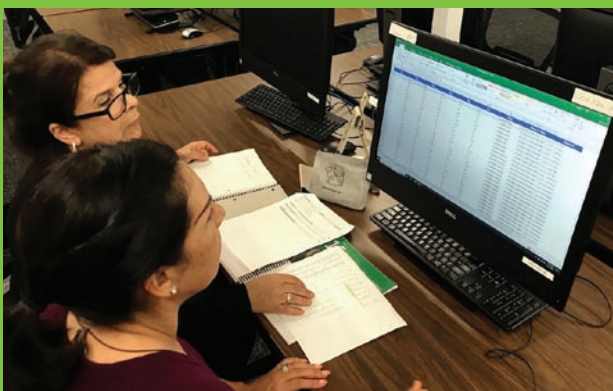


FREE/LOW COST CLASSES
AND CAREER TRAINING FOR ADULTS

NORWALK - LA MIRADA Adult School



TRAIN FOR A NEW CAREER IN HEALTHCARE!

Career Technical Scholarships available for eligible Norwalk residents.
See page 18 for more information.

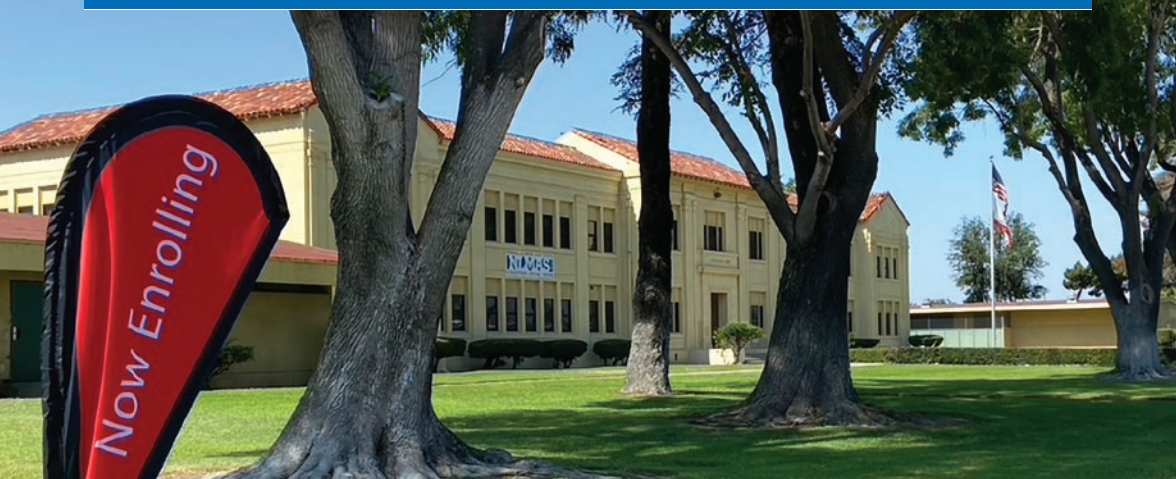
SPRING 2024 COURSE CATALOG

January 9, 2024 to June 5, 2024

(562) 210-3990 | www.nlmas.org



WELCOME TO NORWALK-LA MIRADA ADULT SCHOOL



DIRECTOR'S MESSAGE

At NLMAS we offer affordable, high-quality academic, career and technical education programs that include courses in a variety of subjects from technology, to business, health, high school diploma, ESL and more! Our classes and programs provide students with current and relevant training that they can utilize in the workforce.

We look forward to seeing you on campus and serving your needs!

Very truly yours,

Mindy Chung
Director, Adult Education

NORWALK-LA MIRADA ADULT SCHOOL
NLMAS 1937
EDUCATION OPENS DOORS

Main Locations

See page 30 for map.

Norwalk Campus

15711 Pioneer Blvd., Norwalk, CA 90650
(562) 210-3990

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

La Mirada Campus

15920 Barbata Road, La Mirada, CA 90638
(562) 210-3170

Monday - Friday: 7:00 a.m. - 3:30 p.m.

Southeast Academy Site

12940 E. Foster Road, Norwalk, CA 90650

Enrollment

For ESL and ABE classes:

Register in person at either the Norwalk or La Mirada Campus.

For High School Diploma, GED®, or HiSET® classes:

Enroll with an academic counselor at the Norwalk Campus during counseling hours. Call Counseling Office at (562) 210-3990 ext. 614112 to get started or email "Request Enrollment" to Jbelo@nlmusd.org

For CTE classes:

Register and pay online or in person. Payment plans are available for classes with fees above \$500. Call (562) 210-3990 for more information.

Please see page 29 for the refund policy.

WELCOME

GENERAL INFORMATION

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Our Mission

Norwalk-La Mirada Adult School empowers learners with the progressive skills and training to be successful in life, career, and community in a dynamic world.

Schoolwide Learner Outcomes

Effective Communicators who actively listen, exchange ideas respectfully, collaborate, and reach consensus in diverse settings.

Creative Critical Thinkers who resolve complex situations with innovative solutions individually and collaboratively.

Proficient Users of Technology who responsibly and creatively interact with, understand, and adapt to emerging technologies.

School Calendar

Spring Semester

Spring Session I . . . January 9 – March 15, 2024

Martin Luther King Jr. Holiday
(sites closed) January 15, 2024
Lincoln's Birthday Holiday
(sites closed) February 12, 2024
President's Day Holiday
(sites closed) February 19, 2024

Spring Session II March 18 – June 5, 2024

School Minimum Day March 28, 2024
Spring Break
(sites closed) March 29 – April 5, 2024
Memorial Day Holiday
(sites closed) May 27, 2024
School Minimum Day June 4, 2024
Graduation June 4, 2024
School Minimum Day June 5, 2024

ESL Calendar - Spring 2024

Semester January 9 – June 5, 2024
Session I January 9 – March 15, 2024
Session II March 18 – June 5, 2024

Norwalk-La Mirada School District

Board of Education

Chris Staples, President
Jose M. Rios, P.E., Vice President
Norma Amezcua, Member
Narcis Brasov, Esq., Member
Dr. Robert Cancio, Member
Karen Morrison, Member
Dr. Lorena Vidaurre, Member

District Administration

Dr. John M. Lopez, Superintendent
Dr. Kristine Cvar, Assistant Superintendent,
Educational Services (Elementary)
Dr. Jessica Medrano, Assistant Superintendent,
Educational Services (Secondary)
Estuardo Santillan, Assistant Superintendent,
Business Services
Dr. Michael R. Gotto, Assistant Superintendent,
Human Resources

Adult School Administration

Mindy Chung, Director
Travis Crow, Assistant Director
Brian Randall, Assistant Director



ENGLISH AS A SECOND LANGUAGE (ESL)

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

수업은 항상 열려있습니다. 언제든지 등록하고 시작하세요.

In-Person Classes at La Mirada Campus

Monday - Friday 8:15 a.m. - 12:00 p.m.

In-Person Classes at Norwalk Campus

Monday - Friday 8:15 a.m. - 12:00 p.m.

Monday - Thursday 5:15 p.m. - 9:00 p.m.

