

NORWALK-LA MIRADA ADULT SCHOOL

NORWALK 1937

EDUCATION OPENS DOORS

Norwalk-La Mirada Unified School District



- iPad for Work or Play
- Medical Billing I & II
- Hospital Occupations
- One-Day Notary Course and Exam



Spring Schedule

January 30, 2012 - June 21, 2012

Cover Designed by Photoshop Student - Darshna Shah

Welcome to the Norwalk- La Mirada Adult School!



Education Opens Doors!

Take Advantage of Us!

We honestly want you to take advantage of us. There is simply no other place where you, as an adult, can do the following in such an accessible and affordable manner:

- Earn your high school diploma
- Complete your GED certificate
- Gain confidence in your English language skills
- Document your computer skills through industry-recognized certification
- Train for well-paying careers
- Improve your quality of life through learning with like-minded people

The Norwalk-La Mirada Adult School is in business for those reasons, and we have an excellent track record of success with tens of thousands of students in our communities. Our doors are open for you. Come on in and make it your best year ever!

Sharon Renfro Todd,
Director, Norwalk-La Mirada Adult School

Norwalk-La Mirada School District

Board of Education

Darryl R. Adams, President
Ed Hengler, Vice President
Karen Morrison, Member
Chris Pflanzner, Member
Margarita Rios, Member
Jesse Urquidi, Member
Ana Valencia, Member

Adult School Administration

Sharon Renfro Todd, Director
Mary Kay Stephens, Assistant Director

Academic and Support Services Counselor

Debbie Van Driesen

District Administration

Dr. Ruth Pérez, Superintendent
Dr. Lila Bronson, Assistant
Superintendent, Educational Support
Services
Estuardo Santillan, Assistant
Superintendent, Business Services
Wayne Shannon, Assistant
Superintendent, Human Resources
Linda Granillo, Executive Director,
Curriculum and K-12 Education



Expected Schoolwide Learning Results

Every student will increase content knowledge and communication skills through:

- Mastery of relevant curriculum
- Use of technology
- Engagement in a variety of activities both within and outside the classroom

Every student will acquire:

- The skills to effectively utilize available community resources
- Information to become an independent worker
- Tools to adapt to changes in society

Every student will demonstrate:

- Personal responsibility
- Active participation in society

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School Calendar

Spring Session:

Registration Begins.	January 9, 2012
Spring Semester Begins	January 30, 2012
Lincoln's Birthday Holiday (sites closed)	February 13, 2012
Presidents' Day Holiday (sites closed)	February 20, 2012
Spring Recess (sites closed)	April 6 - April 13, 2012
Memorial Day Holiday (sites closed).	May 28, 2012
Spring Semester Ends (some classes end earlier)	June 21, 2012

ESL Calendar

Winter - January 3 - April 5, 2012 • **Spring** - April 16 - June 21, 2012

ADULT SCHOOL MAIN OFFICES

Norwalk Campus

15711 Pioneer Blvd.
Norwalk, California 90650
(562) 868-9858

Office Hours

Monday - Thursday: 7:30 a.m. - 9:30 p.m.
Friday: 7:30 a.m. - 4:00 p.m.

La Mirada Campus

15920 Barbata Road
La Mirada, California 90638
(714) 670-9279

Office Hours

Mon., Tues., Thurs.: 7:30 a.m. - 5:30 p.m.
Wednesday: 7:30 a.m. - 8:30 p.m.
Friday: 7:30 a.m. - 4:00 p.m.

Check out our website at: www.nlmas.org

YOU CAN LEARN ENGLISH! ¡UD. SÍ PUEDE APRENDER INGLÉS!



ESL Beginning Literacy (Orientation)
ESL Beginning Low (Level 1)
ESL Beginning High (Level 2)

ESL Intermediate Low (Level 3)
ESL Intermediate High (Level 4)
ESL Advanced Low (Level 5)

ADVANTAGES OF LEARNING ENGLISH

1. Higher Wages
2. Better Employment
3. Preparation for College
4. Help Your Children Succeed
5. U.S. Citizenship

ENGLISH AS A SECOND LANGUAGE

Our warm and supportive teachers will prepare you to use everyday English for conversation, for work or school, and for other real-life needs.

All levels practice listening, speaking, reading, and writing English. **Fee \$20**

Introducción y práctica para Escuchar, hablar Leer y Escribir. Inglés como Segunda Lengua, principiantes, intermedios y avanzados. El enfoque se pondrá en usar el Inglés en conversaciones diarias. Cuota \$20

ESL 초급, 중급, 고급반 학생들을 위한 말하기, 듣기, 읽기, 쓰기에 대한 실명과 연습. 직장이나 학교 혹은 실생활에 필요한 일상 영어회화에 중점을 둡니다. \$20

ESL Calendar

Winter - January 3 - April 5, 2012 • Spring - April 16 - June 21, 2012

Classes are always open. You may enroll and begin attending at any time.
Clases siempre abiertas. Puede registrarse y empezar la clase a cualquier hora.

▶ ESL Classes at La Mirada Campus

M-Th	8:15 a.m. - 12:30 p.m.	Staff
F	8:30 a.m. - 12:30 p.m.	Staff

▶ ESL Classes at Norwalk Campus

M-F	8:15 a.m. - 12:30 p.m.	Staff
M-Th	5:45 p.m. - 9:30 p.m.	Staff



ESL Advanced High Speaking

Pronunciation and Fluency - Class focuses on verbal activities to model and correct speech patterns. Making speeches and other oral presentations, dialogues and discussion are included. Course designed for non-native English speakers, ESL 3 and above. **Fee \$10. Free for registered ESL students. (Ends 6/20/12)**

WTh	12:45 p.m. - 2:45 p.m.	Norwalk Campus	Rm. 101	Platt
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Learn English! Get a better job!

