

EAST LOS ANGELES SKILLS CENTER

www.eastlaskillscenter.org

EMPOWERING STUDENTS !!



EAST LOS ANGELES SKILLS CENTER
 3921 Selig Place
 Los Angeles, CA 90031
(323) 224-5970

EASTSIDE LEARNING CENTER
 4355 Michigan Avenue
 Los Angeles, CA 90022
(323) 729-1800

SCHEDULE OF CLASSES

Welcome to East Los Angeles Skills Center (ELASC), part of Los Angeles Unified School District's Division of Adult and Career Education. We have been providing high-quality, low-cost education and training since 1966. Students can prepare for a new career, earn a high school diploma or HiSET (previously known as GED), learn English, or upgrade skills for an existing career.

MISSION STATEMENT

The East Los Angeles Skills Center, in collaboration with community-based organizations and stakeholders, will provide access to educational programs and services for students to achieve their personal and or career goals through language acquisition, and academic and career pathways.

SCHOOL-WIDE LEARNING OUTCOMES

The East Los Angeles Skills Center offers opportunities for all students to:

- Have access to an educational plan and course of study to increase employability
- Obtain technical skills for entry and advanced employment
- Acquire language and academic skills for advanced educational options and careers

VISION

To be a dynamic educational and job training institution to empower students to be college prepared and career ready.

CAREER TECHNICAL EDUCATION (CTE)

ARTS AND MEDIA

GRAPHIC DESIGN 1-4 (706550/55/60/65): Learn how to Photoshop pictures, design posters, draw graphics, create advertisements and websites, and edit movies using the latest Adobe apple imaging software. Gain the tools you need to begin a new and exciting career..... **\$100**
M-Th 1:30 pm - 4:30 pm ELASC

VIDEO PRODUCTION 1-3 (708560/70/80): Become a professional in film and video production. The focus is on cinematography, directing, documentary filmmaking, creating a web series, music videos, editing movies, weddings and events. **\$70**
M-Th 8:30 am - 1:00 pm ELASC



BUILDING AND CONSTRUCTION

BUILDING AND GROUNDS WORKER (797550): Learn cleaning procedures for schools, offices, hotels, arenas, theatres, and residential buildings. Class covers: safety, waste handling, chemical care, restroom care, floor care, and carpet maintenance. **\$80**
M-Th 4:00 pm - 6:30 pm ELASC
Sat 7:00 am - 3:45 pm ELASC

HOSPITAL MAINTENANCE TECHNICIAN (797565): Learn the procedures for cleaning specialized hospital and medical office facilities. Class focuses on safety, sanitary procedures, waste handling, chemical care, restroom care, patient room care, and blood borne pathogen training..... **\$80**
M-Th 4:00 pm - 6:30 pm ELASC
Sat 7:00 am - 3:45 pm ELASC

MAINTENANCE SUPERVISOR; HEATING & VENTILATION, SCHEDULING & SUPERVISORY PRACTICE (797575/80/85): Prepare for entry level supervision positions as school custodian supervisors. Class focuses on supervision, inspections of buildings and grounds, management of personnel, time and motion studies, workload equitability and cleaning schedules..... **\$60**
T/W 7:00 am - 1:30 pm ELASC



ENERGY AND POWER TECHNOLOGY

SOLAR THERMAL (726580): Receive basic residential and commercial construction techniques, utilize proper tools and materials to build and install solar thermal panels. In this class you will be learning the latest "green energy technology." **\$50**
M-Th 4:00 pm - 6:30 pm ELASC

ENERGY AUDIT - PV (728550): Learn employability skills, safety, energy efficiency audits, solar thermal system, installation and repair, troubleshooting, pool & spa solar heating. This class offers you project-based experiences in residential and commercial energy management with an introduction to solar thermal installation. In this class you will be learning the latest "green energy technology." **\$50**
T-F 7:30 am - 4:00 pm ELASC
M-F 8:50 am - 3:50 pm ELASC

Residential Customer
 ECRWSS

PAID
 U.S. Postage
 Non-Profit Org.

