Member
Dr. Russell Castañeda Calleros, Member
Martin J. Plourde, Superintendent
**Register in Room H-702**
Monday-Thursday | 9-11 a.m. | 6-8 p.m.
All new ABE students are required to take an assessment.
CLASSES ARE FREE!

**Regístrese en el Cuarto H-702**
Lunes-jueves | 9-11 a.m. | 6-8 p.m.
Todos los nuevos estudiantes de ABE deben tomar un examen de evaluación.
¡CLASES SON GRATIS!

Information: (562) 698-8121, ext. 1334 or 1442

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**Visit the Counseling Office in Room H-706**
Monday-Thursday | 8:30 a.m.-3:30 p.m.
Tuesday | 5:30-8:30 p.m.  Wednesday | 6:30-8:30 p.m.
All new HSE students are required to take an assessment test. 
High School Diploma track students must bring school transcripts.
CLASSES ARE FREE!

**Visite la Oficina de Consejería en el Cuarto H-706.**
Lunes-jueves | 8:30 a.m.-3:30 p.m.
Martes | 5:30-8:30 p.m.  Miércoles | 6-8:30 p.m.
Todos los nuevos estudiantes de HSE deben tomar un examen de evaluación.
¡CLASES SON GRATIS!

Information: (562) 698-8121, ext. 1330

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**Preregister today!**
Call (562) 698-8121, ext.1300 or register in classroom (space permitting).
First day of classes: Spring – March 9 | Summer – July 6-30
Monday-Thursday | 7:30 a.m.-4 p.m. | 5:30-7:30 p.m.  Friday | 8-11 a.m.

¡Regístrese hoy!
Llame al (562) 698-8121, ext.1300 o regístrese en la class (si el espacio lo permite).
Primer día de clases: primavera – 9 de de marzo | verano – 6-30 de julio
Lunes-jueves | 7:30 a.m.-4 p.m. | 5:30-7:30 p.m.  Viernes | 8-11 a.m.
STUDENT RESOURCES & GENERAL INFORMATION

2020 Spring Term Begins March 9

Sierra Education Center (SEC)
9401 S. Painter Ave., Whittier
Phone: (562) 698-8121, ext. 1300

Office Hours:
Monday-Thursday | 7:30 a.m.-4 p.m.
and 5-9 p.m.
Friday | 7:30 a.m.-3 p.m.

E-mail: adult-school@wuhsd.org
Web: www.whittieradultschool.edu

Some classes may be held at off-site locations in the community.

Counseling
Whittier Union Adult School counseling staff provides students with support services, including career and educational planning, transfer counseling and financial aid, to ensure they achieve their highest potential and attain their goals. Walk-ins are welcome.

Location: SEC Room H-706

Hours: Monday-Thursday | 8:30 a.m.-3:30 p.m.
Tuesday | 5:30-8:30 p.m.
Wednesday | 6-8:30 p.m.

Information: (562) 698-8121, ext. 1330

Job Placement Assistance
Whittier Union Adult School students have access to a full-time Job Developer in Room 301.

Rio Hondo College Assistance
A Rio Hondo College counselor is available on campus to help with RHC information and enrollment. Call (562) 698-8121, ext. 1300.

Rio Hondo America’s Job Center of California (Room B-210)

AJCC provides employment and training services and job placement to adults in need.

Qualifying students may be eligible for help with tuition/registration fees, textbooks, child care options, training costs and more.

Support services include career guidance and counseling, job leads and hiring events, professional resume development, vocational and classroom training and employment preparation workshops.

Visit www.riohondoajcc.org or call (562) 698-8121, ext. 1220 to learn more.

All registration fees must be paid upon enrollment. No refunds unless class is canceled.
ELECTRICIAN CAREER TRAINING

Electrician 1: Residential Wiring
This hands-on class launches students on a path to licensure as California Residential Journeyman Electricians. Upon completion, students will be ready to go to work for a licensed contractor and/or qualified to enter a paid apprentice program. Fee includes $200 for required tools students will keep. Financial assistance may be available through the AJCC (see page 4).

MTWTh | 8-11 a.m. | Room J-201 | $750
MTWTh | 6-9 p.m. | Room J-201 | $750

Math for the Trades
This FREE class prepares students to pass entrance level math tests required for employment in the trades and/or acceptance into a state approved apprentice program. It is highly recommended that students in the Electrician program take this class either before or in conjunction with Electrician 1: Residential Wiring.