DISTANCE LEARNING

Learn ESL, Parenting, or Citizenship at Home!

Aprenda Inglés como Segunda Lengua (ESL), Como ser mejores padres (Crianza de los Hijos), ó Ciudadanía en su propia casa!

ESL, 부모교육, 혹은 시민권 취득 준비를 위한 가정학습!

Practice important skills in your own home that will help you learn English, become a better parent, or prepare for the U.S. Immigration and Naturalization Service Citizenship Test. Watch our DVDs and complete study packets. Return each week to review your work with a trained teacher and receive the next DVD and study packet!



ESL, PARENTING, AND CITIZENSHIP

English as a Second Language

8 different and dynamic ESL instructional programs for beginners through advanced speakers. **Fee \$20. (Only \$5 for registered ESL students.)**

Parenting

Our first course covers parenting young children and is available in English and Spanish. The second course covers parenting teenagers. Certificates of completion are awarded to students who successfully complete either class. **Fee \$20. Additional \$30 refundable deposit fee.**

Citizenship

Citizenship DVDs and study packets will help you prepare for the INS interview and the newest version of the Citizenship test. **Fee \$20. Additional \$30 refundable deposit fee.**

▶ Distance Learning at La Mirada Campus

M 12:30 p.m. - 2:30 p.m. Room 74

▶ Distance Learning at Norwalk Campus

T 12:30 p.m. - 2:30 p.m. Room 301

T 5:30 p.m. - 7:30 p.m. Room 301
(1/30/12 - 6/8/12)



DISTRICT ANNOUNCEMENT!



The Norwalk-La Mirada Unified School District actively and systematically seeks out all individuals with exceptional needs ages birth through 21, including infants, preschoolers, and children not enrolled in public school programs who reside within our district or who attend school within our district. If you know of a child with exceptional needs, please contact the office staff at your nearest school site or call the Special Education Office at (562) 868-0431 extension 2085.

Career Technical Education Center (CTEC)

Need to update your computer skills to find a job or advance in your career? Our Self-Paced Computer Technology Education Center is the perfect choice for you!

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12



"The most important and relevant skills requested by employers, when considering a potential employee, are Microsoft Office Suite: Word, Excel, Outlook, PowerPoint, Business English and Composition, Math and Keyboarding. These skills will ultimately set you apart in the job market."

Sarah Pearson, Assistant Branch Manager, AppleOne Employment Services - Cerritos Branch

Accounting Courses

(Prepare for Entry-level Accounting Clerk)

- Accounts Payable/Receivable
- Payroll
- Computerized Records and Bookkeeping
- Quickbooks*

Medical Classes

(Prepare for Entry-level Medical Front Office)

- Medisoft (Medical Office Simulation)
- Computers in the Medical Office
- Medical Terminology
- Medical Transcription

General Office

(Prepare for Entry-level Receptionist, Clerk, Administrative Assistant, Customer Service, Marketing)

- Business English/Math
- Data Entry - Alpha Numeric/Numeric 8,000kph
- Keyboarding - 40 wpm
- Microsoft Office: Word*, Excel*, PowerPoint*, Outlook
- Become Microsoft Certified for greater job opportunities!

Professional General Office

(Prepare for Senior Administrative Secretary, Sales, Executive Administrative Assistant)

- Take all of the General Office classes plus:
- Publisher
- Access
- QuickBooks*
- Microsoft Certification

*Also offered as teacher-directed classes. See pages 8-10.

GAIN, CalWORKS, and EDD approved training site.

LOW COST!



CTEC Self-Paced Centers are open during the following times:

Norwalk Campus	Room 307	Staff
M-Th / F	8:15 a.m. - 2:00 p.m. / 8:15 a.m. - 12:30 p.m.	\$30 per session.
M-Th	5:45 p.m. - 9:00 p.m.	\$30 per session.
La Mirada Campus	Room 53	Staff
M-Th	8:45 a.m. - 12:00 p.m.	\$30 per session.

CAREER PATHS

ENHANCE YOUR EMPLOYMENT OPPORTUNITIES!

Our affordable Career Paths give you skills that will set you apart in today's competitive job market. Complete a career path and receive a Gold Seal Certificate as well as post assessment testing that prepares you to pass administrative qualification tests!

Foundation Classes:

1. **Keyboarding**
2. **10 Key**
3. **Computer Basics (Windows OS)**
4. **Intro to Microsoft Word 2007**

Note: Some required courses may be waived upon demonstration of competency.

Accounting Clerk

Salary Range: \$12 - \$15 per hour

- Foundation Classes 1, 2, 3, 4
- Accounts Payable/Receivable
- Payroll
- Filing
- Accounting Theory
- Computerized Record Keeping/Bookkeeping
- Business Math (if needed)
- MS Excel 2007 - Intro-Advanced
- MS Outlook 2007
- Quick Books
- Interview Skills
- Business Etiquette
- Resume and a Portfolio
- Microsoft Certification for Excel Recommended

General Office Clerk

Salary Range: \$10 - \$14 per hour

- Foundation Classes 1, 2, 3, 4
- Accounts Payable/Receivable
- Filing
- Data Entry - 8000 kph
- Intro MS Excel 2007
- MS Outlook 2007
- Interview Skills
- Business Etiquette
- Resume and a Portfolio