Our skilled 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. **No Fee**

Introducción y práctica para escuchar, hablar, leer y escribir. Inglés como segundo idioma, principiantes, intermedios y avanzados. El enfoque se pondrá en usar el inglés en conversaciones diarias. Gratis

ESL 초급, 중급, 고급반 학생들을 위한 말하기, 듣기, 읽기, 쓰기에 대한 설명과 연습.
직장이나 학교 혹은 실생활에 필요한 일상 영어회화에 중점을 둡니다. **No Fee**

Available ESL class levels:

- 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)

ESL Multi Level

Conversation and Pronunciation

This class provides a variety of English language speaking activities that improve pronunciation and ease of speaking for every day situations. Activities are designed for non-native English speakers. **No Fee**



Conversation and Pronunciation for Beginning ESL Students

Prerequisite: ESL Beginning Literacy to Beginning High (0-2)

Spring Session I: January 9, 2024 - March 15, 2024

Spring Session II: March 18, 2024 - June 5, 2024

T	12:30 p.m. - 1:45 p.m.	La Mirada Campus	Rm. 65	Fraser
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Conversation and Pronunciation for Intermediate to Advanced ESL Students

Prerequisite: ESL Intermediate Low or higher (3-5)

Spring Session I: January 9, 2024 - March 15, 2024

Spring Session II: March 18, 2024 - June 5, 2024

M	12:30 p.m. - 1:45 p.m.	La Mirada Campus	Rm. 64	Gutierrez
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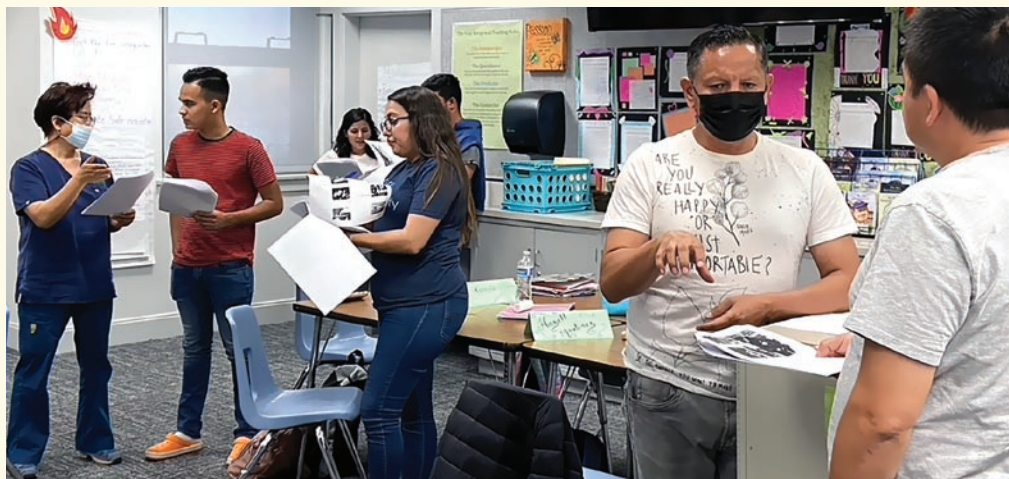
Conversation and Pronunciation for Multi-Level ESL Students

Spring Session I: January 9, 2024 - March 15, 2024

Spring Session II: March 18, 2024 - June 5, 2024

M/W	12:30 p.m. - 1:45 p.m.	Norwalk Campus	Rm. 303	Erickson
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ENGLISH AS A SECOND LANGUAGE (ESL)



Vocational ESL

Computer Basics for English as a Second Language Learners

Improve your basic computer skills for job placement or advancement. This course is for students with little or no prior computer experience. Spanish assistance is available if needed. **No Fee**

- Learn basic computer skills necessary for success in employment and school.
- Practice English using the computer.

Beginning Low: Spring Session I (January 9, 2024 – March 15, 2024)

TTh	12:30 p.m. - 1:45 p.m.	Norwalk Campus	Rm. 109	Barajas
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Beginning High: Spring Session II (March 18, 2024 – June 5, 2024)

TTh	12:30 p.m. - 1:45 p.m.	Norwalk Campus	Rm. 109	Barajas
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Vocational ESL

ESL for Office Assistant

START YOUR CAREER AS AN OFFICE ASSISTANT! This optional course provides extended academic support for students who are enrolled in our Office Assistant Career Pathway at NLMAS. This supplementary course is ideal for English as a Second Language (ESL) students co-enrolled in the Office Assistant Career Pathway.

Spring Semester: January 9, 2024 - June 5, 2024

MW	12:30 p.m. - 2:30 p.m.	Norwalk Campus	Rm. 306	Gallardo
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Vocational ESL

ESL Through the News

Students will discuss current events and learn about a variety of hot topics in the news while building vocabulary and grammar skills. New topics will be covered each class session.

Beginning High - Advanced: Spring Semester (January 9, 2024 - June 5, 2024)

W	12:30 p.m. - 1:45 p.m.	La Mirada Campus	Rm. 64	Gutierrez
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NEW



ESL for Office Assistant See page 16 for more information.

ESL for Child Care Professions See page 23 for more information.

ENGLISH AS A SECOND LANGUAGE (ESL)

CITIZENSHIP

Citizenship Preparation

Study US History, Government, and Civics to prepare for the US Citizenship exam and practice for the oral interview. Study vocabulary related to the N-400 naturalization application. **No Fee**

Prepare in English

Spring Session I:

January 9, 2024 - March 15, 2024

TTh 5:15 p.m. - 9:00 p.m.

Norwalk Campus Rm. 303

Erickson

Prepare in Spanish

Spring Session II:

March 18, 2024 - June 5, 2024

TTh 5:15 p.m. - 9:00 p.m.

Norwalk Campus Rm. 303

Erickson



DISTANCE LEARNING

Study English and/or Citizenship Preparation at your own pace and time. Through our distance learning program, you can practice and progress from the convenience of your home with expert teacher assistance. Feel free to choose from weekly in-person sessions to pick up and return DVDs with accompanying study packets or choose to progress through the online modules with the assistance of a teacher through Zoom and email communications.

Spring Semester: January 9, 2024 - June 5, 2024

English as a Second Language

6 levels of ESL instruction for beginning through advanced speakers. **No Fee**

Prepare for Citizenship

Citizenship DVDs and study packets to prepare students for the INS interview and the Naturalization test. **No Fee** (\$30 refundable deposit for materials.)

Distance Learning: In-Person Sessions

Th 12:30 p.m. - 1:45 p.m.

La Mirada

Rm. 54

Fraser

M-Th 3:15 p.m. - 5:15 p.m.

Norwalk

Rm. 116

Platt

Distance Learning: Virtual Sessions

Requires access to a computer, tablet, or mobile device and internet.

W 12:30 p.m. - 1:45 p.m.

Online

Hodo

Now offering GED & HiSET Preparation through Distance Learning!

NEW



CAREER TECHNICAL EDUCATION (CTE)

CAREER TRAINING (PAGES 7 - 12)

Prepare for high demand jobs with our accredited, hands-on training!



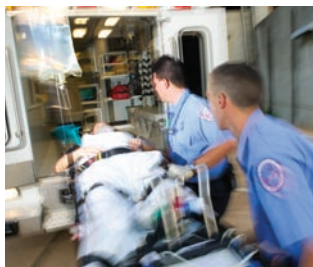
Nurse Assistant

Pre-Certification for Certified Nursing Assistant (CNA)



Dental Assistant/Radiology

Dental Radiology License
Infection Control



Emergency Medical Responder

Cardiopulmonary Resuscitation (CPR)



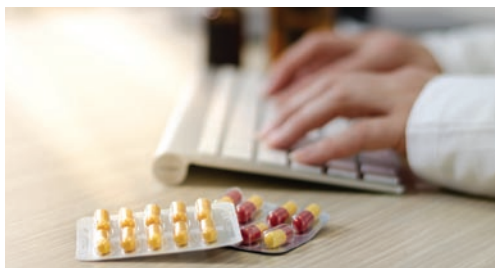
Medical Assisting

CCMA National Certified Medical Assistant Exam



Medical Billing & Coding

CCMA National Coding Exam



Pharmacy Technician

License & National Exam



Welding

Certified Welder Licensing Exam

Register and pay online OR in person for CTE classes. Payment plans are available for classes with fees above \$500. For more information, see page 29 or call (562) 210-3990.

Career Training Course Fees: These include materials, equipment, and supplies used in labs.

Textbook, uniform, and personal certification requirement testing fees are additional.

Please see class description for particular fee.