EAST LOS ANGELES
 SKILLS CENTER
 3921 Selig Place
 Los Angeles, CA 90031

CAREER TECHNICAL EDUCATION (CTE)

PHOTOVOLTAIC 1 (726550): Learn how solar energy is a viable source of alternative energy, solar installation, workplace safety, alternative energy, electrical theories, electrical wiring procedures....**\$160**
M-F 8:50 am - 3:50 pm **ELASC**



PHOTOVOLTAIC 2 (726560): Learn about alternative and renewable energy. It will provide you with hand on experience in system site selection, mechanical design adaptation, component evaluation, site assessment, and photovoltaic system mechanical design adaptations.**\$160**
M-F 8:50 am - 3:50 pm **ELASC**

PHOTOVOLTAIC 3 (726570): Learn photovoltaic installation, electrical design, installation of subsystems, components, maintenance, troubleshooting, and exploration of industry markets for photovoltaic applications.**\$310**
T-F 7:30 am - 4:00 pm **ELASC**

POWERLINE SYSTEMS 1 (726580): Learn about physical, mechanical, and industry related tasks for power distribution careers. It includes: safety requirements, safe climbing techniques, industry related fitness, and electrical theory.**\$230**
M-F 7:30 am - 4:30 pm **ELASC**



POWERLINE SYSTEMS 2 (727585): This class focuses on physical, mechanical, and electrical skills for power distribution careers. It includes: rigging, material preparation, aerial construction, underground transmission maintenance, safe climbing techniques, and proper tool techniques.**\$520**
M-F 7:30 am - 4:30 pm **ELASC**

POWERLINE SYSTEMS 3 (727590): Learn about advanced physical, mechanical, and industry related skills for employment in utility trades, including: advanced safety regulations, advanced climbing, advanced distribution and transmission rigging, aerial construction, first aid, and apprenticeship preparation. Students must complete courses in sequential order to be eligible for program certificate. Powerline Systems Program has an existing WAITING LIST for enrollment. You MUST place your name on the ELASC website waiting list to be eligible for enrollment.**\$520**
M-F 7:00 am - 5:00 pm **ELASC**

HEALTH CAREERS

CERTIFIED NURSING ASSISTANT - CNA (775075): Class covers an overview of anatomy, physiology, nutrition, medical terminology and an introduction to diseases and disorders. Emphasis is placed on safety principles, infection control and the philosophy of nursing. Classroom and clinical training includes nursing skills, clinical procedures, and laboratory skills.

Direct patient care under the supervision of a nurse in a health care setting is included to pass the Certified Nurse Assistant state examination. Please note: **East Los Angeles Skills Center is an approved testing center with 100% passing rate.** Prerequisite: 18 years of age, reading/math level 7.5, Health Info Tech/1 (HIT1) Certificate.**\$250**
T-Th 7:30 am - 4:30 pm **ELASC**
M/W 4:50 pm - 8:30 pm **ELASC**
Sat 7:00 am - 4:00 pm **ELASC**



HOME HEALTH AIDE – HHA (778070): Learn the basics of nursing care in the home. The course covers philosophy of nursing, safety principles in the home, and infection control methods. It stresses proper nutrition and health as well as methods for meeting the social and psychological needs of the clients. ..**\$50**
M-F 7:30 am - 4:30 pm **ELASC**

MEDICAL ASSISTANT (774050): Classroom instruction includes: ethics, medical terminology, medical forms, ambulatory care, obstetrics, gynecology, pediatrics, out-patient surgery, urology, orthopedics, internal medicine, and cardiology. You will able to practice techniques and topics learned to gain expertise through internships in a physician office or medical clinics. Prerequisite: 18 years of age, reading/math level 7.5, Health Info Tech/1 (HIT1) Certificate.**\$300**
M-F 8:00 am - 3:00 pm **ELASC**

