

Career and Technical Training Program: The Career and Technical Preparation Program at Franklin CAS offers classes in: Computer Operator / Literacy / Introduction to the Internet, General Clerk/Office Assistant, General Clerk/Introduction, Keyboarding, Computer Literacy and Computer Software Applications. Certification is awarded upon completion of the course competencies. A class fee is required for career and technical classes. Students may also be required to pay a registration fee. Please see the section on fees.

Parent Education: The Parent Education program is based on the premise that parenting is an on-going learning and growing process. The program is designed to guide parent and child through developmental levels as they relate to the family setting and educational process.

Older Adult: The program for Older Adults is designed to offer lifelong education that will provide opportunities for personal growth and development, community involvement, and survival skills for self-maintenance and economic self-sufficiency.

English as a Second Language: The English as a Second Language program is designed to offer instruction in English communication for limited English speaking students. It includes speaking, reading, writing, and listening skills. Lessons are presented within the contexts of every day life situations. There are seven levels of instruction in the ESL program: Literacy, Beginning Low, Beginning High, Intermediate Low, Intermediate High A, Intermediate High B, and Advanced Low. All students are evaluated for proper placement. There are no fees for ESL classes.

Apranda Ingles: El programa de inglés como segundo idioma ofrece clases de comunicación para el estudiante que necesita instrucción para el desarrollo de conversación, lectura, y escritura. Para matricularse en clases de inglés, visite cualquiera de nuestras sucursales. Clases gratis.

Home Study – Video ESL Distance Learning Program: Study ESL at home with videotapes. This program is offered for students who cannot attend classes regularly and for those who want to supplement their regular ESL classes. Pay a \$10 refundable deposit, and check out a dvd/video cassette and lessons. When you finish the dvd/tape return it for another.

¡Lleve dvd/videocaset para ver en la casa! Niveles básicos e intermedios. Para participar, deje un deposito de \$10.00 por año escolar. No se necesita tomar clase en escuela para inscribirse en este programa de estudio con dvd/videocaset en la casa. ¡Inscribase hoy mismo!

CBET. Community Based English Tutoring, is a component of our ESL program. The goal of CBET is to provide English to parents of limited English proficient children in grades K-12. Branch sites marked with the CBET logo provide adult students with a lending library of children books, as well as guidance and follow-up on parental tutoring of children. CBET encourages a personal, at-home English language family literacy environment.

ESL/Citizenship: Prepare to become a U.S. citizen. This course includes U.S. History and Government; the Constitution; organization of federal, state and local governments; individual privileges, duties, and responsibilities; and an emphasis on language skills. There are no fees for ESL/Citizenship classes.

Basic Skills: Students work in a supportive environment to improve basic academic skills related to success in the community, the work place and the family. The program features Basic Reading, Basic Math, and Basic Language (Writing) classes. There are no fees for Basic Skills classes.

GED: The GED is a nationally recognized high school equivalency test. It is offered twice a year at Franklin Community Adult School. The test is given in English and Spanish and tests five areas of knowledge: writing skills, social studies, reading skills, science and mathematics. A \$110.00 fee is charged to take the official GED test. We encourage GED candidates to prepare for the test by enrolling in our GED preparation class, and/or math and reading labs. Passing the GED test and taking 10-14 classes is another method to earn a high school diploma.

Cost: \$5.00 material class fee per lab class. No registration fee.

High School Diploma Program: Adults may earn a high school diploma through successful completion of 170 credits in the Diploma Plus program. Diploma Plus offers courses in the fundamental skills of reading, writing, and mathematics. In addition, life skills classes teach ways to live and manage more effectively and increase opportunities for job success.

REQUIREMENTS FOR ADULT SCHOOL DIPLOMA	Units
English.....	40
Mathematics	20
Social Studies	30
Science/Health.....	25
Fine Arts/Foreign Language	10
Personal and Career Development.....	10
General Electives.....	35
Total.....	170

In accordance with State of California regulations and LAUSD requirements, all high school graduates must pass the CAHSEE - California High School Exit Exam. Franklin Community Adult School offers remedial classes to help prepare for this exam.

Graduation: A cap and gown ceremony is held each June for graduates of the GED and High School Diploma programs. Many scholarships and awards are also presented during graduation.

Adult Independent Study – Academic Classes: Independent Study provides the opportunity to design a program of study that is responsive to the academic, personal and social needs of individual students. Students enrolled in independent study must be willing to work independently and keep scheduled appointments with their supervising teacher. Prior approval by an adult school counselor is required.