Administrative Assistant/Secretary

Salary Range: \$15 - \$18 per hour

- Foundation Classes 1, 2, 3, 4
- Business English
- Business Math
- Filing
- MS Excel 2007 - Intro-Advanced
- MS Access 2007
- MS Outlook 2007
- MS PowerPoint 2007
- MS Word 2007 - Advanced
- Interview Skills
- Business Etiquette
- Resume and a Portfolio
- Microsoft Certification for Word and Excel Recommended

Medical Transcriber

Salary Range: \$15 - \$18 per hour

- Foundation Classes 1, 2, 3, 4
- MS Word 2007 - Advanced
- Medical Terminology*
- Medical Transcription (Cardiology, Surgical, Neurology, and Internal Medicine)
- Interview Skills
- Business Etiquette
- Resume and a Portfolio
- Microsoft Certification Recommended

* Text \$80

Medical Front Office / Billing Clerk

Salary Range: \$13 - \$15 per hour

- Foundation Classes 1, 2, 3, 4
- Medical Terminology*
- Medical Record Processing
- Medisoft
- Intro MS Excel 2007
- Interview Skills
- Business Etiquette
- Resume and a Portfolio
- Microsoft Certification Recommended

* Text \$80

Enroll in one of our popular teacher-directed classes and receive step-by-step guided instruction!

Computer Basics

New to computers? Start with our Computer Basics!

Information Support and Services

Computer Basics

Session I: 1/30/12 - 4/5/12 (Beginning)

Master the basics to operate a PC. Explore the Windows OS and personalize your desktop. Learn basic Word Processing features, the Internet, and email.

Prerequisite: None (keyboarding a plus). **Fee \$20 per session**

Session II: 4/16/12 - 6/21/12 (Intermediate)

Become familiar with more advanced features of the Windows OS such as System Tools; the Control Panel; file management (create folders). Learn the basics of applications such as Excel, PowerPoint, and PhotoStory. **Prerequisite:** Session I or equivalent skills experience. **Fee \$20 per session**

M	5:45 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 306	Brewer
W	5:30 p.m. - 8:30 p.m.	La Mirada Campus	Rm. 54	Brewer
F	8:15 a.m. - 12:00 p.m.	Norwalk Campus	Rm. 306	West
F	8:15 a.m. - 12:00 p.m.	La Mirada Campus	Rm. 54	Brewer

Microsoft Word

Microsoft Word is a basic skill required by most employers. Learn how to confidently use this program with our expert instruction!

Information Support and Services

Microsoft Word 2007

Session I: 1/30/12 - 4/5/12 (Beginning)

Learn the basics of Word to create, format, and edit personal and professional documents.

Prerequisite: Must keyboard at least 16 wpm. **Fee \$20 per session**

Session II: 4/16/12 - 6/21/12 (Intermediate)

Learn more advanced features such as mail merge (required by employers), tables, newsletter columns, and work with Illustrations and other publishing features. This course is a preparation for the Microsoft Office Specialist certification in Word, which is highly valued by employers. **Prerequisite:** Session I or equivalent skills experience. **Fee \$20 per session**

Th	8:15 a.m. - 12:00 p.m.	Norwalk Campus	Rm. 306	Brewer
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Microsoft PowerPoint

Knowing how to use PowerPoint will give you a competitive edge in the job market.

Information Support and Services

Microsoft PowerPoint 2007

Learn to create impressive slideshows for both business and personal use. Topics include:

- Creating a photo album
- Adding sound and music
- Editing a video
- Creating puzzles and games
- Animating photos
- Animating clip art
- Designing templates
- Creating charts and tables

Prerequisite: Must be computer literate. **Fee \$20 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

T	5:45 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 306	Nishikawa
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We offer FREE career counseling, résumé assistance, and job search strategies for all enrolled students!

Microsoft Excel

Learn the #1 Skill Requested by Employers



Information Support and Services

Microsoft Excel 2007 - Intermediate to Advanced

Session I: 1/30/12 - 4/5/12 Broaden your employment opportunities by expanding your Excel 2007 skills. Learn to use several types of formulas used by most business today including built-in functions, data validation, and tables. Students will learn to use financial, logical, math and statistical functions. **Prerequisite:** Excel 2007 Beginning or equivalent skill experience. **Instructor is Microsoft Certified. Fee \$20 per session**

M	8:15 a.m. - 12:00 p.m.	La Mirada Campus	Rm. 54	Farber
T	8:15 a.m. - 12:00 p.m.	Norwalk Campus	Rm. 306	Farber
Th	5:45 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 306	Farber

Information Support and Services

Microsoft Excel 2007 - Continuing Advanced

Acquire advanced skills to get the job you want today!

Session II: 4/16/12 - 6/21/12 Complete your training by learning more formulas and functions to prepare yourself for increasing business demands. Create PivotTables and PivotCharts, formula auditing tools, macros, vertical and horizontal lookups and more. **Prerequisite:** Excel 2007 Intern. or equivalent skill experience.

Instructor is Microsoft Certified. Fee \$20 per session

M	8:15 a.m. - 12:00 p.m.	La Mirada Campus	Rm. 54	Farber
T	8:15 a.m. - 12:00 p.m.	Norwalk Campus	Rm. 306	Farber
Th	5:45 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 306	Farber

Adobe Photoshop

Information Support and Services

Adobe Photoshop CS3 Beginning

Session I: 1/30/12 - 4/5/12 Learn the basic concepts of Adobe Photoshop CS3, a photo editing program that allows you to create, design, and manipulate photographic images. It's also a great tool to make your personal photos look more professional. Topics include the use of:

- Selection tools
- Layer masks
- Filters and patterns
- Special text effects
- Compositing images
- Photo retouching

Prerequisite: Must be computer literate & keyboard at least 16 wpm. **Fee \$30 per session**