PHYSICAL THERAPY (764550): This course prepares you to provide basic physical therapy treatment in health care facilities. You will practice the assessment of vital signs, body mechanics, treatment methods, therapeutic rehabilitation exercises and mobility training. You will practice what you learned and gain expertise at a clinical site.**\$90**
M-F 2:00 pm - 4:00 pm **ELASC**

MEDICAL OFFICE

MEDICAL TERMINOLOGY - HEALTH INFORMATION TECHNOLOGY (HIT) 1 (761550): Start a healthcare career learning the language of medicine, medical terminology. Learn basic human anatomy, physiology and how to pronounce, spell, build, breakdown medical terms and abbreviations.**\$100**
M-F 1:00 pm - 3:00 pm **ELASC**
M-F 6:00 pm - 8:30 pm **Eastside**

INSURANCE BILLING - HIT 3 (761570): In the third course of the HIT Program you are prepared for a career as a medical insurance biller or insurance claims adjuster. Obtain in depth knowledge of various healthcare insurance programs including: Medicare, MediCal, Private, HMO, Disability, TriCare/CHAMPVA, Workers' Compensation, Hospital and Dental. The course also covers patient registration, payment procedures, claim preparation and electronic transmission.**\$100**

DIAGNOSTIC CODING - HIT 4 (761580): In the fourth course of the HIT Program you will focus on the official guidelines and conventions of the current edition of the International Classification of Diseases (ICD), Clinical Manual (CM), and Procedural Coding System (PCS).**\$100**

PROCEDURAL CODING - HIT 5 (761590): In the fifth course of the HIT Program you will focus on the official guidelines and conventions of the current edition of the Current Procedural Terminology (CPT) Manual and the Healthcare Common Procedure Coding System (HCPCS).**\$100**
M-F 1:00 pm - 3:00 pm **ELASC**
M-F 3:15 pm - 5:15 pm **ELASC**

OFFICE OCCUPATIONS

ACCOUNTING 1 (751550): Learn the following: basic accounting principles, journals, general ledgers, worksheets, financial statements, spreadsheets, accounts payable, inventories, banking principles procedures.**\$60**

ACCOUNTING 2 (751560): This is the second course that focuses on double-entry accounting systems. It includes: fixed assets, long-term liabilities, financial analysis, payroll, discounts, returns, allowances, job cost accounting, assets and depreciations, interest. Prerequisite: Accounting 1**\$60**

ACCOUNTING CLERK - UPGRADE (711080): This course is designed to introduce you to the principles and processes involved in computerized accounting systems (QuickBooks). Prerequisite: Accounting 2. **\$90**
Sat 8:00 am - 12:15 pm **ELASC**



ADMINISTRATIVE ASSISTANT 1: Office Procedures (753550). This is the first of three classes that you will need in order to complete the Administrative Assistant training pathway. You will learn workplace safety procedures, business ethics and attitudes, learn proper use of office tools, telephone etiquette, filing systems, travel arrangements and employability skills.**\$90**

ADMINISTRATIVE ASSISTANT 2: Business English (753560). This is the second of three courses that you will need in order to complete the Administrative Assistant training pathway. You will get experience in written and oral communications. You will learn English grammar, spelling and punctuation, business writing and reporting, and techniques of effective reading, listening and speaking.**\$90**

ADMINISTRATIVE ASSISTANT 3: Business Math (753570). This is the last course of the Administrative Assistant training pathway. You will learn and practice business mathematics which includes: addition, subtraction, multiplication, and division of whole numbers, decimals, and fractions and how to solve word and problems. You will also learn how to be proficient using an electronic calculator.**\$90**

M-F 10:30 am - 12:30 pm **ELASC**
M-F 10:15 am - 12:15 pm **Eastside**
M-F 1:00 pm - 3:00 pm **Eastside**