Alternative Education Work Center: Alternative Education and Work Center (AEWC) is a dropout recovery program. It is designed exclusively for at-risk youth between 16-18 years old who have not been able to continue their studies at their home high school. It provides an opportunity for these students to re-enter school at any time of the year. For more information, please call the AEWC Outreach Consultant at Ramona Hall, 4580 N. Figueroa St., Los Angeles, CA 90065 (323) 276-8543, between 8 a.m. and 3 p.m. There are no fees for this program.

**FRANKLIN-HOLLYWOOD COMMUNITY ADULT SCHOOL
FRANKLIN CAMPUS**
820 NORTH AVENUE 54
LOS ANGELES, CALIFORNIA 90042
(323) 550-2100

NON-PROFIT ORG.
U.S. POSTAGE
PAID
Los Angeles Unified
School District

CAR-RT SORT
ECR WSS
RESIDENTIAL CUSTOMER (LOCAL)

ADMINISTRATIVE STAFF

Karen KuserPrincipal
LaTasha HawthorneAssistant Principal, Operations
Darlene Prijatel Assist. Principal, Counseling Services
Suzanne Limbird..... AEWC Outreach Consultant
Danna Escalante..... Teacher Advisor
Macario Velazquez..... Teacher Advisor
Jennifer MorenoCBET Coordinator
Elvis Carias.....Perkins Advisor/WIA Coordinator
Lydia Cadena.....Administrative Assistant
David Chow Financial Manager
Adella V. Garcia Senior Office Technician
Rita Garcia..... Office Technician
Maria Mancia Office Technician
Michael Martin.....SIS Coordinator

**CALENDAR
Semester Dates:**

Fall
September 6, 2011 - February 5, 2012
Spring
February 6, 2012 - June 25, 2012

Trimester Dates:

1st Trimester
September 6, 2011 - January 8, 2012
2nd Trimester
January 9, 2012 - April 8, 2012
3rd Trimester
April 9, 2012 - June 25, 2012

Accreditation: Franklin Community Adult School is accredited by the Western Association of Schools and Colleges and by the State Department of Education.

Textbooks: Board of Education textbooks for certain classes are available on a deposit basis. If the book is returned in satisfactory condition, the deposit will be refunded. Students wishing a refund on a book deposit must return the book by June 22, 2012. Other textbooks are available for purchase.

REFUNDS

- To receive a refund, the student MUST RETURN THE FEE CARD AND/OR RECEIPT BEFORE THE THIRD CLASS MEETING.
- A student who drops a class or classes will be assessed a \$10.00 drop fee per transaction.

CLOSING OF CLASSES: The administration reserves the right to close a class if insufficient numbers of students enroll, or if the attendance falls below standards set by the Board of Education.

STUDENT BODY: A voluntary student body membership fee of \$1 per school year for an Identification Card is collected upon enrollment. Fee is not refundable. Student photo identification cards are also available.

REGISTRATION: All classes are offered to the general public. There are no residency requirements.

REGULAR REGISTRATION

- Students may enroll in a branch class at the time and place the class is scheduled to meet, except for A.I.S.
- Students enrolling for classes at the Franklin campus should do so in the Counseling Office.
- All programs are open entry-open exit. Enrollment is accepted throughout the year if space is available.

COSTS: Most courses are free. There is no registration or tuition fee for the following classes: Adult Basic Education, Elementary Subjects, English as a Second Language, High School Credit Courses, Citizenship, and Programs for Adults with Disabilities. A registration fee may be charged to students who enroll in vocational programs, Parent Education, or students between 18 to 60 years of age who enroll in Programs for Older Adults. Exemptions: Students who are 60 years of age or older, students receiving any form of public assistance, students with disabilities who qualify, students attending classes for high school credit, or current employees.

Registration Fees Per Semester: \$30 for courses from 18-25 weeks in length; \$25 for courses from 13-17 weeks in length; \$20 for courses 1-12 weeks in length