W	5:45 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 306	Nishikawa
Th	8:15 a.m. - 12:00 p.m.	La Mirada Campus	Rm. 54	Farber

Information Support and Services

Adobe Photoshop CS3 Advanced

Session II: 4/16/12 - 6/21/12 Apply skills learned in the Beginning Photoshop class to create graphic art documents such as movie posters, flyers, printed advertisements, and magazine covers. Topics include:

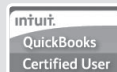
- Adding color to black and white photos
- Photo blending
- Photo montages
- Photo reconstruction
- Brush effects
- Special photo effects
- Advanced clipping masks

Prerequisite: Must be computer literate & keyboard at least 16 wpm. **Fee \$30 per session**

W	5:45 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 306	Nishikawa
Th	8:15 a.m. - 12:00 p.m.	La Mirada Campus	Rm. 54	Farber

Put a Valuable, Industry Recognized Certification on Your Résumé!

As a Certiport Authorized Testing Center, we offer certification exams that will validate your talents



for the most important and frequently requested computer skills. Highlight your job readiness by becoming certified in any of the Microsoft Office Suite 2007 Applications, IC³, Intuit QuickBooks, and Adobe Applications.

Call (562) 868-9858 for details and to make a testing appointment.

QuickBooks Pro 2010

Information Support and Services

QuickBooks Pro 2010

Session I: 1/30/12 - 4/5/12 (Basics) Learn to use QuickBooks Pro 2010, software designed to help small and medium-sized businesses keep their books easily and accurately. Session I provides an introduction to the software and fundamental skills such as dealing with customer and vendor transactions, banking with QuickBooks, and creating a company.

Session II: 4/16/12 - 6/21/12 (Beyond Basics) Session II provides continuing instruction such as working with physical inventory, selling inventory, payroll, and other advanced features.

Prerequisite: Must be computer literate & keyboard at least 16 wpm. **Fee \$20 per session**

MW 5:45 p.m. - 9:00 p.m. Norwalk Campus Rm. 309 Kim

Technology Lab

Workplace Skills and Functional Academics

Technology Lab

This class is open to all students who want to improve their computer skills. Emphasis on skills that support coursework in English as a Second Language classes. Spanish assistance available if needed.

- Learn computer basics.
- Practice English using the computer.
- Use high-speed internet to research and send email.
- Receive support when working on assignments.

Fee \$10 per session

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

MW 12:45 p.m. - 2:45 p.m. Norwalk Campus Rm. 401 Gonzalez



Notary Public

Become a Notary Public in ONE Day!

Information Support and Services

Notary Public Seminar

Complete the required notary education and take the State Exam immediately after the class. This intensive one-day seminar is designed to provide you with everything you need to know to become a successful w. You will find out about **NEW** legislation as well as how to pass the official Notary Exam. Learn how to properly identify document signers, keep a journal, fill out certificates and much more. The class includes a practice Notary Public Exam. State Exam immediately following class. Call (562) 868-9858 for detailed information about class requirements. **Bring a valid California ID and arrive early. Due to State regulations, no one will be admitted to the classroom after 8:10 a.m. Fee \$60. Additional \$30 Materials Fee.**

Class Sessions: March 17, 2012 **Must Register by:** March 9, 2012

Sat 8:00 a.m. - 4:00 p.m. Norwalk Campus Rm. 109 Reed
Additional one-hour exam immediately following class.

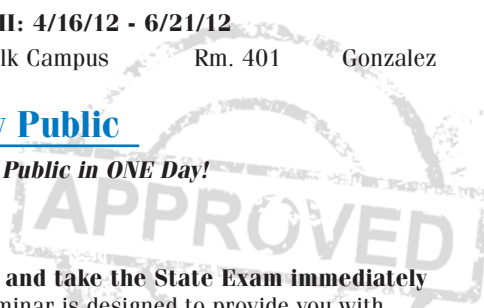
Information Support and Services

Certified Notary Loan Signing Agent

Let your notary skills work for you! Banks, mortgage companies, and real estate offices are in great need of Certified Notary Loan Signing Agents. This class will give you the information, skills, and certification that you need to start notarizing loan documents and start making money immediately! **According to state regulations, no one will be admitted to classroom after 5:45 p.m. Prerequisite:** Students must be a California Notary Public or have taken the Notary Public class. See class information above and register for both classes at the same time. **Fee \$40. Additional \$20 Materials Fee.**

Class Sessions: March 20, 2012 **Must Register by:** March 13, 2012

T 5:45 p.m. - 9:30 p.m. Norwalk Campus Rm. 206 Reed



Real Estate Classes

Business Financial Management

Real Estate Principles Fee \$45

This is a mandatory course the Department of Real Estate (DRE) requires all potential licensees to take. Among subjects discussed in this course are the major topics of California law, agency issues, land use regulations, and ownership and finance. You must be a legal resident to obtain the California Real Estate License. Instructor is a California real estate broker.



1/30/12 - 6/21/12

M 5:45 p.m. - 9:00 p.m. Norwalk Campus Rm. 303 Weekes

Business Financial Management

Real Estate Practice Fee \$45

This is a mandatory course the Department of Real Estate (DRE) requires all potential licensees to complete. Among subjects discussed in this course are: California law, agency issues, contracts and closings, financing, taxation, and leasing.

1/30/12 - 6/21/12

T 5:45 p.m. - 9:00 p.m. Norwalk Campus Rm. 303 Weekes

Business Financial Management

Real Estate Finance Fee \$45

This class meets the elective requirement for the Department of Real Estate (DRE) license. Among subjects discussed in this course are the latest in financing options in the State of California, rules, regulations and laws, types of loans, qualifications, and consumer protections.