Refund Policy: All students may drop a class before the second class meeting and receive a refund of class fees less than the service charge. Credit or debit card payment refunds are subject to the card processing fee or a service fee up to \$25, whichever is greater. No Career Training refunds will be issued after the third week of class. If the Adult School cancels a class, all fees will be refunded.

CAREER TECHNICAL EDUCATION (CTE)

COURSES WITH INDUSTRY CERTIFICATIONS OR CERTIFICATION EXAM

Nursing Service

Nurse Assistant Pre-Certification (*CNA)

Prepare for the State Nurse Assistant Certification Test. Train in basic nursing skills through classroom instruction and supervised clinical experience. Learn the fundamentals of patient care, nursing and communication skills, disease organisms and infection control, basic anatomy and physiology, nutrition/diet therapy, and specialty nursing. This course is designed to train students in nursing skills and employment in long term and acute care facilities as well as home health agencies through both classroom instruction and supervised clinical experience.

***Successful completion of the Nurse Assistant course enables the student to apply to take the test for state certification for their CNA certificate.**

Class is 12 weeks long and includes a minimum of 100 clinical (internship) hours. (Some sessions may include occasional Fridays to make up for missed instruction due to holidays.)

A criminal screening is required for this course. Please speak with the Adult School staff prior to enrolling if you have any convictions other than minor traffic violations.

Meets State of California Certification Test Requirements.

Fees: \$1,400

Location: La Mirada Adult School Campus, Room 85

MTWTh 8:00 a.m. - 1:00 p.m.

Winter: January 9, 2024 - April 11, 2024

MTWTh 8:00 a.m. - 1:00 p.m.

Spring: April 15, 2024 - July 10, 2024



Careers in this Field:

- Certified Nurse Assistant
- Nurse Assistant
- Home Care Aide

Median Average Hourly Wage:
\$20.38 per hour

Source: EDD/LMID Occupational Employment Statistics Survey 2022.

Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

For information about

Career Technical Training Scholarship, please see page 18!

Be sure to check our New class:

Math for the Health Care Field on page 12!

**CHECK
IT OUT!**



CAREER TECHNICAL EDUCATION (CTE)

COURSES WITH INDUSTRY CERTIFICATIONS OR CERTIFICATION EXAM

Dental Services

Dental Assistant

This course prepares students for a job as a dental assistant in both front and back office practices. Students will learn chair-side assisting in general dentistry procedures. Classroom instruction includes dental terminology, dental x-ray, identification of dental instruments, sterilization procedures and preparation of dental materials.

An X-ray certificate, Infection Control Certificate, and a Dental Practice Act Certificate will be issued upon completion of this course.

An internship at a local dental office will begin upon completion of the coursework. Internship of 120 hours begins once classroom hours are completed. Internship will be arranged by the instructor.

Class is 18 weeks long plus internship.

Fees: \$2,000

Location: Southeast Academy Site, Room 71

MTWTh 8:00 a.m. - 12:00 p.m.

Spring: January 22, 2024 - June 5, 2024



Careers in this Field:

- Clinical Dental Assistant
- Front office Dental Assistant
- Registered Dental Assistant

Median Average Hourly Wage:

\$23.61 per hour

Source: EDD/LMID Occupational Employment Statistics Survey 2022.

Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

BLS/CPR/AED AND FIRST AID

BLS/Community CPR - Heart Saver CPR/AED

The five-hour training session will teach attendees how to perform CPR on adults, children and infants. You will also learn how to assist a choking victim and how to use an automated external defibrillator (AED).

All classes are certified by the American Heart Association (AHA) and are taught by NLMAS personnel. Upon successful completion of the course, you will be given an AHA card that certifies your training for the next two years! Course includes student workbook and disposable face shield. Class is limited to 10 students. **Fee \$65.**

February 9, 2024

8:00 a.m. - 1:30 p.m.

April 26, 2024

8:00 a.m. - 1:30 p.m.



CAREER TECHNICAL EDUCATION (CTE)

COURSES WITH INDUSTRY CERTIFICATIONS OR CERTIFICATION EXAM

Medical Office

Medical Assistant: Administrative & Clinical

This course is designed to prepare students for a career as a Certified Medical Assistant or to continue training toward a nursing profession. Students will learn vital signs, injections, venipuncture, assisting with surgeries, sterilization, performing EKG's, infection control, basic in-office laboratory testing, billing, terminology, records filing, and reception. Medical Assistants work in all areas in a physician's office or medical groups. Includes internship in a physician's office or medical group office, upon completion of the course. This class is articulated with Cerritos College for students earning a grade of A or B.

Class is 18 weeks long plus internship.

Internship of 240 hours begins once classroom hours are completed. Internship will be arranged by the instructor.

Upon completion of this course, students are prepared to take the National Certified Medical Assistant exam through NHA on our campus.

Fees: \$2475 (includes NHA Certification test)

Location: La Mirada Adult School Campus, Room 82

MTWTh 8:00 a.m. - 12:00 p.m.

Spring: January 16, 2024 - May 23, 2024

Careers in this Field:

- Clinical Medical Assistant
- Certified Medical Assistant
- Medical Office Assistant
- Medical Receptionist

Median Average Hourly Wage:
\$22.95 per hour

Source: EDD/LMID Occupational Employment Statistics Survey 2022.

Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

Medical Insurance Billing and Coding

Medical Billing & Coding

Train for a high paying, high demand career as a Medical Biller. This course prepares students to work in a medical facility, billing service, or start your own business billing insurance companies and individuals. Learn medical terminology, procedural coding, insurance form preparation, collection policies, and computerized procedures used in medical offices. Included in the course is knowledge of CPT and ICD-9 and ICD-10 coding rationales using official coding and reporting.

Class is 36 weeks long. (2 semesters/modules required).

Enrollment occurs in Fall only: Students must enroll in the fall session to take the spring session class. This is a 2 semester single cohort class.

Upon completion of this course the student will be prepared to take the National Coding Exam on our campus through NHA.

Fees: \$612 per semester/module - two modules required. (\$1224 for entire year, includes NHA test).

Location: Norwalk Campus, Room 208

MW 5:30 p.m. - 9:00 p.m.

Spring: January 10, 2024 - May 29, 2024

Careers in this Field:

- Billing and Coding Specialist
- Billing and Posting Clerks

Median Average Hourly Wage:
\$24.14 per hour

Source: EDD/LMID Occupational Employment Statistics Survey 2022.

Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

CHECK IT OUT!



**For information about
Career Technical Training
Scholarship, please see page 18!**

CAREER TECHNICAL EDUCATION (CTE)

COURSES WITH INDUSTRY CERTIFICATIONS OR CERTIFICATION EXAM

Introduction to Pharmacy

Pharmacy Technician

Gain the knowledge and skills to become a Licensed Pharmacy Technician in retail pharmacies, one of the fastest growing jobs in the medical field! Students will learn pharmacy principles and practice, law and ethics, pharmacy calculations, drug dosages, record keeping, and drug labeling. Students will also be trained on our new pharmacy management software which reflects the practice management programs students will encounter in the workforce, enabling them to work through real-world practice scenarios. Students will be given hands-on experience in a pharmacy setting through the 240 hour internship requirements to successfully complete the course. Students will be qualified to receive their California State Board of Pharmacy License.

Class Includes:

- Pharmacy Technician Principles and Practice
- Pharmacy Calculations
- Pharmacy Management Software
- Patient Record Database
- Pharmacology and Medications
- Pharmacy Inventory Management
- 240 Hours Internship
- Set of Pharmacy Books, Workbooks, and Software for each student

To take the National Exam for Pharmacy Technician Certification, students must pass a background check performed by the State Board of Pharmacy and hold a high school diploma or GED.

This class is articulated with Cerritos College for students earning a grade of A or B.

