Sachin Mishra completed two Adult School programs within a year and is now employed and on his way to college. PAGE 5
Since 1928, Whittier Union Adult School has provided members of our community a foundation upon which to discover where their passions lie and explore programs and pathways that support their college and career goals.

Working in partnership with our surrounding communities and local businesses, our faculty and staff have fostered a caring and supportive learning environment, created relevant career and academic programs to jumpstart students’ next steps, enriched the community with a skilled workforce, and given parents in our parent education program the support and tools to raise high-achieving children.

Our Adult School’s career and instructional programs – developed based on student interests, economic factors and local job opportunities – range from adult basic education and citizenship to accounting and computer repair. Each equips students with valuable life skills and hands-on experience needed to thrive in life and pursue new careers in lucrative fields.

Whittier Union Adult School’s reach has been immeasurable. We are proud to have made a difference in the lives of our students, and we hope to continue helping the adults of this community reach their goals!

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

ESCUELA DE ADULTOS DE WHITTIER UNION:
EMPODERANDO Y ENRIQUECIENDO LA COMUNIDAD

Desde 1928, la Escuela de Adultos de Whittier Union ha proporcionado a los miembros de nuestra comunidad una base sobre la cual pueden descubrir cuáles son sus vocaciones y explorar los programas y los caminos que apoyan sus metas universitarias y profesionales.

Trabajando en colaboración con nuestras comunidades cercanas y negocios locales, nuestros maestros y el personal han fomentado un ambiente de aprendizaje solidario y de apoyo, creando programas académicos y profesionales relevantes para impulsar los próximos pasos de los estudiantes, han enriquecido a la comunidad con una fuerza laboral calificada y han dado a los padres de nuestro programa de educación paterna el apoyo y las herramientas para educar niños con alto rendimiento.

Los programas de carrera e instrucción de nuestra Escuela de Adultos, desarrollados en base a los intereses de los estudiantes, los factores económicos y las oportunidades laborales locales, van desde la educación básica para adultos y la ciudadanía hasta la contabilidad y la reparación de computadoras. Cada uno de estos programas otorga a los estudiantes valiosas habilidades para la vida y la experiencia práctica necesaria para prosperar y seguir nuevas carreras en campos lucrativos.

El impacto de la Escuela de Adultos de Whittier Union es incomensurable. ¡Estamos orgullosos de haber marcado la diferencia en la vida de nuestros estudiantes, y esperamos continuar ayudando a los adultos de esta comunidad a alcanzar sus metas!

Martin J. Plourde
Superintendente, Whittier Union High School District

Whittier Union
Adult School Administration
Dr. Margie Moriarty, Principal
Juan Anzaldo, Assistant Principal

Whittier Union High School District
Board of Trustees
Dr. Russell Castañeda Calleros, President
Jeff Baird, Vice President
Leighton Anderson, Clerk
Tim Schneider, Member
Dr. Ralph Pacheco, Member
Martin J. Plourde, Superintendent
English as a Second Language (ESL)
Clases de inglés
Citizenship
Ciudadanía
Adult Basic Education
Educación básica de adultos
High School Diploma
Diploma de Escuela Secundaria
High School Equivalency (HSE)
Equivalencia de Escuela Secundaria
Career Training Programs
Programas de capacitación profesional
Career Technical Education (CTE)
Educación técnica profesional

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

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 – 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

Preregister today!
Call (562) 698-8121, ext.1300 or register in classroom (space permitting).
First day of classes: Winter – Nov. 18 | Spring – March 9
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 registrese en la class (si el espacio lo permite).
Primer día de clases:
Invierno – 18 de noviembre | Primavera – 9 de marzo
Lunes-jueves | 7:30 a.m. - 4 p.m. | 5:30-7:30 p.m.  Viernes | 8-11 a.m.
STUDENT RESOURCES & GENERAL INFORMATION

2019 Winter Term Begins Nov. 18

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 - 8:30 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
Students who participate in Whittier Union Adult School CTE courses may take part in its job assistance program. Contact your teacher for more information.

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 to elderly and economically disadvantaged residents.
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.
Adult School Student Finds New Academic and Career Opportunities

When Sachin Mishra moved from Mumbai, India to the United States in 2017, he was looking for a better life for his family and an opportunity for growth.

A high school graduate in Mumbai, Mishra dreamed of continuing his education in America, but encountered obstacles with his transcripts, which were written in a foreign language.

Little did he know that the answer to his continued page 6
problems – and the learning facility that would jumpstart his path toward success – was across the street from the convenience store where he worked.