TTh | 5-6 p.m. | Room V-12
True Calling

Adult School Instructional Aide Lifts Outlook for Disabled Students

Whittier Union Adult School builds communities one success story at a time, finding ways to match students’ passions with quality wage employment opportunities.

At Whittier Union and its surrounding elementary school districts, for instance, instructional aides are in high demand. So too is the District’s commitment to training adult school students and hiring them upon completion of their program.

One such student is Lydia Chavez, a former emergency room patient care assistant at PIH Health (formerly Presbyterian) Hospital-Whittier, who enrolled in the Adult School’s Instructional Aide certificate program in August 2019.

After many years at PIH, the 58-year old mother of three enrolled in the Adult School’s six-week program, which places an emphasis on students with disabilities.

“My heart goes out to our kids, and I want to help out however I can,” said Chavez, whose disabled son, a California High School graduate, passed away in 2010. “It’s my calling.”

The program includes courses on disability awareness and math prep and high school reading to pass the Instructional Aide exam. Over the course of the program, Chavez developed the skills needed to assist teachers in the classroom and students with a variety of disabilities, setting her on the path to a new career as an instructional aide.

Upon earning certification, Chavez applied for an instructional aide position at Whittier High School and was hired in December. She now provides one-on-one support to a Whittier High student throughout the day, accompanying the student to class and helping enhance their learning through various academic and behavioral strategies.

“My experience at Whittier Union Adult School was wonderful,” Chavez said. “They are dedicated to seeing you succeed and the staff at Whittier High could not be more supportive. We are one big family.”
Ayudante de instrucción de la escuela de adultos mejora las perspectivas para los estudiantes discapacitados

La Escuela de Adultos de Whittier Union construye comunidades haciendo realidad una historia de éxito a la vez, encontrando formas de combinar las pasiones de los estudiantes con oportunidades de empleo que tengan salarios de calidad.

En Whittier Union y los distritos de escuelas primarias circundantes, por ejemplo, hay una gran demanda para los ayudantes de instrucción. En tal contexto, es también grande el compromiso del distrito de capacitar a los estudiantes de la escuela de adultos y contratarlos al finalizar su programa.

Una de esas estudiantes es Lydia Chávez, ex asistente de atención a pacientes de la sala de emergencias en PIH Health Hospital-Whittier (anteriormente conocido como Presbyterian), que se inscribió en el programa de certificado de Ayudante de Instrucción de la Escuela de Adultos en agosto de 2019.

Después de muchos años en el PIH, Chávez, una madre de tres hijos de 58 años de edad, se inscribió en el programa de certificado de Ayudante de Instrucción de la Escuela de Adultos en agosto de 2019.

“Mi corazón está con nuestros niños, y quiero ayudar como pueda”, dijo Chávez, cuyo hijo discapacitado, graduado de la Escuela Secundaria California, falleció en 2010. “Es mi vocación”.

Para aprobar el examen de Ayudante de Instrucción, el programa requiere que los estudiantes tomen cursos sobre conciencia de la discapacidad y preparación para las matemáticas además de lectura a nivel de la secundaria. En el transcurso del programa, Chávez desarrolló las habilidades necesarias para ayudar a los maestros en la clase y a los estudiantes con una variedad de discapacidades, lo que la situó en el camino hacia una nueva carrera como ayudante de instrucción.

Luego de obtener la certificación, Chávez solicitó un puesto de asistente de instrucción en la Escuela Secundaria Whittier y fue contratada en diciembre. Ahora brinda apoyo individual a un estudiante de Whittier durante todo el día, acompañando al estudiante en la clase y ayudándolo a mejorar su aprendizaje a través de diversas estrategias académicas y de comportamiento.

“Mi experiencia en la Escuela de Adultos fue maravillosa”, dijo Chávez. “Están abocados a verte triunfar y el personal de la Secundaria Whittier no podría ser más solidario. Somos una gran familia.”
ENGLISH AS A SECOND LANGUAGE | INGLÉS COMO SEGUNDO IDIOMA

Our skilled educators will teach students to gain skills in listening, speaking, reading and writing in English, preparing them to use the language for everyday use, including at school, work and life. Instruction is provided in a sequence of levels.