Class is 36 weeks long plus internship. Internship of 240 hours begins once the classroom hours and modules are completed. **Four modules are required for a Certificate of Completion to take the exam to receive your Pharmacy Technician License from the State of California.** Each module is approximately 10 weeks long. 640 Classroom hours and 240 internship hours for program completion. Total hours for completion is 880.

Fees: Total cost of program is \$2,740 (\$685 per module)

Location: Norwalk Campus, Room 304

MTWTh 5:15 p.m. - 9:00 p.m.

MTWTh 5:15 p.m. - 9:00 p.m.

MTWTh 5:15 p.m. - 9:00 p.m.

Date: November 6, 2023 - February 8, 2024

Date: February 13, 2024 - April 25, 2024

Date: May 6, 2024 - July 18, 2024



Careers in this Field:

- Pharmacy Technician Retail
- Pharmacy Technician Hospital
- Lead Pharmacy Technician
- Compounding Technician

Median Average Hourly Wage:
\$24.91 per hour

Source: EDD/LMID Occupational Employment Statistics Survey 2022.

Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

CAREER TECHNICAL EDUCATION (CTE)

COURSES WITH INDUSTRY CERTIFICATIONS OR CERTIFICATION EXAM

Math For The Health Care Field Fee \$15

This 4-week course covering 28 hours of instruction will assist students in mastering the basic math skills needed in today's health professions. This class is for all learners preparing for allied health careers or seeking to upgrade their skills and move on to new responsibilities.

Perfect for:

- Medical Assistants
- Certified Nurse Assistants
- Pharmacy Technicians
- Dental Assistants
- Medical Billing and Coding students

Topics include:

- Reading drug labels, medicine cups, syringes, intravenous administration bags
- Whole number review, fraction decimals, ratio and proportion
- Health-centered pre-algebra
- Metric measurement system
- Parenteral dosages
- Basic dosage by weight unit
- Measurement conversions
- And much, much more!!!

November 27, 2023 - December 21, 2023

M-Th 8:30 a.m. - 12:00 p.m.

La Mirada Campus

Rm. 84



Welding Technologies and Fabrication

Welding / Metal Fabrication

This class provides instruction in shielded metal arc welding, arc welding, gas metal arc welding (MIG), gas tungsten arc welding (TIG), oxy-fuel cutting of carbon, steel, aluminum and stainless steel.

Note: Currently enrolled students have priority for roll over registration in order to complete 2 sections to take exams.

Space is limited - Enroll Now!

Class is 18 weeks long.

This course is articulated with Cerritos College, and Santa Ana College for students earning a grade of A or B.

Two classes are typically needed in order to take exam for Certified Welder Licensing.

Fees: \$1,450

Location: La Mirada High School Campus, Room 763
(13520 Adelfa Dr, La Mirada)

TTh 5:30 p.m. - 9:00 p.m.

January 16, 2024 - May 30, 2024



Careers in this Field:

- Welders
- Cutters
- Solderers
- Brazers

Median Average Hourly Wage:
\$26.24 per hour

Source: EDD/LMID Occupational Employment Statistics Survey 2022.

Wages and actual employment are not guaranteed. Wages do not reflect self-employment.

CAREER TECHNICAL EDUCATION (CTE)

CAREER TECHNICAL EDUCATION CENTER (CTEC) (PAGES 13 - 18)

Open enrollment. Enroll any time!

Enroll in one or more of our self-paced classes OR choose to begin an office career pathway (see pages 14-18). Enjoy the flexibility and convenience of working through these self-paced classes in the Career Technical Education Center.

Our CTEC is open during the following times:

Norwalk Campus, Room 309

M-F	8:15 a.m. - 12:30 p.m.	\$40 per semester
M-Th	5:45 p.m. - 8:45 p.m.	\$40 per semester

La Mirada Campus, Room 53

M-Th	8:15 a.m. - 12:00 p.m.	\$40 per semester
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Spring Semester: January 9, 2024 - June 5, 2024

Our self-paced courses are tailored for both career-changers as well as established professionals who wish to upgrade their skills. We provide students with:

- Individualized support and equipment needed for hands-on training
- A variety of computer software and business courses
- Microsoft Certification training as well as official certification testing
- Self-paced, open entry/exit curriculum
- Flexible daytime and evening programs
- Most career paths that can be completed in six months

Computer Applications Courses

- MS Word
- MS Excel
- MS Access
- MS Outlook
- MS PowerPoint
- MS Publisher
- Computer Basics
- Medisoft
- Medical Transcription
- QuickBooks Pro

Career Paths (See pages 14-18)

- Accounting Associate
- Administrative Assistant
- Medical Transcriptionist
- Medical Records and Health Information Technician
- Office Assistant

Business Courses

- Keyboarding
- Business Math
- Ten-Key
- Business English
- Medical Terminology
- Résumé Preparation
- Filing



Career paths must be completed within one year (or certain subjects may have to be retaken). The order of classes listed in career pathways is the suggested sequence; classes may be taken concurrently.

CAREER TECHNICAL EDUCATION (CTE)

CTEC - OFFICE CAREER PATHWAYS

Enhance Your Employment Opportunities!



Accounting Associate Career Pathway

The Accounting Associate Career Pathway will prepare you for jobs in the financial industry. You will have instruction in maintaining financial records and assisting with the general operations of the finance department. Other functions include acquiring, processing and registering customer invoices using various accounting software and systems.

Classes Include:

- Accuracy and Speed Building – Rate of 40/5 wpm 35 hours
- Numeric Pad/Ten-Key Accuracy and Speed – Rate of 130/5 spm . . . 30 hours
- Word Level 2 25 hours
- Excel Level 3 25 hours
- Accounting Theory/Computer Tutorial 10 hours
- ABCs of Accounting 60 hours
- QuickBooks. 70 hours
- Microsoft Outlook 15 hours

Job Placement Preparations:

- Interview Skills 1 hour
- Business Etiquette 1 hour
- Résumé 2 hours

Total Hours to Receive Certificate 305 hours

Software Skills Assessments

Enroll in our CTEC and work on computer skills testing before you apply for a job! Today’s employers use testing software to identify candidates with good computer and career skills. As a student in our center, you will practice on similar tests using industry recognized software. Our instructors show you how to increase your performance on these skills tests to be competitive in the job market.

CAREER TECHNICAL EDUCATION (CTE)

CTEC - OFFICE CAREER PATHWAYS

Enhance Your Employment Opportunities!



Administrative Assistant Career Pathway

The Administration Assistant Career Pathway will prepare you for an entry-level office administration position, ranging from education and health to legal and business services. In addition to in-demand computer skills, you'll gain an understanding of everyday office tasks and a wide array of clerical and duties.

Classes Include:

- Accuracy and Speed Building-Keyboarding – Rate 50/5 35 hours
- Word Level 2, 3. 50 hours
- Excel Level 2, 3. 50 hours
- PowerPoint Essentials 56 hours
- Access Intermediate 30 hours
- Microsoft Outlook 15 hours

Completion:

- GMetrix Test Preparation (20 hours each subject) (optional) . . . 40 hours
- Microsoft Word Certification (optional) 2 hours
- Microsoft Excel Certification (optional) 2 hours

Job Placement Preparations:

- Interview Skills 1 hour
- Business Etiquette 1 hour
- Résumé 2 hours

Total Hours to Receive Certificate 284 hours

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 Applications, IC3, Intuit QuickBooks, and Adobe Applications.

Call (562) 210-3990 for details and to make a testing appointment.



CAREER TECHNICAL EDUCATION (CTE)

CTEC - OFFICE CAREER PATHWAYS

Enhance Your Employment Opportunities!

Office Assistant Career Pathway

Office Assistants handle organizational and clerical support tasks. Skills include organizing files, scheduling appointments, data entry, proofreading, customer service and more. Skills developed support work in an entry to intermediate level office positions.

