

# ACADEMIC SCHEDULE OF CLASSES



**Metropolitan Skills Center** 2801 W. 6<sup>th</sup> St., Los Angeles 90057 (213) 386-7269

<b>Basic Reading-Beginning</b>	M-F	8:00 am-10:00 am
	M,W	1:30 pm-4:30 pm 5:30 pm-8:30 pm
<b>Reading 2</b>	M-F	8:00 am –10:00 am 10:15 am-12:15 pm 1:00 pm –3:00 pm
	M,W	1:30 pm-4:30 pm 5:30 pm-8:30 pm
<b>Basic Reading-Advance</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm – 3 :00 pm
	M,W	1:30 pm-4:30 pm 5:30 pm 8:30 pm
<b>Basic Math-Beginning</b> <b>Basic Math-Intermediate</b> <b>Basic Math-Advanced</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M,W	1:30 pm-4:30 pm 5:30 pm-8:30 pm
	M-Th	3:30 pm-5:30 pm 6:00pm –8:30 pm
	Sat	8:00 am-12:15 pm
<b>GED Preparation</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	M, W	1:30 pm-4:30 pm 5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
<b>GED Preparation (Spanish)</b>	F	8:00 am-12:15 pm
	Sat	8:00 am-12:15 pm
<b>High School Diploma Classes</b> Fine Arts/Visual Arts English 1, 2, 3, 4 English Comp/Contem. Literature/American English Comp/Expository Literature/Modern Health Gen. Science/Integ. 1,2,3,4 Biology 1, 2, Life Science (without lab)	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M-Th	3:30 pm-5:30 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
		U.S. History 1, 2 World History 1,2 Psychology Life Skills Parent Education U.S. Government Economic/Consumer Algebra 1A, 1B Geometry 1A, 1B (M-Th 8:00-10:00, 10:15-12:15, Sat 8:00-12:15)
<b>CAHSEE Preparation</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M, W	5:30 pm-8:30 pm
<b>Parenting the Adolescent-Distance Learning (10 credits)</b> <b>Now and Future Parent-Distance Learning (5 credits)</b>	M, W	3:30 pm-6:30 pm
<b>AIS (Adult Independent Study)</b> English 3, 4 English Comp/Contem. Literature/American English Comp/Expository Literature/Modern Health U.S. History 1, 2	M-Th	1:00 pm-6:00 pm
	F	1:00 pm-3:00 pm
<b>AEWC (Alternative Education and Work Center)</b>	M-F	7:00 am-1:30 pm

## ESL SCHEDULE OF CLASSES



**Metropolitan Skills Center** 2801 W. 6<sup>th</sup> St., Los Angeles 90057 (213) 386-7269

<b>ESL Beginning Literacy</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
<b>ESL Beginning Low/a</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
<b>ESL Beginning Low/b</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
	Sat	8:00 am-12:15 pm
<b>ESL Beginning High/a &amp; b</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
<b>ESL Intermediate Low/a &amp; b</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
<b>ESL Intermediate High A/B Advanced Low</b>	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
<b>ESL Distance Learning Beginning Low through Intermediate High/B</b>	M-Th	8:00 am-2:00 pm 5:30 pm-8:00 pm
	Friday	8:00 am-1:00 pm
	Sat	8:00 am-12:00 pm
<b>ESL Citizenship</b>	T,W,Th	10:15 am-12:15 pm
	Saturday	8:00 am-12:15 pm

## CAREER TECHNICAL EDUCATION SCHEDULE OF CLASSES



**Metropolitan Skills Center 2801 W. 6<sup>th</sup> St., Los Angeles 90057 (213) 386-7269**

Accounting Clerk/1 Accounting Clerk/2 Tax Preparation	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	Sat	8:00 am-12:15 pm
Administrative Assistant/1: Office Procedures	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
Admin. Assistant/2: Business English	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	T, Th	1:00 pm-4:00 pm
	M-Th	5:30 pm-8:30 pm
Admin. Assistant/3: Business Math	M-F	8:00 am-10:00 am 10:15 am-12:15 pm 1:00 pm-3:00 pm
	Sat	8:00 am-12:15 pm
Child Development/1: Foundations Child Development/2: Curriculum Child Development/3: Supervision	M-Th	6:00 pm-8:30 pm
	Sat	8:00 am-12:15 pm
Computer Operation/1: Foundations Computer Operation/2: Integrated Applications	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M, W, F	1:00 pm-3:00 pm
	T, Th	1:00 pm-4:00 pm
	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
Computer Operation/3: Database Management Computer Operation/4: Presentations	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M, T	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
Computer Operation/5: IC3 Certification Prep Microsoft Office Specialist (MOS)/1: Word Microsoft Office Specialist (MOS)/2: Excel	M,T	5:30 pm-8:30 pm
Desktop Publishing/1 Desktop Publishing/2	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M-Th	5:30 pm-8:30 pm
Graphic Design (Fundamentals) Graphic Design: Digital Imaging Graphic Design: Advertising Design Graphic Design: Web Design	M-F	8:00 am-10:00 am 10:15 am-12:15 pm
	M-Th	2:45 pm-5:15 pm 5:30 pm-8:30 pm
Health Information Tech/1: Terminology Health Information Tech/2: Electronic Recording & Filing Health Information Tech/3: Insurance & Billing Health Information Tech/4: Diagnostic Coding System Health Information Tech/5: Ambulatory Coding	M-F	10:15 am-12:15 pm 1:00 pm-3:00 pm
	M, T, Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
Networking Technician Network Control Operator Network Administrator: Certification Prep	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
A+ Certification/1 A+ Certification/2 A+ Certification/3	M-Th	5:30 pm-8:30 pm
	Sat	8:00 am-12:15 pm
Small Business Ownership & Management	W, Th	5:30pm-8:30 pm