KEYBOARDING 1 & 2 (715084/86): Learn to use the computer keyboard. You will learn how to type with speed and accuracy. You will also learn how to produce office documents, formatting and applications.**\$50**

M-F 8:00 am - 10:00 am **ELASC**
M-F 10:15 am - 12:30 pm **ELASC & Eastside**
M-F 1:00 pm - 3:00 pm **Eastside**

COMPUTER OPERATOR/1: FOUNDATIONS (753580). Learn the basic operations of computers. Every career requires computer knowledge for you to be successful in any job in today's digital world. Topics included are: word processing, file management, internet applications, email, computer ethics and security, and virus and spyware protection. This course meets the requirement for the Administrative Assistant certificate program.**\$100**

CAREER TECHNICAL EDUCATION (CTE)

COMPUTER OPERATOR/2: APPLICATIONS (753590). Learn Microsoft Office Word processing and Excel application programs. Office simulations include formatting, editing, basic Excel formulas, charts and tables and more. This is one of the classes that meet the requirement for the Administrative Assistant certificate program. Prerequisite: Computer Operations/1: Foundations or equivalent Computer Challenge Test. \$100

COMPUTER OPERATOR/3: DATA MANAGEMENT (754550). Learn the basics of Microsoft Access (database program) that include creating, filing, retrieving information, and creating reports and charts. Prerequisite: Computer Operations/1 or equivalent Computer Challenge Test. \$100

COMPUTER OPERATOR/4: PRESENTATIONS (754560). Learn the basics of Microsoft PowerPoint (presentation graphic program) that include navigating an existing presentation, creating a new presentation using the basic principles of design, text boxes, inserting and formatting objects to edit and improve the presentation graphics, adding private notes for the speaker, printing and tips to maximize your presentation. Prerequisite: Completion of Computer Operations/1: Foundations or equivalent Computer Challenge Test. \$100

Computer Operations 1 & 2
M-F 8:00 am - 10:00 am **ELASC**
Computer Operations 1 – 4
M-F 10:15 am - 12:30 pm **ELASC & Eastside**
M-F 1:00 pm - 3:00 pm **Eastside**

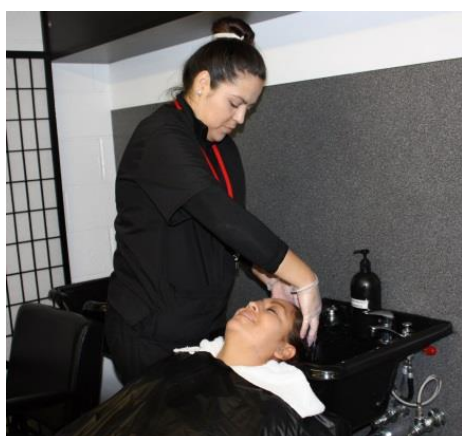
SERVICE OCCUPATIONS

SECURITY GUARD TRAINEE (788570): This class prepares you for entry level employment in a high demand field. Instruction includes Criminal Law, Powers of Arrest, Self Defense and First Aid. The instructor mentors you through the process of succeeding in the Department of Consumer Affairs Bureau of Security and Investigative Services exam and earning a security guard card. \$50
Th-F 9:00 am - 12:45 pm **Eastside**

COSMETOLOGY 1, 2, & 3 (784560/63/65): In a little over a year you can take the California State Board of Barbering and Cosmetology (CSBBC) (1600 hour). You will learn disinfection, hairstyling, hair cutting, chemical texturing, hair coloring, nail care and skin care procedures. You get a real world experience by working with clients in a lab setting. Instructor not only teaches but guides you through the process of applying for the state board exam and mock practice test to secure your success. \$910
M-F 8:00 am - 5:00 pm **ELASC**
T-Sat 8:00 am - 3:00 pm **ELASC**