Office Assistant leading to entry-level office clerk positions. Students interested in advancement are encouraged to enroll in the Administrative Assistant Career Pathway course of study to complete additional certificates.

Classes Include:

■ Keyboarding – Rate of 35/5 wpm35 hours
■ Computer Basics/Windows/Social Media40 hours
■ Word Level 120 hours
■ Excel Level 120 hours
■ Business English60 hours
■ Filing35 hours
■ Access Introduction30 hours
■ Microsoft Outlook15 hours

Completion:

■ GMetrix Test Preparation (optional)40 hours
■ Microsoft Word Certification (optional)2 hours

Job Placement Preparations:

■ Interview Skills1 hour
■ Business Etiquette1 hour
■ Résumé2 hours

Total Hours to Receive Certificate 301 hours

ESL FOR OFFICE ASSISTANT

Vocational ESL

ESL for Office Assistant

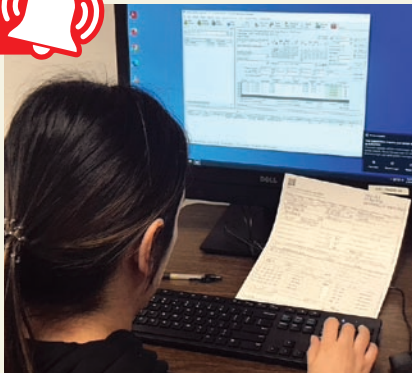
START YOUR CAREER AS AN OFFICE ASSISTANT!

This optional course provides extended academic support for students who are enrolled in our Office Assistant Career Pathway at NLMAS. This supplementary course is ideal for English as a Second Language (ESL) students co-enrolled in the Office Assistant Career Pathway. **This class is free!**

Spring Semester January 9, 2024 - June 5, 2024

Monday/Wednesday 12:30 p.m. - 2:30 p.m.
Norwalk Campus Rm. 306
Gallardo

NEW



CAREER TECHNICAL EDUCATION (CTE)

CTEC - OFFICE CAREER PATHWAYS

Enhance Your Employment Opportunities!



Medical Transcriptionist Career Pathway

The Medical Transcriptionist Career Pathway will prepare you for a job as a qualified Medical Transcriptionist in the health care field from private practitioners and clinics to private and public hospitals.

Classes Include:

- Keyboarding – Rate of 50/5 wpm 35 hours
- Word Level 1, 2. 50 hours
- Medical Terminology. 70 hours
- Medical Transcription: 160 hours
Cardiology, Surgical, Neurology, Internal Medicine
- Microsoft Outlook 15 hours

Completion:

- GMetrix Test Preparation (optional) 20 hours
- Microsoft Word Certification (optional) 2 hours

Job Placement Preparations:

- Interview Skills 1 hour
- Business Etiquette 1 hour
- Résumé 2 hours

Total Hours to Receive Certificate 356 hours

Software Skills Assessments

Enroll in our CTEC and work on computer skills testing before you apply for a job! Today’s employers use testing software to identify candidates with good computer and career skills. As a student in our center, you will practice on similar tests using industry recognized software. Our instructors show you how to increase your performance on these skills tests to be competitive in the job market.

CAREER TECHNICAL EDUCATION (CTE)

CTEC - OFFICE CAREER PATHWAYS

Enhance Your Employment Opportunities!

Medical Records and Health Information Technicians Career Pathway

Medical Records and Health Information Technicians organize and manage health information data. They ensure that the information maintains its quality, accuracy, accessibility, and security in both paper files and electronic systems. They use various classification systems to code and categorize patient information for insurance reimbursement purposes.

Classes Include:

- Keyboarding – Rate of 45/5 wpm35 hours
- Computer Basics/Windows/Social Media40 hours
- Computer Applications in the Medical Office. . .70 hours
- Medisoft40 hours
- Medical Terminology.70 hours
- Microsoft Outlook15 hours

Completion:

- GMetrix Test Preparation (optional)20 hours
- Microsoft Word Certification (optional)2 hours

Job Placement Preparations:

- Interview Skills1 hour
- Business Etiquette1 hour
- Résumé2 hours

Total Hours to Receive Certificate 296 hours



CAREER TECHNICAL TRAINING SCHOLARSHIPS

The City of Norwalk has scholarships available to assist low income residents with the cost of technical training in health sciences and medical technology or welding/metal fabrication. The training is offered through the Norwalk-La Mirada Adult School (NLMAS) with funding provided by the Community Development Block Grant program. **Applications are now available.**

To obtain an application, visit the City of Norwalk website at <https://www.norwalk.org/city-hall/departments/community-development/norwalk-la-mirada-adult-school-scholarships/-fsiteid-1>

The City will pay for the cost of tuition (class fees). Depending upon the program, the amount of assistance ranges from \$1,050 to \$2,600. The student is responsible for the cost of books, uniforms, background checks, and/or exams. Funding for the program is limited. For more information on the training programs contact Norwalk-La Mirada Adult School at (562) 210-3990.

To qualify: You must be a Norwalk resident. Proof of residency is required. ■ You must be 18 years of age or older. ■ You must submit a completed application and essay during the City's application period. ■ Your total combined household income cannot exceed the following income limits:

Number in Household	1	2	3	4	5	6	7	8
Income Limit	\$66,750	\$76,250	\$85,800	\$95,300	\$102,950	\$110,550	\$118,200	\$125,800

Applications are open until funds are exhausted.

For more information, contact the Housing & Neighborhood Development Division at (562) 929-5951.



CAREER TECHNICAL EDUCATION (CTE)

COMPUTER BASICS

Information and Communication Technologies

Computer Basics 1

This course is designed for beginners to learn how to use computers. Students are introduced to basic computer tasks, including working with Windows, Word, Calculator, WordPad and Paint and navigating the web. Bonus: Introduction to Keyboarding using Internet sites. **Prerequisite:** None.

Fee \$15 per session

Spring Session I: January 22, 2024 - March 15, 2024

M	5:45 p.m. - 8:45 p.m.	Norwalk Campus	Rm. 306	Zakaria
T	12:30 p.m. - 2:30 p.m.	La Mirada Campus	Rm. 53	Zakaria

Information and Communication Technologies

Computer Basics 2

This course will expand your understanding of computer basics through hands-on exercises for Excel, PowerPoint, Word, and Publisher. Explore the web and conduct searches using Google.

Learn how to manage all of your files by creating folders and use system tools to keep your PC running efficiently. **Prerequisite:** Session I or basic computer knowledge.

Fee \$15 per session

Spring Session II: March 18, 2024 - June 5, 2024

M	5:45 p.m. - 8:45 p.m.	Norwalk Campus	Rm. 306	Zakaria
T	12:30 p.m. - 2:30 p.m.	La Mirada Campus	Rm. 53	Zakaria

Vocational ESL

Computer Basics for English as a Second Language Learners

Improve your basic computer skills for job placement or advancement. This course is for students with little or no prior computer experience. Spanish assistance is available if needed. **No Fee**

- Learn basic computer skills necessary for success in employment and school.
- Practice English using the computer.

Beginning Low: Spring Session I: January 9, 2024 - March 14, 2024

TTh	12:30 p.m. - 1:45 p.m.	Norwalk Campus	Rm. 109	Barajas
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Beginning High: Spring Session II: March 19, 2024 - June 4, 2024

TTh	12:30 p.m. - 1:45 p.m.	Norwalk Campus	Rm. 109	Barajas
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CAREER TECHNICAL EDUCATION (CTE)

MICROSOFT EXCEL

LEARN THE #1 OFFICE PRODUCTIVITY SKILL REQUESTED BY EMPLOYERS.

Information and Communication Technologies

Microsoft Excel - Beginning

Learn to use the world's premiere spreadsheet! Become adept at understanding the ribbon interface, basic formulas and functions, formatting worksheets, entering labels and values, selecting data, and creating charts.

