

**REGISTRATION & ORIENTATION**

A free orientation and a counseling session are required as part of the registration process. Orientation is Monday or Wednesday. Please call for more information: 310-664-5820.

**WHO MAY ENROLL**

- Adults 18 years of age or older.
- Regular day high school students if they secure approval from their day high school counselor and parent or principal care taker.
- Others under 18 years of age may be eligible. See the adult school counselor for details.

**FEE SCHEDULE**

**A. FEE COLLECTION**

- A registration fee of \$30 for the fall semester. (academic classes exempt)
- For most classes, class fees ranging from \$15 to \$50 will be collected at the time of enrollment. Exceptions as noted in class schedule.
- Computerized color Photo ID picture \$6.00. (optional, strongly recommended)
- Fees will be collected in cash only.

**B. REGISTRATION FEE EXEMPTIONS**

- 60 years of age or older.
- High school diploma students.
- Concurrently enrolled high school students.
- English as a Second Language/VESL classes.
- Disabled adults (must meet eligibility criteria).
- Public Assistance Recipients-EDD, etc (must meet eligibility criteria).

**C. REFUNDS**

Fees are refundable within seven days following the first day of attendance. A \$10 fee will be collected on each refund transaction. No refund on books.

**SPECIAL SERVICES**

Offers assistance for hearing, visual, orthopedic or other health disabilities. Students must meet eligibility requirements based on medical history. Services offered are registration, sign language interpreting and tutoring.

MTWTh – 7:30 am- 1:15 pm

**CANCELLATION OF CLASSES**

The administration reserves the right to cancel any class if there is insufficient funding provided by the State of California, if an insufficient number of students are enrolled or if the average attendance falls below the number required by the Los Angeles Board of Education.

**SCHOOL POLICIES**

District policy explicitly prohibits sexual harassment of any kind. Smoking or tobacco use of any kind on school grounds is strictly prohibited by law.

**2009-2010 SCHOOL CALENDAR**

Fall Session	Sept. 8, 2009 - Feb. 7, 2010
Veteran's Day	Nov. 11, 2009
Thanksgiving Holiday	Nov. 26 & 27, 2009
Winter Recess	Dec. 21, 2009 - Jan. 8, 2010

**CAMPUS LOCATIONS**

- ◆ VENICE SKILLS CENTER**  
 611 5th Avenue, Venice, CA 90291  
 310-664-5820, fax: 310-392-3461  
 Office Hours: M-Th 8:00 am-9:00 pm  
 F 7:30 am-4:00 pm
- VENICE COMMUNITY ADULT SCHOOL (Main Office)**  
 13000 Venice Blvd., L.A., CA 90066  
 310-577-4230 fax: 310-577-4230  
 Office Hours:  
 M-Th 1:00 pm-9:00 pm,  
 F 8:00 am-4:00 pm, Sat 8:00 am-2:30 pm
- ▲ LINCOLN ADULT LEARNING CENTER**  
 318 Lincoln Blvd, Second Floor, Venice, CA 90291  
 310-392-6434 fax: 310-392-6219  
 Office Hours:  
 M-Th 8:00 am-2:00 pm,  
 F 8:00 am-1:00 pm
- MARINA WORKSOURCE CENTER/EDD**  
 13160 Mindanao Way, Marina del Rey CA 90292  
 310-301-8257  
 Office Hours: M-Th 8:00 am -12:15 pm
- ✿ CHARNOCK ELEMENTARY (Child Care)**  
 11133 Charnock Rd. Los Angeles, CA 90034  
 310-664-5889 (call for hours)



Los Angeles Unified School District  
Division Administration

Superintendent of Schools . . . . . Ramon C. Cortines  
 Interim Executive Director . . . . . Ed Morris  
 Division of Adult And Career Education  
 Administrator, Adult Schools, DACE. Andres Ameigeiras  
 Principal . . . . . Cynthia Y. Tollette

**STATEMENT FOR CIVIL RIGHTS COMPLIANCE**

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



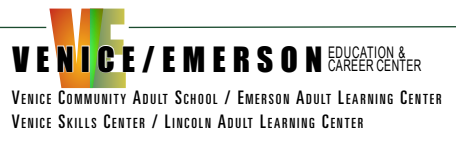
ACCREDITED by the Western Association of Schools and Colleges by the State Department of Education.