COSMETOLOGY SPECIALIST (784595): Prepare for the California State Board Licensing Exam. It includes color theory, contouring, formal makeup, theatrical makeup, and advanced hair coloring, braids, extensions, spa manicuring and pedicuring. \$170
M-F 8:00 am - 3:00 pm **ELASC**

HAIR STYLING – UPGRADE (781080): In this course you focus on advanced hair cutting, hair styling, iron curling, permanent waving, hair relaxing, and hair coloring. \$170
M-F 3:00 pm - 5:00 pm **ELASC**



MANICURING 1 (781090): Learn the water and oil based manicures and introduction to pedicures. ... \$260
M-F 8:00 am - 5:00 pm **ELASC**

MANICURING 2 (781095): This course focuses on advanced pedicures, the application of artificial nails, and entrepreneurship. These two courses prepare you to pass the California State Board of Barbering and Cosmetology (CSBBC) licensing exam. You can use 200 hours of this program to crossover to Cosmetology. \$260
M-F 8:00 am - 5:00 pm **ELASC**

ACADEMIC

HIGH SCHOOL DIPLOMA
 Earn your high school diploma *free of charge* by enrolling any time during the year. High school credits previously earned (U.S. or foreign country) may be accepted. Come meet with one of our counselors to have your transcript evaluated. There are three ways you can earn a diploma:

- 170 credits (34 classes)
- English HiSET + 50 credits (10 classes)
- Spanish HiSET + 70 credits (14 classes)

To enroll in the high school diploma program, please contact one of the following locations:
 East Los Angeles Skills Center (323)224-5970
 Eastside Learning Center (323)729-1800

Obtenga su diploma de escuela secundaria gratis. Inscribese en cualquier momento durante el año. Se p aceptan créditos de preparatoria previamente obtenidos (en los EE. UU. O en un país extranjero). Venga a consultar con uno de nuestros consejeros para que se evalúe su expediente académico.



TEACHER DIRECTED CLASSES
 Complete some of your high school diploma classes within 6 to 9 weeks by enrolling in a traditional teacher taught course. See a counselor for the schedule of teacher directed classes.

HIGH SCHOOL PREPARATION READING
 Need to upgrade your reading skills to reach your career or academic goals? This is the class for you. Teachers use a variety of strategies (individually, small groups and teacher-directed) based on your needs. You may enroll at any time.
M-F 8:00 am - 10:00 am **ELASC & Eastside**
M-F 10:15 am - 12:15 pm **Eastside**
M-F 1:00 pm - 3:00 pm **Eastside**
M-Th 6:00 pm - 8:30 pm **Eastside**

INDIVIDUALIZED INSTRUCTION LAB (II LAB)
 Students may earn credits toward a high school diploma at their own pace by enrolling in these classes.

M-F 8:00 am - 10:00 am **ELASC & Eastside**
M-F 10:15 am - 12:15 pm **ELASC & Eastside**
M-Th 1:00 pm - 3:30 pm **ELASC**
M-Th 3:00 pm - 5:30 pm **Eastside & Para los Niños**
M-Th 6:00 pm - 8:30 pm **Eastside**
Sat 8:00 am - 12: pm **ELASC & Eastside**

HIGH SCHOOL CREDIT RECOVERY
 After regular school, High School students (minors) may enroll in the Individualized Instruction Lab (II Lab) to make up credits toward the high school diploma. A waiver form completed by the high school counselor is required for admission. No charge for high school students at five high schools:
M-Th 3:15 pm - 5:45 pm **Eagle Rock**
 3:15 pm - 5:45 pm **Franklin**
 3:00 pm - 5:30 pm **Marshall**
 3:00 pm - 5:30 pm **Sotomayor**
 3:00 pm - 5:30 pm **Wilson**