Nuestros expertos educadores enseñarán a los estudiantes a adquirir habilidades para escuchar, hablar, leer y escribir en inglés, preparándolos para usar el idioma para el uso diario, incluso en la escuela, el trabajo y la vida. La instrucción se proporciona en una secuencia de niveles.

CLASSES/CLASES

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Level</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWTTh</td>
<td>9 a.m.-12 p.m.</td>
<td>Beginning to Advanced</td>
<td>Ceres Elementary School, 10601 S. Ceres Ave., Whittier</td>
</tr>
<tr>
<td>TTh</td>
<td>8:30 a.m.-12:30 p.m.</td>
<td>Advanced Listening &amp; Speaking</td>
<td>Katherine Edwards Middle School, 6812 Norwalk Blvd., Whittier</td>
</tr>
<tr>
<td>MWTTh</td>
<td>6-9 p.m.</td>
<td>Beginning to Advanced</td>
<td>Loma Vista Elementary School, 13463 Meyer Road, Whittier</td>
</tr>
<tr>
<td>TTh</td>
<td>6:30-9 p.m.</td>
<td>Advanced Listening &amp; Speaking</td>
<td>Spiritt Family Services, 8000 Painter Ave., Whittier</td>
</tr>
</tbody>
</table>

ESL classes are also available at the following sites:

- Ceres Elementary School, 10601 S. Ceres Ave., Whittier | (562) 464-2200
- Katherine Edwards Middle School, 6812 Norwalk Blvd., Whittier | (562) 789-3115
- Loma Vista Elementary School, 13463 Meyer Road, Whittier | (562) 941-4712
- Spiritt Family Services, 8000 Painter Ave., Whittier | (562) 903-7000

CITIZENSHIP | CIUDADANÍA

Study U.S. history, civics and government, prepare for the U.S. citizenship interview and review the information needed to complete the USCIS Naturalization citizenship process. This FREE course is taught in English by a bilingual instructor. Students may practice oral and written English. Register in the Adult School Office.

Estudie historia de los EE. UU., educación cívica y gobierno, prepárese para la entrevista de ciudadanía de y revise la información necesaria para completar el proceso de ciudadanía de naturalización de USCIS. Este curso GRATUITO es ofrecido en inglés por un instructor bilingüe. Los estudiantes pueden practicar inglés oral y escrito. Regístrese en la oficina.

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
<th>Room</th>
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<tbody>
<tr>
<td>MW</td>
<td>12:30-2:30 p.m.</td>
<td>Room V-5</td>
</tr>
<tr>
<td>MW</td>
<td>6-8 p.m.</td>
<td>Room V-7</td>
</tr>
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</table>
READING, WRITING & MATH

Improve your basic reading, writing and math skills for employment, self-enrichment, to prepare for the high school equivalency tests (GED/HISET) or to augment your ESL skills.

Mejore sus habilidades básicas de lectura, escritura y matemáticas para el empleo, el auto-enriquecimiento, para prepararse para los exámenes de equivalencia de escuela secundaria (GED/HISET) o para aumentar sus habilidades de inglés.

Advanced Listening & Speaking
Students who have completed ESL classes practice listening and speaking English, improving oral language and conversational English skills. Includes practice with pronunciation.

MWF | 9:45-11:15 a.m. | Rooms V-3, V-7, V-11

Basic Writing
(Beginning/Intermediate/Advanced)
Students learn basic sentence structure and improve their writing skills. Students develop a firm basis in language, word usage, grammar and writing skills. Students may use computers for writing activities.

MWF | 8:30-9:45 a.m. | Rooms V-3, V-7, V-11

Basic Math
Review or learn basic math skills, including addition, subtraction, multiplication and division of whole numbers to fractions, decimals, percentages and ratios.

MWF | 11:15 a.m.-12:30 p.m. | Rooms V-3, V-11

Basic Reading
(Beginning/Intermediate/Advanced)
Students are placed into reading classes according to skills needed (phonics, vocabulary development, comprehension skills, etc.). All classes include group and individual activities.

MW | 6:30-9 p.m. | Room V-11

Writing Lab
Students receive individual assistance to strengthen writing skills for success in school and career.

Th | 6:30-9 p.m. | Room V-7

New Course!