**MISSION STATEMENT**

*Venice Skills Center  
 is an employment preparation center  
 whose mission is to provide excellence  
 in vocational and academic preparation  
 for the diverse population we serve.*

**VENICE SKILLS CENTER**

611 Fifth Ave., Venice, CA 90291 • (310) 664-5820 / fax: (310) 392-3461  
 LOS ANGELES UNIFIED SCHOOL DISTRICT  
 DIVISION OF ADULT AND CAREER EDUCATION  
[www.veniceskills.org](http://www.veniceskills.org)



**Schedule of Classes**



**FALL**

Sept 8, 2009-  
Feb. 7, 2010

- Accounting
- Cisco Networking
- Computer Applications
- Computer Repair
- Custodial Fundamentals
- Dental Assistant
- Early-Childhood
- Education
- Graphic Design
- Medical Records Clerk
- Office Technician
- Scheduling and Supervisory
- Practices
- Web Design
- GED/High School Diploma
- ESL



**Venice Skills Center**  
**310-664-5888**  
[veniceskills.org](http://veniceskills.org)

**OPEN ENROLLMENT...**  
*...Start most classes anytime!*

## ACADEMIC EDUCATION

### Alternative Education & Work Center (AEWC)

High school diploma individualized instruction using course contracts and one-on-one help. Students, 16 to 18 years of age, begin at their own level and work at their own pace. Flexible scheduling.

MTWTh – 8:00 am-2:30 pm F- 8:00 am -11:45 pm ♦ Venice Skills Center

### Basic Reading-Beginning to Advanced

MTWThF – 10:15 am -12:15 pm ▲ Lincoln Adult Learning Ctr.

### Basic Language Arts-Beginning to Advanced

MTWTF – 8:00 am -10:00 am, 10:15 am -12:15 pm ▲ Lincoln Adult Learning Ctr.

### Individualized Instruction

Receive individualized instruction in order to complete high school diploma courses. GED preparation is also available. See a counselor for testing and placement.

MTWTF – 8:00 am -10:00 am, 10:15 am -12:15 pm ▲ Lincoln Adult Learning Ctr.

### Adult Independent Studies (AIS)

Concurrent high school students and adults may take certain classes home and meet with the teacher once a week. These classes count for regular high school credit. Reading exam required.

MTh – 1:00 pm-3:00 pm ■ Venice Adult School

MTh – 6:00 pm - 9:00 pm ■ Venice Adult School

## ARTS, MEDIA & ENTERTAINMENT

### Graphic Design: Fundamentals

The first of four courses. Preparation for employment as a designer and production artist. Instruction covers: design, typography, as well digital image basics. Adobe CS4 Design Suite with emphasis on InDesign. 180 hour course. Interview with instructor required prior to enrolling.

MTWTh – 8:00 am -10:00 am ♦ Venice Skills Center

### Graphic Design: Digital Imaging

The second of four courses. Technical instruction and practical experience in the use of hardware and software used in the creation and manipulation of still, two-dimensional images. Adobe CS4 Design Suite. Prerequisite: **Graphic Design Fundamentals** or approval of instructor. 180 hours.

MTWTh – 10:15 am -12:45pm ♦ Venice Skills Center

MTWTh – 1:15 pm -3:45 pm ♦ Venice Skills Center

### Web Page Design

Emphasis on the creation and development of internet web pages, using HTML programming language. Learn how to work with Java Scripting, and produce multimedia presentations. 600 hour course.