ACADEMIC

ACCELERATED COLLEGE & CAREER TRANSITION PROGRAM (ACCT) – CREDIT RECOVERY PROGRAM
 Are you between the ages of 16-24 and do not have a high school diploma? You can earn it by enrolling in the ACCT independent study program any time at one of our three campuses:
 • **East Los Angeles Skills Center ACCT** .. (323)224-5990
 • **Franklin ACCT** (323) 982-6803 or (323) 219-5882 located at Franklin High School
 • **Garfield ACCT** (323)729-1817 located at Eastside Learning Center

HiSET PREP
 You may study for HiSET (previously known as GED) by taking a high school equivalency preparation course at school or at home, in English. You may enroll in this program at any time of the year. Classes are offered through the use of online software at home, individual and teacher-directed instruction. The HiSET practice test is available at our Counseling Office.

M-F 8:00 am - 10:00 am **ELASC**
T/Th 1:00 pm - 2:00 pm **ELASC**
M-Th 5:30 pm - 6:30 pm **Eastside**
SAT 8:00 am - 12:15 pm **ELASC**

Ofrecemos clases en español para el HiSET (anteriormente el GED) examen. La prueba del HiSET está disponible en la Oficina de Consejería.
M-Th 3:00 pm - 5:30 pm **Eastside**
SAT 8:00 am - 12:15 pm **ELASC**

INTEGRATED EDUCATION AND TRAINING (IET) MATHEMATICS /PHOTOVOLTAIC
 Need to upgrade your mathematics skills to reach your photovoltaic (solar) career goal? Enroll in this course while taking photovoltaic classes to prepare for successful employment in the solar industry.

INTEGRATED EDUCATION AND TRAINING (IET) ALGEBRA/POWERLINE
 Need to upgrade your algebra credits to reach your powerline career goal? Enroll in this course while taking powerline
M-F 7:30 am - 11:45 am **ELASC**

BLENDED-LEARNING MATHEMATICS, ALGEBRA 1A/1B, GEOMETRY 1A/1B & HiSET MATH
 Upgrade your skills in this unique math class. Teachers use a variety of strategies (individually, small groups and teacher-directed). You also have the convenience to access online videos and practice sessions at home using your computer, tablet or cellphone. You may enroll at any time.
M-F 8:00 am - 10:00 am **ELASC & Eastside**
M-F 10:15 am - 12:15 pm **ELASC & Eastside**

BASIC LANGUAGE ARTS
 Improve your writing skills through a competency-based course. You will learn: grammar and usage, writing composition and mechanics, critical thinking skills, and study skills. This course will help you prepare for high school courses, as well as writing skills needed for work and/or college.
M-F 8:00 am - 10:00 am **Eastside**
M-Th 10:30 am - 12:30 pm **ELASC**

ADULT INDEPENDENT STUDIES (AIS) FOR HS
 Study at home for the high school diploma. You complete assignments at home and meet with your instructor weekly for new assignments, progress, and testing for completion. A refundable textbook deposit is required.
T/Th 1:00 pm - 3:30 pm **ELASC**
M-Th 4:00 pm - 6:30 pm **Eastside**
M-Th 3:00 pm - 5:30 pm **Para Los Niños**
Sat 8:00 am - 12:15 pm **Eastside**

HIGH SCHOOL CLASSES ARE FREE

EAST LOS ANGELES COLLEGE OFFERS CLASSES AT EAST LOS ANGELES SKILLS CENTER
 Take classes that will count for both high school and college credit. Psychology, Health, U.S. History and others are offered throughout the year. Please see the counseling office for times and locations.

ENGLISH AS A SECOND LANGUAGE (ESL)

These classes prepare you to speak with people in your community and ask for assistance when you need it in everyday life situations. Lessons are taught in groups with a variety of activities so you can practice speaking, reading, writing and listening. Learn English with us! APRENDA INGLES CON NOSOTROS! Học tiếng Anh với chúng tôi! 与我们学习英语!