Business Math
Students learn foundational math skills used in common industry practices.

MW | 12:30-3 p.m. | Room V-7

ADULT BASIC EDUCATION
HIGH SCHOOL EQUIVALENCY (HSE) – GED & HiSET

Whittier Union Adult School prepares students for passing the HiSET or GED exam and earning a high school equivalency certificate from the State of California (available in English or Spanish). Complete the HSE Prep Program to boost your chances of success!

La Escuela de Adultos de Whittier Union prepara a los estudiantes para aprobar el examen HiSET o GED y obtener un certificado de equivalencia de escuela secundaria del estado de California (disponible en inglés o español). ¡Complete el programa de preparación de HSE para aumentar sus posibilidades de éxito!

HiSET & GED Test Preparation

In this prep class, students acquire the skills necessary to pass all sections of the GED or HiSET. Students may study in the Prep Lab and use computer software to learn at their own pace.

MTWThF | 8:30 a.m.-12 p.m. | Room H-708
MTWTh | 6:30-9 p.m. | Room H-708

Math Boot Camp

This intensive math course places emphasis on skill development, conceptual understanding and practical application to prepare students for the GED/HiSET exams. Areas covered include number sense, algebra and functions, geometry and measurement, and data analysis.

W | 6-9 p.m. | Room V-3

Math Review Class

Students review the basic essentials of mathematics, including fractions, decimals and measurements. Students participate in direct instruction and work individually using math software and materials.

T | 6-9 p.m. | Room V-3

Online and independent study are available. See teacher for details.

TAKE THE HiSET EXAM

Whittier Union Adult School is an official testing center for the HiSET exam!

- 5 Subtests: Reading, Writing, Mathematics, Science, Social Studies
- Fee: $30 per subject
- Free HiSET test preparation classes

84% First-Time HiSET Pass Rate

Adult Secondary Education Classes are FREE!
High School Diploma

Earn a high school diploma as an adult! Distance learning options are available.
¡Obtenga un diploma de la escuela secundaria como adulto! Las opciones de aprendizaje a distancia están disponibles.

High School Diploma Lab
Students work on an individualized program, completing course requirements by passing unit tests and completing projects and writing assignments as required. Help is available from the teaching staff.

MTWThF | 8:30-10:30 a.m. | Room F-513
MTWThF | 10:30 a.m.-12:30 p.m. | Room F-513
MTWTh | 5-7 p.m. | Room F-513
MTWTh | 7-9 p.m. | Room F-513

See teaching staff for information or meet with a counselor to begin. See page 3 for details.

High School Math Preparation
Students learn math skills aligned to the Common Core State Standards in mathematics. This six-week course supports students to successfully complete the high school diploma, high school equivalency and instructional aide proficiency exam.

TTh | 8:30-10:30 a.m. | Room V-3

High School Reading
Students learn close critical reading skills aligned to the Common Core State Standards in English Language Arts. This six-week course supports students to successfully complete the high school diploma, high school equivalency and instructional aide proficiency exam.

TTh | 8:30-10:30 a.m. | Room V-7

High School Diploma Courses Offered:

- Algebra 1
- Art History
- Basic Math
- Biological Science
- Child Development & Parenting*
- Consumer Math
- Earth Science
- Economics
- English 1, 2, 3, 4
- Environmental Science
- Foods*
- Health*
- Intro to Art Appreciation
- Intro to Computers*
- Pre-Algebra
- Psychology*
- Sociology*
- Students & the Law*
- U.S. Government
- U.S. History
- World Geography*
- World History
* Elective Courses

180 credits required for HS Diploma
MEDICAL CAREERS

Learn what it takes to be successful in the medical field while exploring new skills and gaining knowledge to use in a medical office setting.

Medical Office and Billing Foundations
Prepare to work in a medical office, billing service and/or insurance company. Learn medical terms, HIPAA guidelines, billing procedures and explanation of benefits. Learn to use Medisoft for scheduling, payments and insurance.

MTWTh | 8 a.m.-12:30 p.m. | Room D-306 | $100
TTh | 5:30-9 p.m. | Room D-306 | $50

CPT Medical Coding & Billing
Receive an introduction to Current Procedural Terminology (CPT): codes, descriptors and guidelines to describe health care procedures/services to ensure reimbursement from insurance companies.