MTWTh – 8:00 am-10:00 am ♦ Venice Skills Center

MTWTh – 10:15 am-12:15 pm ♦ Venice Skills Center

## EDUCATION, CHILD DEVELOPMENT AND FAMILY SERVICES

### Introduction to Early Childhood Education

Instruction and training in child development, curriculum, developmentally appropriate practice, discipline, communication skills, guidance and special needs. 375 hour certified program. Earn 20 high school elective credits.

MTWThF – 8:00 am - 12:15 pm Charnock Elementary School

## ENGINEERING & DESIGN

### Computer Technician/Computer Tech. A+ Certification

Prepares students for entry-level employment in the field of personal computer repair. This is a 1200 hour course that addresses basic electricity, electronics, digital computer theory and computer repair. Preparation for A+ certification. Introduction to home and office networking.

MTWThF – 8:00 am - 12:15 pm ♦ Venice Skills Center

## FINANCE & BUSINESS

A Certificate of Proficiency for the Office Assistant Program will be awarded upon successful completion of all 7 (seven) business education classes listed below.

### 1) Typist/Computer Keyboarding

Development of speed and accuracy; production of various business correspondence and documents utilizing computerized and electronic typewriter methods.

MTWThF – 8:00-10:00 am, 10:00 -12:15 pm, 12:15-2:15 pm ♦ Venice Skills Center

MTWThF – 8:00 am -10:00, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

MTWTh – 5:45 pm - 9:00 pm ♦ Venice Skills Center

### 2) Computer Operator /Literacy (Introduction to Computers)

Instruction in terminology and functions of word processing, database, spreadsheet and presentation graphics programs, introduction to the internet.

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ♦ Venice Skills Center

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

MTWTh – 12:15 pm-2:15 pm ♦ Venice Skills Center

MTW – 3:15 pm - 5:15 pm ♦ Venice Skills Center

MTWTh – 5:45 pm - 9:00 pm ♦ Venice Skills Center

### 3) General Clerk/Automated Office Procedures

Instruction in typing, computer operations, employability skills, test taking, office procedures, filing, telephone etiquette, and customer service skills.

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ♦ Venice Skills Center

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

MTWTh – 12:15 pm-2:15 pm ♦ Venice Skills Center

MTW – 3:15 pm - 5:15 pm ♦ Venice Skills Center

### 4) General Clerk/Business English

Review of basic English fundamentals; effective techniques for written and oral communication; grammar and correct word usage.

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ♦ Venice Skills Center

MTWTh – 8:00 am -10:00 am, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

MTWTh – 12:15 pm-2:15 pm ♦ Venice Skills Center

MTW – 3:15 pm - 5:15 pm ♦ Venice Skills Center

## FINANCE & BUSINESS

### 5) General Clerk/Business Mathematics

Fundamentals of mathematical concepts including payroll calculation, inventories, purchase orders, invoices, and other business related problems.

MTWThF – 8:00 am -10:00 am, 10:00 am-12:15 pm ♦ Venice Skills Center

MTWTh – 12:15 pm-2:15 pm ♦ Venice Skills Center

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

### 6) Computer Operator/Software Applications

Provides beginning training in word processing, spreadsheets, database management, and Windows. Prerequisite: Typing 35 wpm.

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ♦ Venice Skills Center

MTWTh – 8:00 am-10:00 am, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

MTWTh – 12:15 pm-2:15 pm ♦ Venice Skills Center

MTW – 3:15 pm - 5:15 pm ♦ Venice Skills Center

MTWTh – 5:45 pm - 9:00 pm ♦ Venice Skills Center

### 7) Computer Operator/Integrated Applications (Int./Adv.)

Preparation in the utilization of computer equipment and advanced techniques associated with program integration and importing files. Prerequisites: Typing 40 wpm and successful completion of Computer Operator / Software Applications.