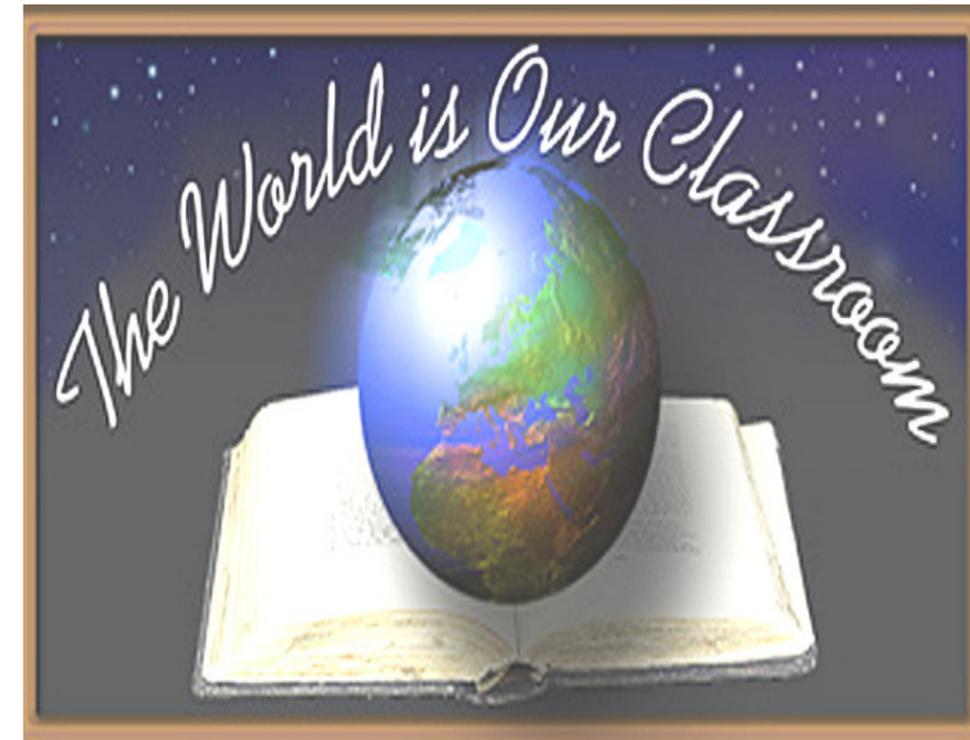
Material/Class Fees: In certain classes requiring materials and tools not furnished by the school district, a special class fee is charged. This fee ranges from \$5.00 to \$40.00 and is payable in cash by the second session the student attends.

GED Preparation ... \$10.00

Academic Lab Class (per H.S. level course)\$5.00

Art..... \$10.00 Computer Operator/1: Foundations..... \$30.00
Administrative Assistant/1: Office Procedures..\$15.00 Computer Operator/2: Integrated Application \$30.00
Administrative Assistant/2: Business English...\$15.00 Typist/Computer Keyboarding..... \$15.00
Administrative Assistant/3: Business Math.....\$15.00 Memory Enhancement: Brain Fitness.....\$5.00