MW | March 16-May 13 | 5:30-9 p.m. | Room D-306 | $100

SCHOOL BUS DRIVER TRAINING

This School Bus Training program prepares students to meet all requirements to work as a school bus driver. The course includes orientation, class instruction on laws and regulations, and preparation for commercial driver testing to earn a Bus Driver Certificate from the California Highway Patrol. In-service hours include students with disabilities training.

Eligible students will be offered paid internships to complete behind-the-wheel training with the WUHSD Transportation Department, leading to employment upon full licensure.

(NOTE: Must be at least 18 years of age, have a valid driver’s license, safe driving history and provide DMV H6 driving record printout. Background check is required.)

BUS DRIVER TRAINING
Session 1: March 30-May 7
MTWTh | 8-10:30 a.m. | Room V-12

Session 2: May 11-June 12
MTWThF | 8-10:30 a.m. | Room V-12
(All classes cost $100, plus state fees)

Bus Driver starting salary: $20.46/hour

Medical Biller starting salary: $22/hour
Instructional Aide (Certificate Program)

Learn the skills and techniques necessary to become an instructional aide in this three-course sequence, which prepares students to work as paraprofessionals supporting students and teachers in K-12 classrooms.

Cost: $30 for entire sequence of classes, listed below:

High School Math Preparation
Students receive support as they successfully complete the high school diploma, high school equivalency and instructional aide proficiency exam.
TTh | 8:30-10:30 a.m. | Room V-3

High School Reading
Students receive support as they successfully complete the high school diploma, high school equivalency and instructional aide proficiency exam.
TTh | 8:30-10:30 a.m. | Room V-7

Disability Awareness
Students develop the needed skills to recognize and respond appropriately to individuals with a variety of disabilities as defined by the Individuals with Disabilities Education Act (IDEA).
TTh | 10:30 a.m.-12 p.m. | Room D-301

Interested in working as an instructor at WUAS?
Instructors needed for courses in:
CPR/First Aid
Personal Care Aide (CNA/LVN/RN needed)
Pharmacy Clerk
Must possess a valid California vocational teaching certificate or be willing to obtain one.

Contact:
(562) 698-8121, ext. 1300
OFFICE CLERK/ASSISTANT

Learn the foundational skills of computer use, from using a keyboard and email to operating basic programs and internet navigation.

Fee Schedule
$80 for daytime program
$30 per class for evening program

Keyboarding
Learn to use a keyboard and increase typing speed and accuracy.

- MTWThF | 8 a.m.-12:30 p.m. | Room D-307
- MTWTh | 1-3 p.m. | Room D-307
- TTh | 5:30-7:30 p.m. | Room D-307

Computer Essentials
No prior computer experience necessary for this course to learn basic computer use and terminology, managing files and folders, viruses, navigating the web, working with email and hands-on practice with common software programs. A USB flash drive is required. No book needed.

- MW | 1-3:30 p.m. | Room D-302
- TTh | 9 a.m.-12 p.m. | Room D-302
- TTh | 6:30-9 p.m. | Room D-302

Keyboarding Certificate Testing
Keyboarding/Typing certificate provides verification of speed and accuracy for employment. Walk-ins welcome.

- MTWTh | 8:30-11:30 a.m. | Room D-307 | $40
- TTh | 5:30-7:30 p.m. | Room D-307 | $40

Business Math
Students learn foundational math skills used in common industry practices.

- MW | 12:30-3 p.m. | Room V-7

Certificate Pathways for Office Careers:

- Office Clerk Term 1 - Computer Essentials, Business Writing & Business Math
- Office Assistant Term 2 - Word, Excel Specialist 1 & PowerPoint 1
- Administrative Assistant Term 3 - Access Specialist, Excel Specialist 2 & Administrative PowerPoint

Classes for these pathways are on pages 14-15

Business Writing
Students learn formatting of business documents such as memos, reports, and emails used in organizations to communicate with a variety of audiences.

- TTh | 10:30 a.m.-12:30 p.m. | Room V-7

FUNDACIONES DE COMPUTADORAS (Lecciones en español)

Aprenda las habilidades básicas del uso de la computadora, desde usar un teclado y correo electrónico hasta operar programas básicos y navegar por Internet.