Instructor is Microsoft Certified. Fee \$15 per session

Spring Session I: January 9, 2024 - March 12, 2024

T	5:45 p.m. - 8:45 p.m.	Norwalk Campus	Rm. 401	Nishikawa
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Information and Communication Technologies

Microsoft Excel - Advanced

Explore conditional formatting, apply conditional functions, use relative and absolute references, copy and group worksheets, create named ranges, and create & modify tables.

Prerequisite: Completed beginning class or equivalent experience. **Instructor is Microsoft Certified. Fee \$15 per session**

Spring Session II: March 19, 2024 - May 21, 2024

T	5:45 p.m. - 8:45 p.m.	Norwalk Campus	Rm. 401	Nishikawa
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GOOGLE APPS

Information and Communication Technologies

Google Apps for Beginners

Learn beginning level skills to start using Google Apps for school and work. Students will learn and gain greater confidence in using the basic Google Apps to interact in online classes and in the work environment. **Fee \$15 per session**

Spring Session I: January 22, 2024 - March 15, 2024

M	12:30 p.m. - 2:30 p.m.	Norwalk Campus	Rm. 401	Zakaria
W	12:30 p.m. - 2:30 p.m.	La Mirada Campus	Rm. 54	Zakaria



Information and Communication Technologies

Google Apps for Intermediates

This intermediate level class will provide a greater working knowledge of Google Apps for school and work. **Fee \$15 per session**

Spring Session II: March 15, 2024 - June 5, 2024

M	12:30 p.m. - 2:30 p.m.	Norwalk Campus	Rm. 401	Zakaria
W	12:30 p.m. - 2:30 p.m.	La Mirada Campus	Rm. 54	Zakaria

Paraeducator Exam: Fees, Policy and Testing Schedule

The cost for the Paraeducators test prep and test is \$20, includes 3 tests within the same fiscal year. Paraeducators can enroll in the CTEC lab for an additional \$20 per semester. Retake test fee is \$20, if they fail 3 tests. Test fees are waived for all NLMUSD Paraeducators.

Call the Norwalk office for Paraeducators test appointments. (562) 210-3990

CAREER TECHNICAL EDUCATION (CTE)

ADOBE PHOTOSHOP CC - CREATIVE CLOUD

Information and Communication Technologies

Adobe Photoshop CC - Beginning

Adobe Photoshop CC is a photo editing program that allows you to create, design, and manipulate photographic images. This beginning course will teach layers, selections, text effects, paint brush tool, filters, blending techniques, and retouching old photos.

Fee \$15 per session

Spring Session I: January 10, 2024 - March 13, 2024

W 5:45 p.m. - 8:45 p.m. Norwalk Campus
Rm. 306 Nishikawa

Information and Communication Technologies

Adobe Photoshop CC - Advanced

This class builds upon the skills learned in the beginning class and offers instruction in the advanced features of the Photoshop program. Topics include straightening images, art history brush, advanced layers, clipping masks, image compositing, and special photographic effects.

Fee \$15 per session

Spring Session II:

March 20, 2024 - May 22, 2024

W 5:45 p.m. - 8:45 p.m.

Norwalk Campus Rm. 306
Nishikawa

Careers in this Field:

- Graphic Designer
- Print and Electronic Media
- Advertising Agency
- Professional Photographer

Median Average Hourly Wage:

\$34.91 per hour

Source: EDD/LMID Occupational Employment Statistics Survey 2022.

Wages and actual employment are not guaranteed. Wages do not reflect self-employment.



KEYBOARDING CLASS

Information and Communication Technologies

Beginning Keyboarding

Fee \$15 per session

Spring Session I: January 9, 2024 - March 12, 2024

T 5:45 p.m. - 8:45 p.m. Norwalk Campus

Rm. 306

Zakaria



Information and Communication Technologies

Advanced Keyboarding

Fee \$15 per session

Spring Session II: March 19, 2024 - May 28, 2024

T 5:45 p.m. - 8:45 p.m. Norwalk Campus

Rm. 306

Zakaria



Typing Test Policies

Our typing test fee is \$20. We will be scheduling typing tests by appointment only. Schedules vary. Please call to inquire and make an appointment.

CAREER TECHNICAL EDUCATION (CTE)

PRESCHOOL/CHILDCARE PROFESSIONS CERTIFICATE PROGRAM

These courses will meet the Board of Education and the Department of Social Services Community Care Licensing Division (Title 22) education requirements to be employed in licensed private preschools and child care programs as a teacher or teacher assistant.



Upon successful completion with a passing grade of C or higher, the student will receive 3 ECE units and a Certificate of Completion after each course.

There are four core classes in this Childcare Professions Pathway.

Each class is worth 3 ECE units.

- Child Development
- Principles and Practices
- Curriculum for Young Children
- Child, Family, and Community

Students are also encouraged to take the 4 additional classes that are offered.

Each class is worth 3 ECE units.

These classes are:

- Infant/Toddler Care and Development
- Language Arts and Creative Arts for Young Children
- Administration I for Child Care Programs
- Practicum - Work Experience with Young Children

Fee \$30 per session

Curriculum For Young Children

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to six. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children, using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include, but not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, and math and science. Fostering the developments of each developmental domain will also be aligned through appropriate activity planning. **Fee \$30**

Spring Session I: January 9, 2024 - March 13, 2024

TW 6:00 p.m. - 9:00 p.m. Norwalk Campus Rm. 302 Cota

Child, Family, and Community

This course examines the developing child in a societal context, focusing on the interrelationship of family, school, and community and emphasizes historical and sociocultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. **Fee \$30**

Spring Session II: March 19, 2024 - May 29, 2024

TW 6:00 p.m. - 9:00 p.m. Norwalk Campus Rm. 302 Cota

CAREER TECHNICAL EDUCATION (CTE)

Principles and Practice

This course provides theoretical principles that are described as best practices when working with young children. Indicators of developmentally appropriate practices and the DAP frameworks are examined as to how they are applied to early childhood programs and learning environments. An emphasis is on the holistic approach to foster each child's social, emotional, physical, and cognitive developmental domains and looking at different teaching strategies and methodologies. It provides a survey of early childhood programs including; Private, Head Start, Montessori, T-K, and Family Day Care. Professionalism is emphasized and students will create their own professional portfolio. Confidentiality, parent and child rights, Title 22, ethics, advocacy, NAEYC, and characteristics of an early childhood educator will be explored. **Fee \$30**

Spring Semester: January 9, 2024 - June 4, 2024

T 9:00 a.m. - 12:00 p.m. Norwalk Campus Rm. 302 Cota

Practicum - Work Experience

This course will prepare the student to demonstrate appropriate and quality work-study skills at assigned preschool classroom work sites. There will be an emphasis on hands on interactions between the student and young children under the direct supervision of a teacher. Students who are seeking to take this course must have at minimum, verified completion of three of the four core child development classes as described by title 22, and are concurrently enrolled in the fourth. Verification of meeting these prerequisites will be determined by the Instructor prior to student enrollment. **Fee \$30**

Spring Semester: January 10, 2024 - June 5, 2024

W 9:00 a.m. - 12:00 p.m. Norwalk Campus Rm. 302 Cota

Working with Special Needs

This course is an introductory to working with young children with special needs and their families. An emphasis will be placed on terminology and definitions, basic inclusion laws and policies, intervention, the referral process, available resources, and effective teaching strategies to help meet the needs of each child. **Fee \$30**

Spring Semester: January 11, 2024 - May 30, 2024

Th 6:00 p.m. - 9:00 p.m. Norwalk Campus Rm. 302 Cota

ESL FOR CHILD CARE PROFESSIONS

Vocational ESL

ESL for Child Care Professions

This optional course provides extended academic support for students who are enrolled in *Child, Family, and Community, Curriculum for Young Children, Child Development, Principles and Practices, or Administration 1 for Child Care Professions*. The primary focus of each session will be to preview and review important terminology and concepts directly related to the child development curriculum. Because of the emphasis on vocabulary, this supplementary course is ideal for English as a Second Language (ESL) students co-enrolled in the child development program. **This class is free!**

NEW

FREE



Spring Semester: January 9, 2024 - May 29, 2024

TW 5:00 p.m. - 6:00 p.m. Norwalk Campus Rm. 302 Cota

CAREER TECHNICAL EDUCATION (CTE)

REAL ESTATE CLASSES

Below 3 courses meet the educational requirements to qualify for the State licensing exam.