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ♦ Venice Skills Center

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

MTWTh – 12:15 pm-2:15 pm ♦ Venice Skills Center

MTW – 3:15 pm - 5:15 pm ♦ Venice Skills Center

MTWTh – 5:45 pm - 9:00 pm ♦ Venice Skills Center

### Data Entry

Instruction in data entry operations, concepts, and terminology. Individuals receive hands-on training and are trained for employment in the clerical/data entry field.

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ♦ Venice Skills Center

MTWThF – 8:00 am-10:00 am, 10:00 am-12:15 pm ● Marina WorkSrc Ctr.

MTW – 3:15 pm - 5:15 pm ♦ Venice Skills Center

### General Office Clerk Assist. (Supplemental)

This course is designed to provide short-term training in keyboarding development, computer operation and a review of business English. Training is provided in office procedures, customer service skills, filing, telephone training, proper grooming, proper attitudes to maintain and obtain employment, and general functions of the business office.

MTh – 10:00 am-12:00 pm, 12:15 pm-2:15 pm ♦ Venice Skills Center

F – 8:00 am-12:00 pm ♦ Venice Skills Center

MTh – 5:45 pm - 9:00 pm ♦ Venice Skills Center

### Computerized Accounting/Accounting Clerk Basics

This course is designed to cover the principles and processes involved in double-entry accounting systems; including specialized accounting functions, and the use of calculators and desk-top computers. Students will learn to produce reports using appropriate software to develop electronic spreadsheets.

MTWTh – 12:30 pm-5:45 pm ● Marina WorkSrc Ctr.

### Memory Enhancement for Active Seniors

The Brain Fitness Program is a scientifically validated program designed to improve memory, thinking and communication in mature adults. No computer experience is necessary.

MTWThF – 12:45 pm - 2:45 pm ♦ Venice Skills Center

## HEALTH SCIENCE & MEDICAL TECHNOLOGY

### Dental Assistant/Dental Upgrade

A comprehensive course which includes fundamentals of dental assisting, dental science, chairside assisting, radiation safety, preparation of dental materials, and basic nutrition. Six months includes internship in a dental office. Class fee does not cover all expenses. Students will incur additional expenses.

MTWTh – 8:00 am-3:15 pm, F – 8:00 am-12:15 pm ♦ Venice Skills Center

### Medical Records Clerk

Medical Terminology–This course develops students' ability to understand the language of medicine through word building, analysis of terms, punctuation and spelling. The next courses in this program will be Records Management, Ambulatory/Diagnostic Coding and Insurance & Billing.

MTWTh – 5:00 pm - 9:00 pm ♦ Venice Skills Center

## INFORMATION TECHNOLOGY

### Network Control Operator/Certified Network

#### Administrator

Focus on Cisco. Introduction to networking terminology, protocols, standards, LAN's WAN's, OSI models, cabling, routers, router programming, Star topology, IP addressing and network standards. Four levels of certification taught.

TWTh – 2:45 pm - 7:00 pm ♦ Venice Skills Center

## MARKETING SALES & SERVICES

### Building & Grounds Fundamentals / Scheduling & Supervisory Practices

Train to work as a Custodial/Building & Grounds person for Los Angeles Unified School District, in the private sector, or as owner of your own business. These courses prepare trainees for entry-level employment as school custodian, upgrades skills, and prepares employees for promotion. Class fee is \$25 and includes the class text book.

TTh – 5:45 pm - 9:00 pm ♦ Venice Skills Center

## ENGLISH AS A SECOND LANGUAGE

ESL Literacy  
ESL Beginning Low

ESL Beginning High  
ESL Intermediate Low

ESL Intermed. High

Develop language proficiency in listening, speaking, reading, and writing skills.

MTWThF – 8:00 am-10:00 am, 10:15-12:15 pm ▲ Lincoln Adult Learning Ctr.

### ESL Conversation

MTWTh – 12:15 pm – 1:45 pm ▲ Lincoln Adult Learning Center