

Empowering Futures with Free, Flexible & Affordable Learning



MONTBELLO COMMUNITY ADULT SCHOOL

MCAS

PREPARING, EMPOWERING, AND SERVING
OUR COMMUNITY SINCE 1936



Fall
2026

Registration begins
August 3, 2026

Career Pathways
English as a Second Language
Citizenship Preparation
High School Diploma
Adult Basic Education
Community Education



Director's *Message*

Welcome to the Fall Semester at Montebello Community Adult School!



Dear Students and MUSD Community Members,

On behalf of our entire staff, I am delighted to welcome both returning and new students to another exciting year of learning, growth, and opportunity. The dedicated faculty and staff at MCAS are proud to serve the communities of Montebello, Bell Gardens, Pico Rivera, Monterey Park, Commerce, Los Angeles, South San Gabriel, and surrounding areas.

At MCAS, our mission is to prepare, empower, and serve our students by providing advancement opportunities that help them reach their highest potential in life. We are committed to supporting lifelong learners as they pursue their workforce, academic, and personal goals.

Our dedicated, student-centered staff is ready to support you every step of the way as you pursue new opportunities, embrace challenges, and take charge of your future. We believe that education has the power to transform lives, strengthen families, and build thriving communities.

MCAS proudly offers open enrollment year-round along with free and low-cost classes designed to meet the diverse needs of our community. We understand that adult learners have busy schedules, which is why we provide flexible learning options, including in-person, online, and hybrid classes. Our dynamic programs ensure that every adult learner and job seeker has access to high-quality education and training.

Our comprehensive programs include: English as a Second Language (ESL), High School Diploma (HSD), High School Equivalency (HSE) - GED & HiSET, Career Technical Education (CTE), Citizenship Preparation, Parent Education, Courses for Students with Learning Disabilities, Adult Basic and Secondary Education, Enrichment Courses, Technical Support, Transportation Assistance, and School Community Resources.

Whether you are looking to improve your English language skills, complete your high school education, prepare for citizenship, develop workforce skills, learn a new career pathway, or pursue personal enrichment, MCAS is here to support your journey.

Thank you for choosing Montebello Community Adult School. We look forward to seeing you this fall. Together, let us rise to the challenge and create a brighter future.

Warm regards,
Ms. Deanna M. Plascencia
Director of Adult Education and Support Services

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The Montebello Unified School District does not discriminate on the basis of sex, race, national origin, color, religion, age or disability in the educational programs and activities it operates. It is the intent of the District to ensure that students, who are disabled within the meaning of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act, are provided with an educational program and related aids and services that are designed to meet their individual needs as adequately as the needs of non-disabled students.

Due to budget constraints, classes and instructors may be subject to change based on funding, class size and attendance.



"With determination and faith, you can always begin again."

– Brenda Emiliano

I'm writing to share my excitement about beginning my journey in the CNA program.

Returning to school is a big step for me, but it's one filled with purpose. I am the mother of three boys, and for many years, I put my own goals on pause to raise them. Now, as I continue to raise them, I'm also choosing to invest in myself and my future through education.

My goal is to serve others with compassion and dedication, and to show my children that life doesn't stop when you become a parent it may pause, but it never ends. With determination and faith, you can always begin again.

Through it all, I've learned to keep my faith above everything and to trust in God's timing.

I believe He opens doors when we're ready to walk through them, and this opportunity is truly one of those blessings.

This journey is proof that it's never too late to develop new skills, chase your dreams, and set an example of perseverance. I'm deeply grateful for the chance to learn, grow, and contribute to the healthcare field.

Thank you for welcoming me into this program and for supporting students like me who are determined to make a difference.

Together We Rise. Together We Triumph.

Join the MCAS Family. Enroll today!

Founded in 1936, Montebello Community Adult School (MCAS) has a long-standing tradition of serving adult learners with high-quality, accessible education.

For decades, MCAS has offered a wide range of programs tailored to meet the needs of a diverse community — including High School Diploma completion, English as a Second Language (ESL), Career Technical Education, Workforce Preparation, Citizenship Preparation, and an Adults with Disabilities program.

Our supportive learning environment and flexible scheduling help students achieve their personal, academic, and professional goals.

We also partner with local employers, community organizations, and post-secondary institutions to ensure our students are well-prepared for both the workforce and continued education.

At MCAS, we believe it's never too late to learn, grow, and succeed.

Fully Accredited by



MCAS is WASC-Accredited (Western Association of Schools and Colleges). As a WASC-Accredited School, your diploma and certificates of completion are reputable and will satisfy the requirements for your goals.