Costo de clases

<table>
<thead>
<tr>
<th>Clases</th>
<th>Precio</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 clase</td>
<td>$30</td>
</tr>
<tr>
<td>2 clases</td>
<td>$60</td>
</tr>
<tr>
<td>3 clases o más</td>
<td>$80</td>
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</tbody>
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Teclado
Esta clase está diseñada para aumentar la velocidad y precisión del teclado.

- Lunes-viernes | 8-9 a.m. | Cuarto D-302

Esenciales de Computadora
Este curso básico de computación es para enseñar funciones básicas de computación y introducir programas de software comunes. No se necesita experiencia de computadoras.

- Lunes-viernes | 8-9 a.m. | Cuarto D-302
- Martes y jueves | 12:30-3 p.m. | Cuarto D-302
Computer Repair 1C – Networking
Learn the basics of networking, deploying a network, troubleshooting and repairing network issues and upgrading existing network components.
MW | 6:30-9 p.m. | Room D-305 | $100

Microsoft Excel, PowerPoint & Access
Students create and manipulate spreadsheets, master formulas, format and filter data using Excel. In PowerPoint, students learn to effectively present messages in a concise, engaging and exciting format. In Access, students learn to manage and design interfaces using this relational database that allows small teams and individuals to easily organize and report on business data.
MTWThF | 10:30 a.m.-12:30 p.m. | Room D-304

Microsoft Word, Excel, PowerPoint, & Access
Using both lecture and practice, this course introduces students to Microsoft Office software programs. In Word, students create, edit and save documents. Students create and manipulate spreadsheets in Excel. Students learn to use design and presentation software in PowerPoint and Publisher. In Access, students learn to create using relational databases.
MTWThF | 8-9 a.m. | Room D-304
MTWTh | 1-3 p.m. | Room D-304
MW | 6:30-9 p.m. | Room D-304

COMPUTER APPLICATIONS & REPAIR
Learn to fix computers, learn about wireless computer networks, computer security, sharing resources and prepare for the CompTIA A+ certification exam, which may lead to careers as a computer systems specialist or technology specialist. Register in the Adult School Office.

Computer Repair 1C – Networking
Learn the basics of networking, deploying a network, troubleshooting and repairing network issues and upgrading existing network components.
MW | 6:30-9 p.m. | Room D-305 | $100

Fee Schedule
$80 for daytime program
$30 per class for evening program

Computer Essentials for Business
Be job-ready in a matter of months in this multi-subject course. Emphasis is placed on the computer and its parts, operating systems, word processing, file management, internet applications (Google Suite), e-mail, computer ethics, security and virus protection, and spreadsheets with formulas.
MTWThF | 9-10:30 a.m. | Room D-305

Microsoft Word 2016
Students create, edit and save documents, learn to format texts and paragraphs and work with tables, columns and other formatting features.
MWF | 9 a.m.-12:30 p.m. | Room D-302

Google Applications
Students learn about Google applications, including Docs, Sheets, Slides and Drive. Students explore the common interface and learn how to access help for office-related materials.
MTWThF | 9-10:30 a.m. | Room D-304

SPRING 2020
ACCOUNTING

Take your accounting skills to the next level by learning new skills, concepts and techniques to use in the workplace and prepare for an exciting career in finance.

Fee Schedule
$80 for daytime program
$30 per class for evening program

Excel for Accounting
Students practice accounting procedures specifically utilizing Microsoft Excel. Learn the functions within Excel needed for accounting.
TTh | 1-2:30 p.m. | Room D-300

Accounting Foundations
Students learn basic accounting concepts. Learn how to maintain accounting records both manually and electronically.
MTWTh | 8-9:30 a.m. | Room D-300
MW | 6:30-8:30 p.m. | Room D-300

Accounting Practice
Students practice updating and maintaining accounting journals, ledgers, records and reports of financial transactions.
MTWTh | 9:30 a.m.-12 p.m. | Room D-300
MW | 5:30-9 p.m. | Room D-300

QuickBooks
Learn how to electronically maintain a general ledger; track vendor, customer and inventory activities; process payroll for employees; and complete other key accounting procedures.
MTWTh | 9:30 a.m.-12 p.m. | Room D-300
TTh | 5:30-9 p.m. | D-300