1/30/12 - 6/21/12

W 5:45 p.m. - 9:00 p.m. Norwalk Campus Rm. 303 Weekes

Computers for Seniors

Information Support and Services

Computers For Seniors

Have you wanted to learn the very basics of computers but didn't know where to start? Look no more! This class will patiently demonstrate the skills needed for basic computer operations. Learn to explore the Internet, do Google searches, and send emails. **Fee \$20 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

TTh 1:00 p.m. - 3:30 p.m. Norwalk Campus Rm. 402 Zakaria



Hospital Occupations

Learn Important Job Skills for Entry-Level Hospital Positions!

Support Services

Hospital Occupations

One of the fastest growing job markets is in the field of medicine and health care. This class prepares students for entry-level employment in a hospital or



clinic setting. Students will learn basic medical terminology, basic body systems, and fundamental career preparation for an entry-level position in departments such as radiology, central supply, dietary aide, EKG aide, physical therapy, pharmacy, and admitting. **Fee \$30 per session (Additional fee for book; approximate cost \$95.)**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

MTW 5:45 p.m. - 9:00 p.m. Norwalk Campus 302 Martinez



Medical Billing I & II

Take Advantage of this Exciting Opportunity to Learn the Fundamentals of Medical Billing & Coding

Support Services

Medical Billing I

Session I: 1/30/12 - 4/5/12 This introductory course is the first of two classes for those interested in

Medical Billing & Coding. Medical Billing I will teach important medical terminology and anatomy. The focus will be on diagnostic and procedural terms, as well as anatomical structures. This will be accomplished by interactive lectures and weekly reviews. **Fee \$30 per session (Additional fee for textbook; approximate cost \$150.)**

TTh 5:45 p.m. - 9:00 p.m. Norwalk Campus 203 Rhodes



Support Services

Medical Billing II

Session II: 4/16/12 - 6/21/12 This course focuses on the theory of insurance billing for the medical office and introduction to CPT and ICD-9 coding. This will be accomplished by lectures and weekly tests. Successful completion of Medical Billing I & II will prepare students for employment in physician's offices as insurance clerks, patient representatives, billing clerks, and other front office positions.

Fee \$30 per session (Textbook for Medical Billing I will be used.)

TTh 5:45 p.m. - 9:00 p.m. Norwalk Campus 203 Rhodes

CPR/First Aid

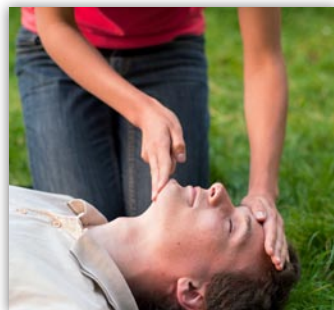
Therapeutic Services

CPR/First Aid/AED

This two-day American Red Cross CPR/First Aid course is designed to give you the confidence to respond in an emergency situation with skills that can save a life. Class includes ventilations with a barrier device, use of an Automated External Defibrillator (AED), and the relief of foreign body airway obstruction. A First Aid card and a CPR card for adult, child, and infant will be issued by the American Red Cross. **Fee \$50**

Class Sessions: March 5 & 7, 2012 **Must Register by:** February 27, 2012

MW 5:45 p.m. - 9:30 p.m. Norwalk Campus Rm. 206 Garcia



iPad for Work or Play

Information Support Services

iPad for Work or Play

Learn how to use your iPad or iPad 2 for work or play! Class covers downloading apps, iWork app, eBooks, innovative uses for the work/school environment, and much more. Bring your iPad. Limited number of iPads available for in-class use. **Fee \$15**



Session I: 1/30/12 - 2/24/12 • Session II: 4/16/12 - 5/11/12

T 5:45 p.m. - 9:30 p.m. Norwalk Campus Rm. 306 Rockhill

REFUND POLICY: We want you to enjoy your class, so we will refund your registration fee if you attend the first meeting of the term and find it does not meet your needs. To request a refund, just bring your receipt to the office prior to the second scheduled class meeting. Refunds require receipts and will not be given after the second scheduled class meeting. Please allow four weeks for processing.

HIGH SCHOOL DIPLOMA PROGRAM



Looking for employment in today's competitive job market? Earn a High School Diploma or GED!

- ✓ Essential for most entry-level jobs!
- ✓ Demonstrates to prospective employers that you have proven personal, organizational and academic skills!

Academic counseling is available on a non-appointment basis at the Norwalk Campus. Call (562) 868-9858 for counseling hours.

Counseling Office Services:

- High School Diploma and GED Preparation, course enrollment
- TABE (Test of Adult Basic Education) placement testing
- Transcript evaluation
- And much more!

Candidates for the high school diploma must complete at least ten credits in residency as an adult diploma student at the Norwalk-La Mirada Adult School.

High School Graduation Requirements:

Language Arts	40 credits
Mathematics (10 credits Algebra).	20 credits
Science	20 credits
Social Science:	
United States History and Geography	10 credits
American Government, Civics, and Economics	10 credits
World History, Culture, and Geography	10 credits
Fine Arts / Foreign Language / Practical Arts	20 credits
Total Basic Requirements	130 Credits
Total Elective	50 Credits
TOTAL CREDITS	180 Credits

+ California High School Exit Exam (English Language Arts and Math)

We are a GED Testing Center!

- Increase your chances of getting and keeping a higher paying job.
- Go to college or get advanced training.

GED Session Dates for Spring 2012 are:

- February 28 & 29, 2012
- March 20 & 21, 2012
- April 24 & 25, 2012
- May 22 & 23, 2012

Call (562) 868-9858 for more information.