MISSION STATEMENT

The mission of the Montebello Community Adult School Program (MCAS) is to prepare, empower, and serve our diverse student population with advancement opportunities needed to achieve their utmost potential. In an ever-evolving world, MCAS provides programs that build skill sets that support academic growth, industry-specific career preparation and personal wellness. MCAS prepares students for civic involvement that contributes to the enrichment of parents, family, and the community.

SCHOOLWIDE LEARNER OUTCOMES

MCAS will prepare and empower students to be:

Effective Communicators who...

- Demonstrate progress in language and life skills.
- Develop and demonstrate a thorough understanding of our diverse community.
- Acquire and develop technological skills to access and utilize information effectively.

Productive, Involved Citizens, Parents and Workers who...

- Demonstrate understanding of the importance of civic duties and active participation in a democratic society.
- Work together to create solutions to everyday challenges.
- Develop and strengthen individual skills and knowledge that contribute to the well-being of society.

Lifelong Learners who...

- Develop goals and strategies for personal growth and success.
- Can access and use information to adapt to a rapidly changing world.
- Are prepared to pursue higher education and/or technical careers.

GENERAL INFORMATION

HOW TO REGISTER

Please visit our website at www.aemusd.com or call one of our Main Campuses for registration information. (See phone numbers on page 30.)

Fall registration opens August 3, 2026.

High School Diploma Program, please contact the academic counselor.

CALWORKS / GAIN OFFICE

MONTEBELLO ADULT CAREER TECHNICAL INSTITUTE (MACTI Campus)

(562) 927-7759 ext. 6283

5840 E. Florence Avenue,
Bell Gardens, CA 90201

Office Phone Hours:

Monday - Friday, 8:00 am - 4:30 pm

ATTENDANCE

Each student should assume his/her share of responsibility for keeping a class active by being regular in attendance and encouraging fellow classmates and others to attend the class. Courses may be discontinued if attendance drops below an acceptable minimum of students.

STUDENT IDENTIFICATION CARDS

Student identification cards are available to all students free of charge. Student identification cards are mandatory for all in-person high school students. The cards may be purchased at the main office. We accept credit cards, cash, and money orders.

CLASS AND MATERIAL FEES

State and federally funded adult education programs, including ESL and HSD/HSE, are offered tuition-free to all students. However, Career Technical Education (CTE) courses and programs may require class fees, material fees, or a combination of these charges, depending on the program.

Some CTE courses may require a class fee and/or material fee to help offset the cost of specialized instruction, equipment, consumable supplies, industry certification exams, uniforms, textbooks, or other program-specific resources. Fees vary by CTE program and are listed in the class schedule and registration materials.

Students are responsible for all applicable class fees and material fees associated with their course of enrollment. Fee amounts are subject to change without notice.

INSURANCE

Montebello Adult Education does not carry student accident insurance.

TEXTBOOKS

Textbooks are required in some classes. Please check with the instructor to determine whether or not you need to purchase a textbook for your class. The Adult School does not sell books.

WWW.AEMUSD.COM
323.887.7844

GENERAL INFORMATION

REFUND POLICY

Class fees are refundable only if a class is canceled by the school. No refunds will be issued once a student has attended one or more class sessions, regardless of the reason for withdrawal.

Material fees are non-refundable.

In the event that a class is canceled and a class fee refund is approved, refunds will be processed through the District's Business Services Department. Please allow up to six (6) weeks for the refund to be issued.

Students with questions regarding course fees or refunds should contact the school office prior to registration.

PROCESS TO ACCESS STUDENT RECORDS

Montebello Community Adult School (MCAS) is committed to protecting student privacy. MCAS provides students with academic and attendance information for a variety of purposes. Students may access their records by requesting the information from the Counseling Office.

A Montebello Community Adult School Administrator may be contacted at the school site in person or by telephone at (323) 887-7844.

New CLASSES AVAILABLE THIS FALL

Pharmacy Technician (page 12)

Medical Terminology (page 8)

Medical Billing & Coding
(page 9)

Personal Care Aide
Home Healthcare Aide
(page 10)

PCB (Printed Circuit Board)
Design (page 12)

Welding (page 14)

HiSET/GED in Spanish (page 24)

Parent Leadership and Learning
Academy Workshops (page 22)

Coming SOON

Home Healthcare Aide (HHA)

The Montebello Unified School District is committed to providing a safe and inclusive school environment where all students have equal access to academic and educational opportunities. Discrimination, harassment, intimidation, or bullying—whether physical, verbal, written, or nonverbal—based on race, gender, disability, religion, or other protected characteristics is strictly prohibited. Such conduct is not allowed in any school-related setting and includes creating a hostile environment or denying access to educational benefits. Retaliation against individuals who report or participate in investigations of discrimination is also prohibited and subject to the same complaint procedures. The district's nondiscrimination policies are regularly reviewed, publicized, and enforced, with designated compliance officers available to handle related concerns.