Please ask for the *Real Estate General Information Page* prior to enrolling.



Marketing, Sales and Services

Real Estate Principles

This is a mandatory course the Department of Real Estate (DRE) requires of all potential licensees. Among subjects discussed in this course are the major topics of California law, agency issues, land use regulations, and ownership and finance. **Fee \$45**

Spring Semester: January 22, 2024 - May 20, 2024

M 5:30 p.m. - 9:00 p.m. Norwalk Campus Rm. 205 Griffin

Marketing, Sales and Service

Real Estate Practice

This is a mandatory course the Department of Real Estate (DRE) requires of all potential licensees. Among subjects discussed in this course are: California law, agency issues, contracts and closings, financing, taxation, and leasing. **Fee \$45**

Spring Semester: January 23, 2024 - May 21, 2024

T 5:30 p.m. - 9:00 p.m. Norwalk Campus Rm. 205 Griffin

Marketing, Sales and Service

Real Estate Finance

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. **Fee \$45**

Spring Semester: January 24, 2024 - May 22, 2024

W 5:30 p.m. - 9:00 p.m. Norwalk Campus Rm. 205 Griffin

CAREER TECHNICAL EDUCATION (CTE)

CUSTODIAL TECHNICIAN



Building and Construction Trades

Custodial Technician Basic and Advanced

This one semester course is designed to cover the qualifications and responsibilities of a custodial supervisor as well as provide basic and advanced knowledge, training and practical work experience. Students will prepare for advancement in their careers in the Building Maintenance industry. Students will learn all the basic and advanced procedures of Custodial Technician while utilizing the latest custodial equipment. This course also includes the instruction of "soft skills" such as the ability to accept supervision, positive interaction with fellow employees, work ethics, punctuality, and initiative. Topics will include the following: Safety and Security, Leadership, Recycling, Preventative Maintenance, Personnel Issues, Employee Training, Employee Scheduling, Purchasing Practices and more.

Fee \$60 (additional certification exam fee applies)

January 16, 2024 - June 5, 2024

M-Th 5:30 p.m. - 9:00 p.m.

Norwalk Campus

Rm. 404

Staff

Inquire with instructor for ESL support availability.



**Would like to improve your English?
WE CAN HELP!**

Turn to pages 4-6.



HIGH SCHOOL DIPLOMA PROGRAM

EARN A HIGH SCHOOL DIPLOMA OR AN EQUIVALENCY (GED® OR HISET®) CERTIFICATE!



Enroll today in our adult-centered high school diploma or GED®/HiSET® preparation program. Our teacher-directed and self-paced courses will prepare you to succeed in college or the workplace.

All students first meet with an academic counselor to develop a program plan. Academic counselors are available on a non-appointment basis, Monday through Friday. Call (562) 210-4000 for counseling hours.

Counseling Office Services:

- High School Diploma and GED® or HiSET® preparation course enrollment
- TABE (Test of Adult Basic Education) placement testing
- Transcript evaluation
- Academic advisement and much more!

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

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.

WE ARE WASC ACCREDITED!



We are a HiSET® Authorized Test Center!

Register and pay in person for one or all of the 5 HiSET® subtests at the Norwalk Campus. Please visit our Counseling Center or call (562) 210-4000 for more information.

HiSET® self-paced exam preparation is also available in the Individualized Learning Center. Call (562) 210-4000 for details and counseling hours.



HIGH SCHOOL DIPLOMA PROGRAM

Individualized Learning Center

Our ILC offers self-paced online High School Diploma courses and GED® or HiSET® test preparation. Enroll at any time and progress at your own rate under the direction of an experienced teacher. Some high school coursework can be completed online from your home. GED® and HiSET® preparation materials are directly aligned with the official tests. All students must meet with an academic counselor in order to enroll. **Open enrollment. No fee for adults.**

Spring Semester January 9, 2024 - June 5, 2024

M-Th	8:15 a.m. - 12:30 p.m.	Norwalk Campus	Rm. 402	Staff
M-Th	5:15 p.m. - 9:00 p.m.	Norwalk Campus	Rm. 402	Staff

GED & HiSET Preparation Structured Classes

NEW



This class provides a variety of test taking strategies with practice in Reading Comprehension, Social Studies, Science, and Mathematics to help prepare students for every official GED & HiSET Test (all subjects). This class also provides guidance and support for students to register for official testing. Direct instruction is offered in both English and Spanish! **No fee.**

GED & HiSET Preparation (in English)

M/W	8:45 a.m. - 12:00 p.m.
M/W	6:00 p.m. - 8:45 p.m.



GED & HiSET Preparation (in Spanish and English)

T/Th	8:45 a.m. - 12:00 p.m.
T/Th	6:00 p.m. - 8:45 p.m.



HiSET® Exams

- Computer-Based
- HiSET® registration, scheduling, and payment is completed in person at the Counseling Office at the Norwalk Campus.
- 5 Subtests:
 - Reading
 - Mathematics
 - Social Studies
 - Writing
 - Science
- Single Subject Test Fee: \$25
- Test fee is non-refundable and testing must be completed within 12 months of registration.

Visit www.hiset.ets.org for additional information and eligibility. For more information about registration, payment, and testing dates, call (562) 210-3990.

GED® Exam

- Computer-Based
- GED® registration, scheduling, and payment is completed online by the student at www.GED.com.
- 4 Tests:
 - Language Arts
 - Mathematics
 - Science
 - Social Studies
- Complete Set Test Fee: \$140
- Single Subject Test Fee: \$35

Visit www.GED.com for additional information on eligibility and testing dates.

We are a Pearson VUE Authorized GED® Test Center.

To schedule one of the 4 subjects of the GED® test, visit www.ged.com. Create a free account and schedule a subject test in the Norwalk-La Mirada Adult School's new test center equipped with the latest technology. If you need assistance, please visit our counseling center or call (562) 210-4000.

Need to prepare for the GED® test? Enroll in our GED® Prep Program and study in our self-paced Individualized Learning Center using resources and practice tests designed to help you successfully pass all subjects of the GED® test. Stop by to meet with one of our academic counselors for details.

PEARSON

VUE-Authorized
Test Center



HIGH SCHOOL DIPLOMA PROGRAM

TEACHER-DIRECTED HIGH SCHOOL SUBJECT CLASSES

Our teacher-directed classes give you practice in skills needed to confidently meet the challenges of college or career. Study in a comfortable, adult-centered learning environment with caring and experienced teachers who are interested in your success. **Teacher-directed classes meet both mornings 8:15 a.m. - 12:00 p.m. and evenings 5:15 p.m. - 9:00 p.m.**

All students must meet with an academic counselor in order to enroll. Call (562) 210-4000 for academic counseling information and hours. **No Fee**

Spring Session I: January 9, 2024 - March 15, 2024

Spring Session II: March 18, 2024 - June 5, 2024

ADULT BASIC EDUCATION



Basic English

Basic Reading and Writing

Improve your basic reading and writing skills for personal enrichment or to prepare for employment. No high school diploma or equivalency required. (Not for high school credit.) **No Fee**

Spring Session I: January 9, 2024 - March 15, 2024

Spring Session II: March 18, 2024 - June 5, 2024

M	12:30 p.m. - 1:45 p.m.	Norwalk Campus	Rm. 202	Hodo
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Life Skills and Functional Academics

Life Skills and Functional Academics

This class is for the student who needs to learn skills that promote independence through training for proper health, hygiene, socialization and use of technology. Students will work on individual academic and social goals and gain greater independence in their lives. **No Fee**

Spring Semester: January 9, 2024 - June 5, 2024

T-F	9:00 a.m. - 12:00 p.m.	La Mirada Campus	Rm. 73	Zakaria
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WELCOME - GENERAL INFORMATION

Accreditation: The Norwalk-La Mirada Adult School has earned six-year Accreditation Status (the highest level of accreditation) from the Western Association of Schools and Colleges through June 30, 2025.