We are WASC accredited!

Teacher-Directed High School Subject Classes

Our popular teacher-directed classes give you practice in skills valued by employers, colleges, and trade schools in today's market!

- Reading, writing, and listening skills
- Problem solving, reasoning, and creativity skills
- Research and analytical skills
- Teamwork practice

Our teachers are caring and experienced and are interested in your success!

Teacher-directed classes meet both mornings 8:15 a.m. - 12:30 p.m. and evenings 5:45 p.m. - 9:30 p.m. Spring 2012 courses:

- Language Arts
- US History
- General Math
- Algebra
- Earth Science
- Government
- Reading & Writing Improvement
- Math Review

Call (562) 868-9858 for academic counseling information and hours. Enrollment begins 1/9/12. Classes begin 1/30/12 and end 6/15/12. **Fee is \$20 per semester.**

Individualized Learning Center

Individualized Learning Center Choose Traditional or Online Curriculum for your diploma! Enroll at [any time](#) to earn high school credits or prepare for the GED exam. Progress at your own rate and complete all coursework in the classroom. A teacher is always available for personalized instruction and assistance. All books and materials are supplied. See a counselor for enrollment.

Semester ends June 15, 2012. Fee \$25 per semester.

M-Th 8:15 a.m. - 12:30 p.m.

M-Th 5:45 p.m. - 9:30 p.m.

M-Th 3:20 p.m. - 5:20 p.m.

Norwalk Campus

Norwalk Campus

La Mirada Campus

Rm. 403

Rm. 403

Rm. 52

Staff

Staff

Staff

Art History and Appreciation

Earth Science

Life Science

Physical Science

Biological Science

Mathematics Review

General Mathematics, Basic

World History (1A, 1B)

U.S. History (1A, 1B)

U.S. Government

Economics

GED Test Preparation



Adult Basic Education

English Language Arts

Beginning Reading & Basic Writing - Improve your basic reading and writing skills to help you prepare for a better job, for training, or for personal enrichment. No high school diploma or GED required. (Not for high school credit) **Fee \$10 per session.**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

WTh 6:00 p.m. - 9:00 p.m.

Norwalk Campus

Rm. 101

Platt



Supported Living Skills

Life Skills and Functional Academics - This class is for the student who needs to learn the skills that promote independence through training for proper health, hygiene, socialization and use of technology. Students will work on individual goals (academic and social) and gain greater independence in their lives. **Fee \$10 per session.**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

MWF 9:15 a.m. - 12:30 p.m.

La Mirada Campus

Rm. 42-43

Zakaria

Artful Living

Food Preparation

Baking

Come and bake with us. This class will introduce students to the wonderful world of baking. We will bake pies, cakes, yeast breads, learn to make amazing desserts. This is a hands on class; you make it, you bake it, and you take it. A list of supplies and ingredients will be provided on a weekly basis after the first class. **Fee \$25 per session**



Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

T	8:30 a.m. - 12:00 p.m.	Norwalk Campus	MPR	Osorio
T	5:45 p.m. - 9:15 p.m.	Norwalk Campus	MPR	Osorio



Food Preparation

Cake Decorating

Learn to make a cake from scratch! In this class you will learn how to bake, put on icing, and decorate your cake. You will learn different recipes, frostings, fillings, royal decorations, flowers and more. A list of supplies and ingredients will be provided on a weekly basis after the first class. **Fee \$25 per session**

Session I: 1/30/12 - 4/5/12
Session II: 4/16/12 - 6/21/12

W	8:30 a.m. - 12:00 p.m.	Norwalk Campus	MPR	Osorio
W	5:45 p.m. - 9:15 p.m.	Norwalk Campus	MPR	Osorio

Food Preparation

Savory Asian Bread

Have you ever tried savory Asian bread? This class will introduce students to popular Asian baking recipes. In this hands-on experience, students will learn the basic concepts for Asian baking and practice baking techniques. Students will make a variety of bread products from scratch: basic bread, dinner rolls, honey bread, Asian pizza, Asian toast and more! A list of supplies and ingredients will be provided on a weekly basis after the first class. **Fee \$25 per session**



Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

M	1:00 p.m. - 5:00 p.m.	Norwalk Campus	MPR	Wang
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Home Arts

Bead Stringing

Want to learn how you can take those tired, out of fashion necklaces that are in your jewelry box and transform them into something hip and fashionable? Learn a variety of ways to string beads and create great looking necklaces and bracelets. Impress your friends with your beautiful custom jewelry. **Fee \$25 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

W	2:30 p.m. - 5:30 p.m.	Norwalk Campus	Rm. 404	Doshay
W	6:00 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 404	Doshay

Clothing Construction

Clothing Construction and Design

Design is everything! Whether you are a beginner or an accomplished seamstress you can learn trade secrets of the industry. Instructions using the sewing machine, serger, coverstitch, and embroidery machine will be given throughout each class. Students will learn how to save or make money by creating clothes for their family or for sale. Students will also learn how to recycle garments through redesigning and alterations. Lessons will include basic alterations and fitting techniques. Students may work on the lesson projects or receive instructional help on their own projects. **Fee \$25 per session**



Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

M	5:00 p.m. - 8:30 p.m.	Norwalk Campus	Rm. 404	McMillen
W	8:15 a.m. - 12:30 p.m.	La Mirada Campus	MPR	McMillen
W	5:00 p.m. - 8:30 p.m.	La Mirada Campus	MPR	McMillen

Clothing Construction

Knitting and Crocheting

Knitting and Crocheting are more popular than ever! Learn basic stitches and how to read and understand the complicated written instructions. Once you have mastered the basics, the course will provide intermediate and advanced students with instructions on how to adjust patterns to size. **Fee \$25 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