On his manager’s recommendation, Mishra enrolled in the Whittier Union Adult School’s high school equivalency (HSE) prep class in August 2018 to acquire the skills to pass all sections of the HiSET exam.

Upon receiving his HSE certificate, Mishra was encouraged by Adult School staff to take career training accounting classes. Balancing work, family and school, Mishra took advantage of several courses offered by the Adult School, mastering Microsoft Office Suite, accounting foundations, payroll and Quickbooks.

He completed the accounting program in July 2019.

“I am so impressed by the quality of education provided by Whittier Union Adult School,” Mishra said. “You can take as many classes as you want, you receive personal attention and it is very affordable.”

Equipped with an HSE certificate and newly-acquired accounting skills, Mishra found employment as a customer service agent at Los Angeles International Airport, helping travelers with boarding passes, check-in and luggage.

In January 2020, Mishra will pursue an associate’s degree at Rio Hondo College.

“I have learned that you have to take slow steps to achieve your goals,” Mishra said. “My goal is move beyond living paycheck-to-paycheck. Whittier Union Adult School has provided me more than an education. The teachers and counselors are so helpful, they guide every individual student toward the right path.”

Continued from page 5

Preparing Students for Success

Certificates Sachin Mishra earned at Whittier Union Adult School

| High School Equivalency (HSE) | (pgs. 10-11) |
| Office Clerk | (p. 14) |
| Office Assistant | (p. 14) |
| Administrative Assistant | (p. 15) |
| Accounting | (p. 16) |

Summing Up Success
Poco sabía que la respuesta a sus problemas y el establecimiento educativo que impulsaría su camino hacia el éxito estaban cruzando la calle, frente a la tienda donde trabajaba.

Por recomendación de su gerente, Mishra en agosto de 2018 se inscribió en la clase de preparación para tomar el examen de equivalencia de escuela secundaria (HSE, por sus siglas en inglés) ofrecido por la Escuela de Adultos de Whittier Union para adquirir las habilidades para aprobar todas las secciones del examen HiSET.

Al recibir su certificado HSE, el personal de la Escuela de Adultos alentó a Mishra a tomar clases de capacitación profesional en contabilidad. Balanceando el trabajo, la familia y la escuela, Mishra aprovechó varios cursos ofrecidos por la Escuela de Adultos, con los que pudo dominar Microsoft Office Suite, los fundamentos de contabilidad, nóminas y Quickbooks.

Completó el programa de contabilidad en julio de 2019.

“Estoy muy impresionado por la calidad de la educación brindada por la Escuela de Adultos de Whittier Union”, dijo Mishra. “Se puede tomar tantas clases como uno lo desee, recibir atención personalizada y además es muy asequible”.

Con su certificado de HSE y habilidades con-
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

MTWTh | 9 a.m. -12 p.m. | Beginning to Advanced
TTh | 8:30 a.m. -12:30 p.m. | Advanced Listening & Speaking
MTWTh | 6-9 p.m. | Beginning to Advanced
TTh | 6:30-9 p.m. | Advanced Listening & Speaking

Vocational English

Students in career classes learn to master career vocabulary, take notes quickly and participate in class discussions. Students may work one-on-one with the instructor.

ESL classes are also available at the following sites/clases de inglés también están disponibles en los siguientes sitios:

• 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.

MW | 12:30-2:30 p.m. | Room V-5
MW | 6-8 p.m. | Room V-7
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.
TTh | 8:30 a.m. – 12:30 p.m. | Room V-11
TTh | 6:30-9 p.m. | Room 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.
MWF | 9:45-11:15 a.m. | Rooms V-3, V-7, V-11
MW | 6:30-9 p.m. | Room 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

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

NEW COURSE!
Whether pursuing a new career or continuing your education, the 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!

Ya sea que esté siguiendo una nueva carrera o continúe con su educación, 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

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

Online and independent study are available. See teacher for details.
**ADULT SECONDARY EDUCATION**

**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: $25 per subject
- Free HiSET test preparation classes

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**HIGH SCHOOL DIPLOMA**

Earn a high school diploma as an adult! Our self-paced courses provide students with the opportunity to gain critical academic skills from a standards-based curriculum, boosting their success in college or the workforce.

¡Obtenga un diploma de la escuela secundaria como adulto! Nuestros cursos a su propio ritmo brindan a los estudiantes la oportunidad de adquirir habilidades académicas críticas de un plan de estudios basado en estándares, lo que aumentará su éxito en la universidad o en la fuerza laboral.

**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

**Distance Learning options available. See teaching staff for information or meet with a counselor to begin. See page 4 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 NCLB 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 NCLB proficiency exam.