**COMMUNITY EDUCATION
CAREER AND TECHNICAL TRAINING**



2011-2012 SCHEDULE OF CLASSES

**FRANKLIN-HOLLYWOOD
COMMUNITY ADULT SCHOOL
FRANKLIN CAMPUS
820 NORTH AVENUE 54
LOS ANGELES, CA 90042**

(323) 550-2100 * FAX (323) 550-2011



**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF ADULT AND CAREER EDUCATION**

COMMUNITY EDUCATION CAREER AND TECHNICAL TRAINING

FRANKLIN CAMPUS *820 N. AVENUE 54, LOS ANGELES, CA 90042*(323) 550-2100 *2011 - 2012 CLASS SCHEDULE

SITES	A.M.	AFT.	P.M.	ESL	(Video ESL) DISTANCE LEARNING
FRANKLIN COMMUNITY ADULT SCHOOL CAMPUS 820 N. AVENUE 54 LOS ANGELES, CA 90042			6:30pm - 9:15pm M-T-W-TH	ESL Beginning Literacy ESL Beginning Low ESL Beginning High ESL Intermediate Low ESL Intermediate High A ESL Intermediate High B ESL Advanced Low	6:00pm - 6:30pm M-T-W-TH 1:00pm - 4pm; 5:45pm - 9:15pm M
NIGHTINGALE MIDDLE SCHOOL 3311 N. FIGUEROA STREET LOS ANGELES, CA 90065 (323)221-6296			6:00pm - 9:15pm M-T-W-TH	ESL Multi-Level Pronunciation ESL Beginning Low ESL Beginning High	
ALL SAINTS EPISCOPAL CHURCH 5619 MONTE VISTA LOS ANGELES, CA 90042	9:00am - 12:15pm M-T-W-TH *CHILD CARE			ESL Beginning Low ESL Beginning High ESL Intermediate Low	12:15pm - 12:45pm M-T-W-TH
BURBANK MIDDLE SCHOOL 6460 N. FIGUEROA ST. LOS ANGELES, CA 90042	8:15am - 11:30am M-T-W-TH *CHILD CARE			ESL Beginning Literacy/English ESL Beginning High ESL Intermediate Low ESL Intermediate High ESL Advanced Low	11:30am - 12:00pm M-TH
GLASSELL PARK COMMUNITY CENTER 3750 N. VERDUGO ROAD LOS ANGELES, CA 90065	9:00am - 12:15am M-T-W-TH-F			ESL Intermediate Low ESL Intermediate High ESL Advanced Low	
GLASSELL PARK ELEMENTARY SCHOOL 2211 W. AVENUE 30 LOS ANGELES, CA 90065	8:00am - 11:45am M-T-W-TH-F			ESL Multi-Level Pronunciation ESL Beginning Low ESL Beginning High ESL Intermediate Low	11:45am - 12:45pm M-W-F
HIGHLAND PARK RECREATION CENTER 6150 PIEDMONT AVENUE LOS ANGELES, CA 90042	10:30am - 4:00pm W				ESL Beginning Low ESL Beginning High ESL Intermediate Low/High
DORRIS PLACE ELEMENTARY 2225 DORRIS PL. LOS ANGELES, CA 90031					8:15am - 11:30am F
IGLESIA EVANGELICA 5415 BUCHANAN LOS ANGELES, CA 90042	ESL / Citizenship 9:00am - 12:00pm Saturday				
MONTE VISTA STREET ELEMENTARY 5423 MONTE VISTA ST. LOS ANGELES, CA 90042	8:00am - 11:00am M-T-W *CHILD CARE			ESL Beginning Low ESL Beginning High ESL Intermediate Low	8:00am - 8:30am M&W
NELSON NAMEPLATE COMPANY 2800 CASITAS AVENUE LOS ANGELES, CA 90039					3:00pm - 5:00pm W&TH
GLENFELIZ BLVD. ELEMENTARY 3955 GLENFELIZ BOULEVARD LOS ANGELES, CA 90039					8:15am - 12:30pm M
CINCO 125 S. AVENUE 57 LOS ANGELES, CA 90042	9:00am - 12:15pm F			ESL Intermediate Low ESL Intermediate High ESL Advanced Low	

ART/OLDER ADULT CLASSES

ALL SAINTS EPISCOPAL CHURCH
5619 Monte Vista Ave., L.A. 90042

Fine and Applied Art/Watercolor

Friday.....9:00am - 12:00pm

SOLHEIM HOME

2336 Merton Ave., L.A. 90041

Cultural Studies for Older Adults

Wednesday.....9:30am - 12:00pm

Wednesday.....2:00pm - 4:30pm

Thursday.....1:30pm - 4:30pm

HIGHLAND PARK SENIOR ADULT CENTER

6152 N. Figueroa St., L.A. 90042

Fine and Applied Art/Fundamentals

Tuesday.....9:00am - 12:15pm

Fine and Applied Art/Oil Painting

Tuesday.....12:30pm - 4:15pm

YOSEMITE RECREATION CENTER

1840 Yosemite Dr., L.A. 90041

Fine and Applied Art/Portraiture

Thursday.....9:00am - 12:00pm

MEMORY ENHANCEMENT

USING BRAIN FITNESS POSIT SCIENCE SOFTWARE

CINCO

125 South Avenue 57, L.A. 90042

3:15pm - 5:15pm
M-T-W-TH-F

- Low Cost - Short-term classes
- Open enrollment
- Flexible Scheduling
- Certification upon completion of course

GED/HIGH SCHOOL DIPLOMA PROGRAM

MATH LAB

Basic Math - Beginning	MTWTH	3:45pm - 9:15pm
Basic Math - Intermediate	MTWTH	3:45pm - 9:15pm
Basic Math - Advanced	MTWTH	3:45pm - 9:15pm
Integrated Mathematics 1	MTWTH	3:45pm - 9:15pm
Algebra 1A	MTWTH	3:45pm - 9:15pm
Algebra 1B	MTWTH	3:45pm - 9:15pm
Geometry 1A	MTWTH	3:45pm - 9:15pm
Geometry 1B	MTWTH	3:45pm - 9:15pm
Test Preparation / Essential Standards Mathematics / CAHSEE		

GED TEST PREPARATION

GED Test Preparation MTWTH 6:00pm - 9:15pm

GED Test Preparation MTWTH 6:00pm - 9:15pm

READING/LANGUAGE ARTS

Basic Reading - Beg./Int./Adv. MTWTH 6:30pm - 9:15pm

Burbank Middle School ~ 6460 N. Figueroa St., LA, 90042

READING/LANGUAGE ARTS

Basic Reading - Beginning F 8:15am - 11:30am

Basic Reading - Intermediate F 8:15am - 11:30am

Basic Reading - Advanced F 8:15am - 11:30am

INDIVIDUALIZED INSTRUCTION/II LAB

This program is designed for the adult and concurrent academic students who have average to above average reading ability, and are able to work independently through the use of programmed and individualized materials.