Beginning Literacy A & B 500159/60
M-F 8:00 am - 10:00 am ELASC

Beginning Low A 500182
M-F 10:15 am - 12:15 pm ELASC
M-F 8:00 am - 10:00 am Eastside
M-F 10:15 am - 12:15 pm Eastside
M-Th 6:00 pm - 8:30 pm Eastside

Beginning Low B 500183
M-F 8:00 am - 10:00 am Eastside
M-F 10:15 am - 12:15 pm Eastside
M-Th 6:00 pm - 8:30 pm Eastside

Beginning Low A & B 500182/83
M-F 8:00 am - 10:00 am ELASC
M-F 10:15 am - 12:15 pm ELASC

Beginning High A 500184
M-F 8:00 am - 10:00 am Eastside
M-F 10:15 am - 12:15 pm Eastside

Beginning High B 500185
M-F 8:00 am - 10:00 am Eastside
M-F 10:15 am - 12:15 pm Eastside

Beginning High A & B 500184/85
M-F 8:00 am - 10:00 am ELASC
M-F 10:15 am - 12:15 pm ELASC
M-Th 6:00 pm - 8:30 pm Eastside

Intermediate Low A & B 500186/87
M-F 8:00 am - 10:00 am ELASC
M-F 10:15 am - 12:15 pm ELASC
M-F 8:00 am - 10:00 am Eastside
M-F 10:15 am - 12:15 pm Eastside
M-Th 6:00 pm - 8:30 pm Eastside

Intermediate High A & B 500154/55
Advanced Low 500156
M-F 8:00 am - 10:00 am ELASC
M-F 10:15 am - 12:15 pm ELASC
M-F 8:00 am - 10:00 am Eastside
M-F 10:15 am - 12:15 pm Eastside
M-Th 6:00 pm - 8:30 pm Eastside

ESL Conversation/Pronunciation 500451-2
M-F 1:00 pm - 3:00 pm ELASC

Beginning Low 500151
Sat 8:00 am - 12:15 pm ELASC
Sat 8:00 am - 12:15 pm Eastside

Beginning High 500152
Intermediate Low 500153
Intermediate High A & B 500154/55
Advanced Low 500156
Sat 8:00 am - 12:15 pm ELASC
Sat 8:00 am - 12:15 pm Eastside

Beginning Low/High 500151/52
Intermediate Low 500153
Intermediate High A & B 500154/55
Advanced Low 500156
M-Th 8:00 am - 10:45 am Burbank
M-Th 8:00 am - 10:45 am Aldama
M-Th 8:00 am - 10:45 am Monte Vista PC

ESL Citizenship 500170
Sat 8:00 am - 12:15 pm ELASC
Sat 8:00 am - 12:15 pm Eastside
M-Th 8:00 am - 10:45 am Burbank
M-F 10:30 am - 12:30 pm Chinese
M-F 1:00 pm - 3:00 pm Eastside

DISTANCE LEARNING – ESL
Study English by completing your assignments at home. Meet with your instructor weekly for new assignments, progress, and completion. A refundable DVD deposit is required.

IET – BUILDING & GROUNDS WORKER 500161
Take this class at same time you are learning English.
M-F 10:00 pm - 12:15 pm ELASC

IET – CNA 500164
Prepare to take the Certified Nursing Assistant class at the same time you are learning English. Tome la clase de asistente de enfermero en conjunto con la clase de inglés. Chuẩn bị để tham gia lớp Trợ lý Điều dưỡng Chứng chỉ cùng lúc bạn học tiếng Anh. 准备参加护理助理课程证明, 同时学习英语.
M-F 1:00 pm - 3:00 pm ELASC
M-F 3:15 pm - 5:15 pm ELASC

IET – MANICURING 784560
Prepare to take manicuring class at the same time you are learning English. Tome la clase de manicurista en conjunto con la clase de inglés.
M-F 8:00 am - 10:00 am ELASC