Payroll
Become a payroll expert in labor and tax laws related to maintaining accurate payroll records. Students learn the procedures in processing employee payroll in this four-week course.
MW (April 1-29) | 1-3 p.m. | Room D-300
MW (March 9-April 15) | 6:30-8:30 p.m. | Room D-300

10-Key Practice
Learn basic 10 key calculator machine skills and methods of calculations used in the workplace. Students increase speed and accuracy and learn common business calculation applications.
MTWTh | 9:30 a.m.-12 p.m. | Room D-300
MW | 5:30-9 p.m. | Room D-300

Starting salaries
Accounts Payable Clerk: $19.25/hour
Accounts Receivable Clerk: $18.33/hour
Payroll Clerk: $21/hour

Career Training
PAGE 16 WHITTIER UNION ADULT SCHOOL (562) 698-8121, ext. 1300
Learn effective parenting techniques and how to create happy families and responsible kids in these parent education courses, designed to make early childhood parenting fun. Parents and children participate together in a preschool setting.

Aprenda técnicas de crianza eficaces y cómo crear familias felices y niños responsables en estos cursos de educación para padres, diseñados para hacer que la crianza de los niños en la primera infancia sea divertida. Los padres y los niños participan juntos en un entorno preescolar.

**Parenting the Infant (1 month to walking)**
New parents receive information on feeding, sleep habits, nutrition and stages of infancy. Parents learn songs, finger plays and ideas to use at home.

**Parenting the Toddler (12-24 months)**
Parents and toddlers participate in language development activities, including songs, games and finger plays. Parents receive information on different stages of development.

First day of class is **March 9**; enrollment is limited. Parents should bring a snack for their child each week. Students may enroll throughout the term, pending space availability. Immunization records are required.

**Fee schedule:** $60 for one adult with one child, $20 for each additional adult or child family member, up to a maximum of $100.

**Programa de tarifas:** $60 por un adulto con un niño, $20 por cada adulto o niño miembro adicional de la familia, hasta un máximo de $100.

**Information:** (562) 698-8121, ext. 1352
Parenting the 2-Year-Old (24-36 months)
Parent-child activities include singing, movement, painting, crafts and storytelling. Parents receive information on such topics as discipline, nutrition, toilet training and sleep habits.

| T | 9 a.m.-12 p.m. | Sierra Parent Education Center | Miss Jennifer
| W | 9 a.m.-12 p.m. | Sierra Parent Education Center | Miss Jennifer
| Th | 9 a.m.-12 p.m. | Sierra Parent Education Center | Miss Elenore (bilingual)

Parenting the Preschooler (3- & 4-year-olds)
Parents spend quality time with their children in a preschool setting as they participate in singing, learning games and creative activities. Learn about preschooler growth and development, discipline and school readiness.

| M | 9 a.m.-12 p.m. | R-802 | Miss Jissel (bilingual)
| T | 9 a.m.-12 p.m. | R-802 | Miss Martha
| W | 9 a.m.-12 p.m. | R-802 | Miss Martha
| Th | 5:30-8:30 p.m. | R-802 | Miss Claudia (3-5-year-olds)
| F | 9 a.m.-12 p.m. | R-802 | Miss Jissel

Parenting the Preschooler-Prekindergarten (4 years old by Dec. 1, 2019)
Parents and children participate in a variety of learning activities in preparation for school and socialization. Parents discuss child development, learning styles and school readiness. No siblings.

| Th | 9 a.m.-12 p.m. | R-802 | Miss Martha

Parenting with Love and Logic®
Raise self-confident, motivated children who are ready to succeed academically, socially and personally. Parents learn healthy decision-making skills and how to raise happy, well-behaved children through logic and love. Logic happens when children make decisions and experience the natural and logical consequences.

| W (April 29-June 3) | 6-9 p.m. | SEC Board Room | Miss Martha
Uniform Complaint Procedure
Whittier Union High School District annually notifies its students, employees, parents or guardians of its students, the district advisory committee, school advisory committees, appropriate private school officials and other interested parties of the Uniform Complaint Procedures (UCP) process.

Whittier Union High School District is primarily responsible for compliance with federal and state laws and regulations, including those related to unlawful discrimination, harassment, intimidation or bullying against any protected group and all programs and activities that are subject to the UCP. Please visit our website (www.whittieradultschool.edu) for full Uniform Complaint Procedures Notification.