Hours: MTWTH 3:15pm - 5:15pm and MTWTH 6:00pm - 9:15pm

English

English 1
English 2
English 3
English 4
English Composition/Expo
Literature/Modern
Literature/American
English Composition/Contemporary

Science/Health

Health
General Science/Integrated 1
General Science/Integrated 2
General Science/Integrated 3
General Science/Integrated 4

Parenting and Family Life

Parent Education

Social Sciences

United States History/1
United States History/2
United States Government
World History/1
World History/2

Economics

Economics / Consumer
Psychology
Career Planning

ADULT INDEPENDENT STUDY & DISTANCE LEARNING

Franklin High School ~ 820 N. Ave 54, LA, 90042

AIS PARENT EDUCATION T 3:00pm - 5:30pm; 6:00 - 9:15pm
W 5:45pm - 9:15pm

Classes are Available to Adults and High School Age Students

(Concurrently Enrolled Students)

* Prior approval needed for enrollment in AIS

STUDENT GOALS

1. Students will be able to organize, analyze, evaluate and apply concepts and information as demonstrated by course completions and/or measurable skills.
2. Students will continue to be exposed to technology and exhibit level appropriate competence.
3. Students will demonstrate knowledge of life skills and career paths.

CAREER AND TECHNICAL TRAINING

CINCO

125 South Avenue 57, LA 90042
(323) 255-9030 ext. 25

Administrative Assistant/1: Office Procedures
Administrative Assistant/2: Business English
Administrative Assistant/3: Business Math
Computer Operator/1: Foundations
Computer Operator/2: Integrated Applications

Monday-Thursday9:00am - 1:45pm

FRANKLIN-HOLLYWOOD ADULT SCHOOL

820 North Avenue 54, LA 90042
(323) 550-2100

Computer / Keyboarding
Computer Operator /1: Foundations
Computer Operator /2: Integrated Applications

Monday & Wednesday 6:00pm - 9:15pm
Saturday9:00am - 12:15pm

MISSION STATEMENT

"Franklin-Hollywood Community Adult School brings together a diverse population of adult and concurrent students to develop academic, technological, workforce and life skills for a more enriched participation in society."

STATEMENT OF CIVIL RIGHTS COMPLIANCE

All educational and vocational opportunities are offered without regard to race, color, national origin, sex or handicap. A lack of English skills will not be a barrier to admission or participation in educational and vocational programs.

Todas las oportunidades educativas y vocacionales son ofrecidas sin consideración de raza, origen étnico, sexo o incapacidad. La falta de destrezas en el idioma inglés no será una barrera para admisión y participación en los programas educativos y vocacionales.

Sexual Harassment Policy: District policy explicitly prohibits discrimination and sexual harassment of any kind. Copies of pertinent policies and Uniform Complaint Procedures are available in the Adult School Main Offices. Complaints can be made to Franklin Community Adult School's identified Title IX coordinators: Karen Kuser and LaTasha Hawthorne.

Uniform Complaint Procedure: The Los Angeles Unified School District has a uniform complaint process as required in Code of Regulation, Title 5, sections 4600-4671. A copy of the policy is posted in the adult school offices. The policy provides for mediation or investigation, presentation of information relevant to the complaint, follow-up, and remedies or appeals as appropriate.
Tobacco-Free School — No Smoking on Campus: The federal and state governments have adopted various anti-tobacco laws that require schools to have adopted and fully implemented tobacco-free environment policies. As required by these laws, the Los Angeles Unified School District has prohibited smoking and the use of all tobacco products on all schools and district property.

PHYSICAL FITNESS * YOGA, TAI CHI, & LINE DANCE

These classes are designed for older adults and offers instruction in movement to:

Enhance coordination, flexibility, and balance through exercise from:

*Yoga * Line Dance *Qi Gong/Tai Chi

GLASSELL PARK COMMUNITY CENTER
3750 N. Verdugo RD, LA, CA 90065

12:30pm - 5:00pm
Monday and Wednesday



Increase range of motion, build strength, and stamina through exercise from:

*Qi Gong/Tai Chi *Ballroom
*Salsa *Yoga

YOSEMITE RECREATION CENTER
1840 Yosemite Dr., L.A. 90041

6:00pm - 9:15pm Monday
6:00pm - 7:30pm Wednesday

In cooperation with the City of Los Angeles Department of Recreation and Parks