T	5:45 p.m. - 9:30 p.m.	Norwalk Campus	Rm. 404	Zakaria
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Clothing Construction

Needlecraft Arts

Anything that can be made with a needle, we can do with our hands. Come join the fun. All are welcome. **Fee \$25 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

Th	8:15 a.m. - 12:30 p.m.	Norwalk Campus	Rm. 404	Nettles
F	8:15 a.m. - 12:30 p.m.	La Mirada Campus	MPR	Nettles



Clothing Construction

Quilting, Basic Techniques

Make way for fun and relaxation, create a treasure to love for life. By hand or machine, appliqué or piece. From beginner to advanced. All are welcome. **Fee \$25 per session**

Session I: 1/30/12 - 4/5/12

Session II: 4/16/12 - 6/21/12

M	8:15 a.m. - 12:30 p.m.	La Mirada Campus	MPR	Nettles
T	8:15 a.m. - 12:30 p.m.	La Mirada Campus	MPR	Nettles

Fine and Applied Arts

Painting

This class is designed for beginning as well as experienced artists who wish to develop their painting skills. This class will include color mixing, use of the color wheel, design, and other art related subjects. Come, enjoy and learn.

Fee \$25 per session

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

T	9:30 a.m. - 12:30 p.m.	La Mirada Campus	Rm. 32	Anderson
W	9:30 a.m. - 12:30 p.m.	La Mirada Campus	Rm. 32	Anderson
Th	9:30 a.m. - 12:30 p.m.	La Mirada Campus	Rm. 32	Van Leuven

Fine and Applied Arts

Oriental Brush Painting

This class introduces the basic oriental brush techniques utilizing ink and color. Simple approaches in creating paintings of bamboo, flowers, birds, landscapes, animals, and more will be taught in this easy and fun environment. **Fee \$25 per session**



Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

W 9:30 a.m. - 12:30 p.m. La Mirada Campus Rm. 75 Choi

Fine and Applied Arts

Singing, Speaking, and Acting

This class is for people wishing to participate in singing and performing. Included will be performance and presentation skills plus music reading. There will be opportunities for public performances. **Fee \$25 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/13/12

W 6:30 p.m. - 8:30 p.m. La Mirada Campus Rm. 45 Hilliard



Media and Design Arts

Floral Design

Create gorgeous flower arrangements in this step-by-step, hands-on class. Make different arrangements for parties, banquets, weddings, birthdays, and holidays. Learn foundational skills for a great career in floral design. Students will keep their own flower arrangements each class. **There will be a**

weekly fee of \$20 for flowers and supplies. Fee \$25 per session.

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

T 1:00 p.m. - 4:30 p.m. La Mirada Campus MPR Park

Media and Design Arts

Quinceñera, Wedding, and Event Floral Designs

Learn all the tricks and techniques to create beautiful floral arrangements for special events. You will create arrangements to take home and enjoy each week. **There will be a weekly fee of \$25 for flowers and supplies. Fee \$25 per session.**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

Th 5:45 p.m. - 9:15 p.m. Norwalk Campus MPR Park



Learn a New Language Using Rosetta Stone

The key to the Rosetta Stone method is that it unlocks your natural ability to learn a language - the same way you learned your first language. There's no translation or memorization in the Rosetta Stone experience, so you'll learn naturally. This interactive program will keep you engaged and motivated throughout your language-learning journey. You'll listen to the voices of native speakers to refine your pronunciation and speak confidently in real conversations. The program is easy to use, so you can focus on learning - and have fun along the way. Study in your own home using your own computer. The software will be delivered over the internet. Enroll when you are ready; 8 weeks of use for \$50. Register and pay at the office. You will be given a password and directions for accessing Rosetta Stone Online.

Fastest Way to Learn a Language.

Call the Office for details about this program!

Health



Yoga

The program offers several benefits.

Participants may experience a reduction in pain, depression, and the effects of stress.

Students may also experience improved circulation, energy balance, muscle tone,

and flexibility. Everyone works at their own pace with their own limitations.

Bring a mat and wear loose flexible clothing. Fee \$25 per session

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/21/12

T	6:00 p.m. - 8:00 p.m.	Norwalk Campus	Rm. 305	Baughman
W	6:00 p.m. - 8:00 p.m.	La Mirada Campus	Rm. 73	Baughman
Th	6:00 p.m. - 8:00 p.m.	Norwalk Campus	Rm. 305	Baughman
F	1:45 p.m. - 3:45 p.m.	Norwalk Senior Center		Baughman

Chair Exercise

A one hour light exercise program using chairs, hand weights, standing and movement exercises to retain your youth and vitality while working at own pace. Healthy living tips also included. **Wear loose flexible clothing. Fee \$15 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/15/12

W	12:30 p.m. - 1:30 p.m.	Norwalk Senior Center		Baughman
F	12:30 p.m. - 1:30 p.m.	Norwalk Senior Center		Baughman

Health and Fitness Literacy

Brain Fitness

Have you noticed your memory isn't quite what it used to be? Would you like to improve your recall of lists, conversations, or the location of your keys? This fun and challenging class uses the scientifically designed Posit Brain Fitness program to help you keep your mind sharp. It is important that students attend faithfully. Each student completing the course will receive a certificate. **Fee \$40**

1/30/12 - 6/19/12

TTh	1:00 p.m. - 3:00 p.m.	La Mirada Campus	Rm. 54	McMillen
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Physical Fitness

Square/Line/Round Dancing

Learn how to square, line and round dance. You will learn the basic steps to music. No previous dancing experience is necessary. Dancing offers lots of fun and friendship and is a healthy form of exercise. **Fee \$25 per session**

Session I: 1/30/12 - 4/5/12 • Session II: 4/16/12 - 6/11/12

M	6:00 p.m. - 9:00 p.m.	Los Coyotes		Smith
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REFUND POLICY: We want you to enjoy your class, so we will refund your registration fee if you attend the first meeting of the term and find it does not meet your needs. To request a refund, just bring your receipt to the office prior to the second scheduled class meeting. Refunds require receipts and will not be given after the second scheduled class meeting. Please allow four weeks for processing. There is a \$10 fee for returned checks.