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 may enroll both online or in person. For most classes, students can enroll online on nlmas.org or in person at either the Norwalk or La Mirada Campus office. For enrollment into high school diploma classes, students need to first meet with an academic counselor to develop a program plan.

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.

Payment Plan Policy: Payment plans are available for classes with fees above \$500. Once a contract is agreed upon with established due dates, payments must be made on or prior to those dates. Failure to do so will result in dismissal from the class with no credits or time toward certification.

Refund Policy: All students may drop a class before the second class meeting and receive a refund of class fees less than the service charge. Credit or debit card payment refunds are subject to the card processing fee or a service fee up to \$25, whichever is greater. No Career Training refunds will be issued after the third week of class. If the Adult School cancels a class, all fees will be refunded.

Parking: Parking is free! Student parking is available in identified lots around the Norwalk and La Mirada Campuses. Cars must be parked in designated parking spaces only. Failure to comply with parking rules may result in tickets, towing, or dismissal. 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.

Non-Discrimination Statement: The Board of Education of the NLMUSD 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, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics.

Sexual Harassment (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.

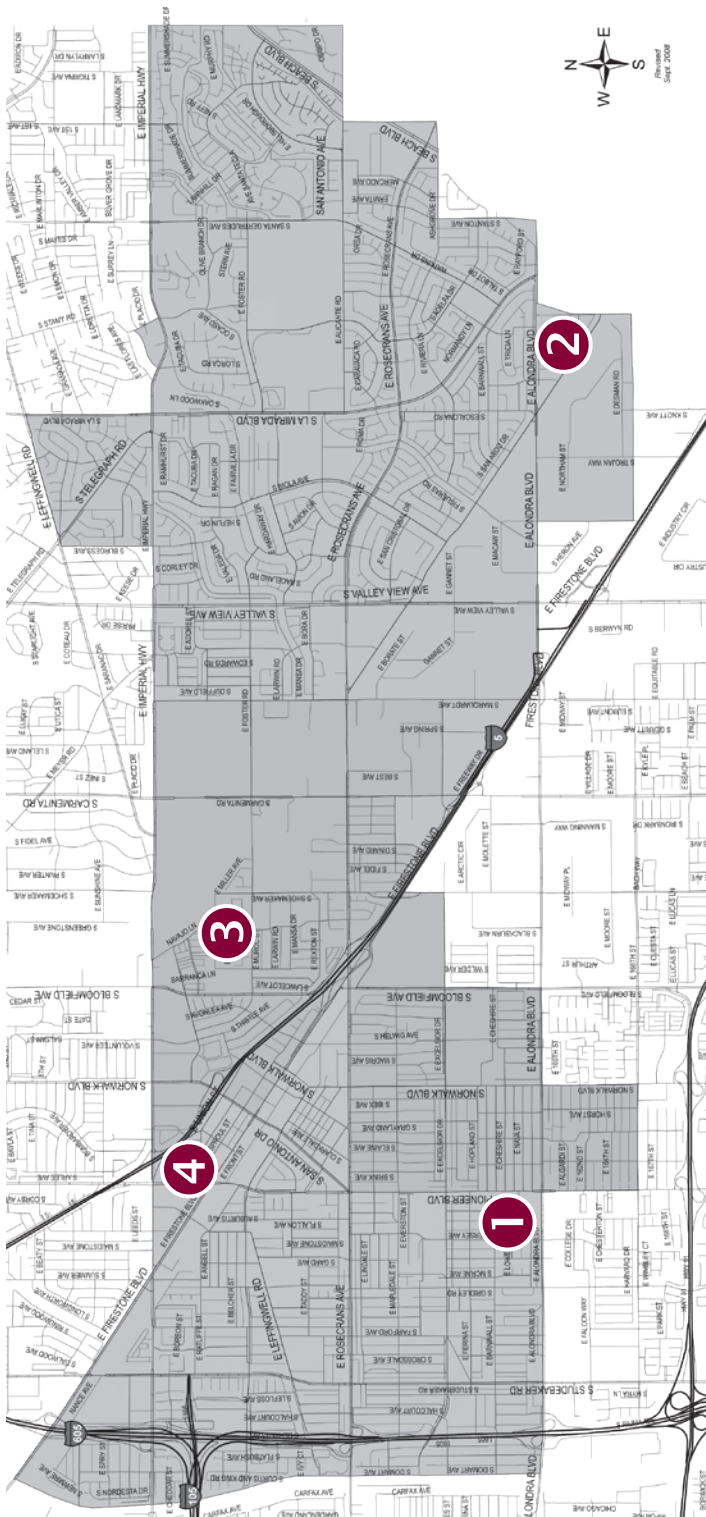
Tobacco: NLMAS is a tobacco-free environment. Please refrain from using tobacco products on NLMAS property. (Board Policies 4023 and 5490).

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.

No Fees Policy (WIOA Programs): No fees of any kind are collected from students for participation in the Workforce Innovation and Opportunity Act (WIOA) Title II (Public Law 113-128) AEFLA programs. At Norwalk-La Mirada Adult School, no fees are collected for High School Diploma/GED, ABE, ESL, and U.S. Citizenship Preparation. (The United States Immigration Service (USCIS) requires the payment of a processing fee for its Citizenship application (USCIS Form N-400).

ADULT SCHOOL MAIN OFFICES



1

Norwalk Campus

15711 Pioneer Blvd., Norwalk, CA 90650
(562) 210-3990

Office Hours

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

2

La Mirada Campus

15920 Barbata Rd., La Mirada, CA 90638
(562) 210-3170

Office Hours

Monday - Friday: 7:00 a.m. - 4:00 p.m.

3

Southeast Academy Site

12940 E. Foster Road, Norwalk, CA 90650

4

District Office

12820 Pioneer Boulevard, Norwalk, CA 90650

WELCOME - NORWALK-LA MIRADA USD



NORWALK- LA MIRADA UNIFIED SCHOOL DISTRICT
Every Student. Future Ready. Our Promise!

Mission Statement

Norwalk-La Mirada Unified School District, in collaboration with our parents and our community, shall develop in our students the knowledge, understanding, skills, and attitudes to empower them to become life-long learners and successful, productive citizens in an ever-changing world. We will accomplish this by promoting a climate of high expectations, providing world-class opportunities, striving to meet individual needs, and valuing diversity.

Vision Statement

Norwalk-La Mirada Unified School District is leading our community into the future by developing students who are open-minded and curious, skilled in critical thinking, working collaboratively, and using current and emerging technologies.

We personalize learning to meet the needs, motivations, and strengths of each student, ensuring every student graduates prepared to succeed in college, careers, and participate positively in our community's civic life.

Board of Education Goals

1. Engaging and Responsive Climate and Culture
2. College and Career Ready Graduates
3. Exemplary Staff
4. Parent and Community Engagement
5. Access to Rigorous Instruction and Support
6. Operational Excellence



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NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT



Norwalk Adult School
(Corner of Alondra & Pioneer)
15711 Pioneer Blvd., Norwalk, CA 90650
(562) 210-3990

La Mirada Adult School
(On Alondra at Barbata Road)
15920 Barbata Road, La Mirada, CA 90638
(562) 210-3170

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