Notice of Nondiscrimination
Whittier Union High School District 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, marital 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. Please visit our website (www.whittieradultschool.edu) for full Notice of Nondiscrimination.

Attendance and Class Size
Regular attendance is expected of all students. A minimum class size must be maintained for classes to continue.

Fees
Fees are charged for classes as listed in the schedule. Late entries pay the full fee. Fees align with state and federal guidelines for adult schools.

Refunds
No fees will be refunded once a class has been established. Class costs are funded through fees and student attendance. Original receipt required for any refunds.

Accredited
Whittier Union Adult School is fully accredited by the Western Association of Schools and Colleges as an outstanding school of learning.

Procedimiento uniforme de quejas
El Distrito de Escuelas Secundarias de Whittier notifica anualmente a sus estudiantes, empleados, padres o tutores de sus estudiantes, comités de consejos escolares del distrito, comités asesores de las escuelas, funcionarios de escuelas privadas pertinentes y otras partes interesadas de los Procedimientos Uniformes de Quejas.

El Distrito de Escuelas Secundarias de Whittier tiene la responsabilidad principal de acatar las leyes y normas estatales y federales, incluyendo las relacionadas con la discriminación, acoso, intimidación y hostigamiento en contra de cualquier grupo protegido, así como todos los programas y actividades que están sujetos a los UCP. Por favor visite nuestra página web www.whittieradultshool.edu, para obtener el Procedimiento Uniforme de Quejas completo.

Aviso de no discriminación
El Distrito de Escuelas Secundarias de Whittier está comprometido a brindar un ambiente laboral y educativo libre de toda discriminación, acoso, intimidación y/o abuso. El Distrito prohíbe la discriminación, acoso, intimidación y/o abuso por razones, reales o percibidas, de raza, género/sexo (incluyendo identidad de género, expresión de género, embarazo, alzheimeramiento, amanamiento y condiciones médicas relacionadas con el embarazo), orientación sexual, religión, color, origen nacional, ascendencia, estado de inmigración, discapacidad física o mental, condición médica (relacionada con cáncer y características genéticas), estado militar o de veterano de guerra, estado civil, estado de pareja registrada, edad (mayores de 40 años), información genética, creencia o afiliación política (ajena a un sindicato), asociación de una persona con otra persona o grupo que tenga una o más de estas características reales o percibidas o por cualquier otra razón que cuente con la protección de ordenanzas o reglamentos. Por favor visite nuestra página web www.whittieradultshool.edu, para obtener la Declaración Antidiscriminatoria.

Asistencia escolar y tamaño de la clase
Se espera una asistencia regular de todos los estudiantes. Se debe mantener un tamaño mínimo del curso para que las clases continúen.

Tarifas
Las tarifas se cobran por las clases que aparecen en la lista. Las entradas tardías pagan la tarifa completa. las tarifas van de acuerdo con las pautas estatales y federales para las escuelas de adultos.

Reembolsos
No se reembolsarán tarifas una vez que se haya establecido una clase. Los costos de las clases se financian a través de las tarifas y la asistencia de los estudiantes. Se requiere recibo original para cualquier reembolso.

Acreditado
La Escuela de Adultos de Whittier Union está completamente acreditada por la Asociación de Escuelas y Universidades del Oeste como una escuela sobresaliente de aprendizaje.
Mission
Whittier Union Adult School is committed to providing our diverse student population with a quality, standards-based instructional program guided by our fully-qualified staff in a safe and supportive environment. We provide an engaging educational program through which students can acquire the 21st century learning skills that enable them to achieve their academic, vocational and personal goals.

Nuestra misión
La Escuela de Adultos de Whittier Union está comprometida a proporcionar a nuestra diversa población estudiantil un programa de enseñanza de calidad basado en los estándares, guiado por nuestro personal totalmente calificado en un ambiente seguro y de apoyo. Ofrecemos un programa educativo atractivo a través del cual los estudiantes pueden adquirir las habilidades de aprendizaje del siglo XXI que les permitan alcanzar sus objetivos académicos, vocacionales y personales.

NEW class begins March 9!
Electrician 1
Cost: $750
MTWTh | 8-11 a.m.
MTWTh | 6-9 p.m.
See page 5 for more information!

Most Spring term classes begin March 9
Preregister today!
(562) 698-8121, ext. 1300