IET – SECURITY GUARD 500161
Prepare to take the Security Guard class at the same time you are learning English. Tome la clase de guardia de seguridad en conjunto con la clase de inglés. Chuẩn bị cho lớp Bảo vệ cùng một lúc bạn học tiếng Anh. 准备在您正在学习英语的同时采取保安课程.
T/Th 9:00 am - 12:45 pm Eastside

ESL CLASSES ARE FREE

GENERAL INFORMATION

SCHOOL CALENDAR: School Holidays — No Class Sessions

Pupil Free Day	August 13, 2018
Admission Day	August 31, 2018
Labor Day	September 3, 2018
Unassigned Day	September 10, 2018
Unassigned Day	September 19, 2018
Veterans Day Observed	November 12, 2018
Thanksgiving Holiday	November 22-23, 2018
Winter Recess	December 17, 2018 - January 4, 2019
Martin Luther King, Jr. Day	January 21, 2019
President's Day	February 18, 2019
Cesar Chavez Day	April 1, 2018
Spring Break	April 15 - April 19, 2019
Memorial Day	May 27, 2019
Pupil Free Day	June 10, 2019

CERTIFICATES To receive a Certificate of Completion, a student must complete all the competencies in a program course outline. Be sure to ask your teacher for a list of competencies.

CLOSING OF CLASSES The administration reserves the right to reduce the number of class offerings, reduce the length of courses and/or reduce the number of class meetings due to insufficient funding provided by the State of California, or insufficient numbers of students enrolled, or if the average attendance falls below the number required by the Los Angeles School District.

ENROLLMENT REQUIREMENTS Any person 16 years of age or older is eligible for enrollment. Those under 18 must have approval from their parent, home school, and ELASC Administration. Enrollment must be confirmed by attendance at the first class meeting. Under the continuous enrollment policy, vacancies at the first class meeting will be filled immediately.

FEE INFORMATION

Enrollment fees must be paid at the time of registration
(1) Class material fee: varies by class (2) Book fees: varies by class and
(3) Student I.D.: \$10 per school semester.

REFUND POLICY

Fees will be refunded ONLY under the following conditions and a \$20 drop/withdrawal fee will be applied:
(1) Student withdraws and requests a refund within 7 calendar days following the first scheduled class session after enrollment; (2) Fee was paid in error; (3) Class is closed by Administration.

PUBLICATION DISCLAIMER: Information in this publication is accurate as of the time of printing. Changes may occur subsequently.

STATEMENT FOR CIVIL RIGHTS COMPLIANCE: All educational opportunities are offered without regard to race, color, national origin, gender preference, sexual orientation, age or disability. A lack of English skills will not be a barrier to admission and participation in educational and vocational programs. Todas las oportunidades educacionales se ofrecen sin considerar raza, color, origen nacional, preferencia de género, orientación sexual, o discapacidad física. La falta del idioma inglés no es barrera a la participación y admisión a los programas educacionales y vocacionales.

EAST L.A. SKILLS CENTER



www.eastlaskillscenter.org

LOCATIONS

East Los Angeles Skills Center
3921 Selig Place
Los Angeles, CA 90031
(323) 224-5970

Eastside Learning Center
4355 Michigan Avenue
Los Angeles, CA 90022
(323) 729-1800

Registration/Counseling Hours:
Monday – Friday 8:00 am - 4:00 pm
Saturday 7:30 am – 12:15 pm

Registration/Counseling Hours:
Mon. – Thurs. 8:00 am - 8:00 pm
Friday 8:00 am - 3:30 pm
Saturday 7:30 am – 12:15 pm

- Aldama Elementary School
- Annandale Elementary School
- Burbank Middle School
- Chinese United Methodist Church
- Farmdale Elementary School
- Franklin High School
- Eagle Rock High School
- Marshall High School
- Monte Vista Street Elementary
- Para Los Niños
- Sotomayor High School
- Wilson High School



Western Associations of Schools and Colleges (WASC) Accredited.