Best rates in the area for the classes you need to succeed!

Las mejores tarifas en el área en todas las clases que usted necesita para tener éxito!

당신의 성공을 위하여 필요한 클래스를 택하는데 이 지역에서 가장 저렴한 요금임!

Accreditation: The Norwalk-La Mirada Adult School is accredited by the Western Association of Schools and Colleges through June 30, 2013.

Admission: Any adult 18 or over who is not enrolled in a high school may attend the Norwalk-La Mirada Adult School. Any high school junior or senior may be admitted with approval from the High School Principal and the Director of Adult Education.

Enrollment Procedure: Students must enroll in person. Students may enroll at the Norwalk Campus office or the La Mirada Campus office for classes at either site.

Attendance: Regular attendance must be maintained or student will be dropped. Students missing the 1st day of class will be dropped if there is a waiting list.

Refund Policy: We want you to enjoy your class, so we will refund your registration fee if you attend the first meeting of the term and find it does not meet your needs. To request a refund, just bring your receipt to the office prior to the second scheduled class meeting. Refunds require receipts and will not be given after the second scheduled class meeting. Please allow four weeks for processing. There is a \$10 fee for returned checks.

Parking: Parking is free! Student parking is available in three lots just outside of the Norwalk campus and on the campus at La Mirada. **Cars must be parked in designated parking spaces only.** Failure to comply with parking rules may result in tickets or towing. The school and district does not assume liability for loss of or damage to property.

Standards of Conduct: In order to provide a safe and secure environment, students are expected to follow the Norwalk-La Mirada Adult School standards of conduct. Serious misbehaviors that will cause immediate dismissal from the Adult School include:

- 1) Possession or being under the influence of drugs and/or alcohol;
- 2) Fighting on campus;
- 3) Theft of personal or school property;
- 4) Malicious mischief or graffiti;
- 5) Threats or verbal abuse against other students, teachers, or Adult School staff;
- 6) Reckless driving in school parking lot;
- 7) Any form of overt defiance toward teachers or school personnel;
- and 8) Possession of weapons.

Uniform Complaint Procedure (Education Code 4622): NLMAS is committed to principles of equal opportunity and nondiscrimination. Students are advised that they may file a formal complaint to alleged violation of federal or state laws or regulations of educational programs. A copy of the uniform complaint policy (Policy 1340) is available at each site where adult education courses are offered.

Sexual Harassment (Board Policy 5510): The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the District. Any student who feels that he/she is being harassed should immediately contact the principal or designee or the District Sexual Harassment Officer. Complaints of harassment can be filed in accordance with Board Policy No. 1340 - Adult/Student Complaint Procedures.

Tobacco: NLMAS is a tobacco-free environment. Please refrain from using tobacco products on NLMAS property. (Board Policies 4023 and 5490).

State Funding: The district reserves the right to cancel any or all classes at any time during the semester due to low enrollment, low attendance, loss of funding, or loss of facilities.

Publicity and Photo Release: Norwalk-La Mirada Adult School reserves the right to photograph classes and program participants for promotional purposes. Enrollment in a class indicates your agreement to this policy. If you feel otherwise, please submit a letter to the Adult School Administration.

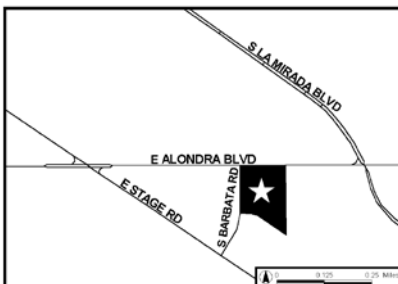


Norwalk Campus

15711 Pioneer Blvd., Norwalk, CA 90650
(562) 868-9858

Office Hours

Monday - Thursday:
 7:30 a.m. - 9:30 p.m.
Friday: 7:30 a.m. - 4:00 p.m.



La Mirada Campus

15920 Barbata Rd., La Mirada, CA 90638
(714) 670-9279

Office Hours

Mon., Tues., Thurs.: 7:30 a.m. - 5:30 p.m.
Wednesday: 7:30 a.m. - 8:30 p.m.
Friday: 7:30 a.m. - 4:00 p.m.

NORWALK-LA MIRADA ADULT SCHOOL

NTMVAS **EDUCATION OPENS DOORS**

1937

Norwalk Adult School (Corner of Alondra & Pioneer)

15711 Pioneer Blvd, Norwalk, CA 90650-5849

(562) 868-9858

La Mirada Adult School (On Alondra at Barbata Road)

15920 Barbata Road, La Mirada, California 90638

(714) 670-9279

- Seniors receive registration discounts!
- We are WASC accredited!
- **CHECK OUT OUR LOW PRICES!**



California Adult Schools

LEARNING FOR LIFE



Non-Profit Org.
U.S. POSTAGE

PAID

Norwalk, CA
Permit No. 38

ECRWSS

Postal Customer

Brochure design: Q Press Graphic Design Studio, Pasadena

**Check out our website below:
WWW.NTMVAS-ORG**