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

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**Distance Learning options available. See teaching staff for information or meet with a counselor to begin. See page 4 for details.**

**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.

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

ICD-10-CM Medical Coding & Billing
Receive an introduction to ICD-10M clinical and coding information and learn how to prepare and update CMS-1500 forms for all insurances.

MW (Jan. 8 - March 4) | 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.

(NO. 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.)

SCHOOL BUS DRIVER TRAINING

Session 1: Jan. 7 – Feb. 13
MTWTh | 8-10 a.m. | Room V-12

Session 2: Jan. 27 – March 6
MTWTh | 11 a.m. -1:30 p.m. | Room V-12

Session 3: Feb. 18 – March 19
MTWTh | 8-10 a.m. | Room V-12
(All classes cost $100, plus state fees)
EDUCATION & FAMILY SERVICES (Certificate Programs)

Learn the skills and techniques necessary to become a personal care aide or instructional aid in our newest courses.

Instructional Aide Certificate Program
This three-course sequence prepares students to work as paraprofessionals supporting students and teachers in K-12 classrooms in just 6 weeks!

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 NCLB 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 NCLB 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-305

First Aid/CPR Class
Become CPR-certified, learn life-saving techniques and earn an American Red Cross card in this ONE-DAY ONLY course. Must register a week in advance.

F (Jan. 24 or Feb. 21 or March 31) | 8:30 a.m. – 12:30 p.m. | Room V-12 | $40

M (Dec. 9 or Jan. 27) | 5 p.m. – 9 p.m. | Room V-12 | $40

Personal Care Aide
A personal care aide assists clients with handicaps, mental impairments or other physical limitations to manage every-day tasks. Many personal care aides assist the elderly and provide caring companionship to them. Upon completion, students will be prepared to transfer to Rio Hondo College’s Nursing Assistant Pre-Certification Program.

F | 9 a.m. - 12 p.m. | Room V-2 | $30
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

$30  1 course  
$60  2 courses  
$80  3 courses or more

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

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 Math

Students learn foundational math skills used in common industry practices.

Th | 10:30 a.m. - 12:30 p.m. | Room V-7  
M | 12:30-3 p.m. | Room V-7

Business Writing

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

T | 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

$30  1 clase  
$60  2 clases  
$80  3 clases o mas

Teclado

Esta clase está diseñada para aumentar la velocidad y precisión del teclado.

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

Esesenciales 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-jueves | 8-9 a.m. | Cuarto D-302  

Martes-jueves | 12:30-3 p.m. | Cuarto D-302
Computer Repair 1B – Software
Master MS Windows installations, install device driver software, learn how to remove viruses, spyware and adware, perform backups and maximize computer efficiency.
MW | 6:30-9 p.m. | Room O-4 | $100

Computer Repair 1C – Networking
Learn the basics of networking, deploying a network, troubleshooting and repairing network issues and upgrading existing network components.

Offered in Spring 2020

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.

MWThF | 9-10:30 a.m. | Room D-304

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 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.

MWThF | 9-10:30 a.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.

Fee Schedule

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<tr>
<th>Fee</th>
<th>Courses</th>
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<tr>
<td>$30</td>
<td>1 course</td>
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<td>$60</td>
<td>2 courses</td>
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<td>$80</td>
<td>3 courses or more</td>
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Microsoft Word, Excel, PowerPoint, Publisher & 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
MTWThF | 1-3 p.m. | Room D-304
MW | 6:30 - 9 p.m. | Room D-304
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

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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
MW | 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, which runs from Dec. 2 - Jan. 15.

MW | 1-3 p.m. | Room D-300
MW | 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
First day of class is **November 18**; 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.

El primer día de clases es el **18 de noviembre**; La inscripción es limitada. Los padres deben traer bocadillos para sus hijos cada semana. Los estudiantes pueden inscribirse durante todo el periodo, dependiendo de la disponibilidad de espacio. Se requieren registros de inmunización.

**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

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.

W | 12:30-3 p.m. | Sierra Parent Education Center | Miss Elenore

**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.

M | 9 a.m.-12 p.m. | Sierra Parent Education Center | Miss Elenore (bilingual)
F | 9 a.m.-12 p.m. | Sierra Parent Education Center | Miss Elenore
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 | 9 a.m. – 12 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 (Jan. 8 - Feb. 12) | 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, alumbramiento, 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.

Electrician 1 Class
Cost: $750

Most Winter term classes begin Nov. 18
Preregister Today!
(562) 698-8121, ext. 1300

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.