CAREER TRAINING PROGRAMS

HEALTHCARE CAREER PATHWAYS

MEDICAL OFFICE ASSISTANT PROGRAM (3 courses)

Medical Terminology (Introductory)

This course introduces students to the language of medicine through the study of word structure, prefixes, suffixes, and root words used in health care. Students will learn to define, pronounce, and spell medical terms related to the body systems, diagnostic procedures, and treatments. Emphasis is placed on building a working vocabulary for use in various medical and allied health settings.

This course is offered online using a blended learning format through Canvas and Google Meet, combining independent online study with live instructor-led sessions.

Successful completion of this course is a prerequisite for enrollment in the Medical Billing and Coding program.

Prerequisite: Basic Computer Skills including Microsoft Office.

Medical Terminology T, Th 9:00am-12:00pm Hybrid Online (Lec & Lab)



Medical Billing and Coding

This course introduces students to the essential skills needed to process medical claims and manage patient billing in health care settings. Students will explore how to assign and apply ICD-10, CPT, and HCPCS codes to medical diagnoses and procedures, and practice completing standard claim forms used for insurance billing. Through hands-on activities with medical practice management and billing software, students will develop a working understanding of billing workflows, reimbursement procedures, and health care documentation standards.

The class is delivered online in a blended learning format using Canvas and Google Meet, combining interactive online lessons with live instructor-led sessions.

This class requires textbook(s) purchase.

Prerequisite or corequisite: Completion of Medical Terminology (Introductory).

Medical Billing & Coding M, W, F 9:00am-12:00pm Hybrid Online (Lec & Lab)

CAREER TRAINING PROGRAMS

HEALTHCARE CAREER PATHWAYS



Medical Office Assistant

This course prepares students for entry-level employment in the administrative areas of a medical clinic, doctor's office, or other health care facility. Students will develop essential front office and communication skills including appointment scheduling, telephone etiquette, record management, payment posting, collections, and professional correspondence. Hands-on computer practice is included to simulate real-world medical office tasks and workflows.

The course is offered online in a blended learning format using Canvas and Google Meet, combining guided online instruction with live instructor-led sessions.

Medical Office Assistant M, W 12:15pm-3:45pm Hybrid Online (Lec & Lab)

CERTIFIED BILLING AND CODING SPECIALIST (CBCS) CERTIFICATION PREPARATION

Certified Billing and Coding Specialist (CBCS) Certification Preparation

New

This 10-week online course prepares students for the National Health career Association (NHA) Certified Billing and Coding Specialist (CBCS) certification exam. Students review medical billing and coding concepts, healthcare reimbursement processes, insurance claims, compliance standards, and coding guidelines while developing test-taking strategies for certification success.

Prerequisite: Medical Terminology & Medical Billing & Coding at MCAS.

Cost: \$100.

NHA Test Prep Course W, F 3:30pm-4:30pm

CAREER TRAINING PROGRAMS

HEALTHCARE CAREER PATHWAYS



Personal Care Aide (PCA)

The adult education personal care aide program is an 80-hour module course preparing students for entry level employment as a personal health care aide in either a home setting, convalescent facility, or for social services placement. This course is designed for in-home and assisted living caregivers, includes training in ethics, client's rights, and elder abuse as well as training in emergency first aid, personal care and assistance with daily living tasks like mobility, bathing and toileting.

Throughout the course students are taught to respect the individual's rights to privacy and dignity and provide care in such a way that the person's independence is enhanced and supported.

Cohort 1* 8/19/26-10/07/26

Wed. 6:00pm-9:00pm Online

Cohort 2* 10/14/26-12/16/26

Wed. 6:00pm-9:00pm Online

***Includes two in-person Saturdays for clinical practice.**

Career Prospect:

Indeed.com

The average PCA salary in California is \$39,731 per year.



Electrocardiogram Technician (EKG)

The EKG Technician Certificate Program equips graduates with the skills required to work as an EKG Technician, Monitor Technician or Telemetry Technician. Upon completion of this course, the student will be issued a certificate of completion with which they will be able to utilize for a job search. In addition, it qualifies them to sit for the Certified Electrocardiogram Technician (CET) certification, offered by the National Healthcare Association (NHA).

Requirements:

- High School Diploma, GED or HiSET
- Valid government issued ID

Class Fee: \$50.00

(Does not include cost for National Exam)

Cohort 1 8/17/26-9/17/26

Cohort 2 9/28/26-10/29/26

Cohort 3 11/2/26-12/10/26



**Scan Here for
Class Schedule.**

Interested students
MUST complete the
INTEREST SIGN-UP FORM
to receive enrollment
instructions, forms, and
class details.



CAREER TRAINING PROGRAMS

HEALTHCARE CAREER PATHWAYS

Certified Nursing Assistant (CNA)

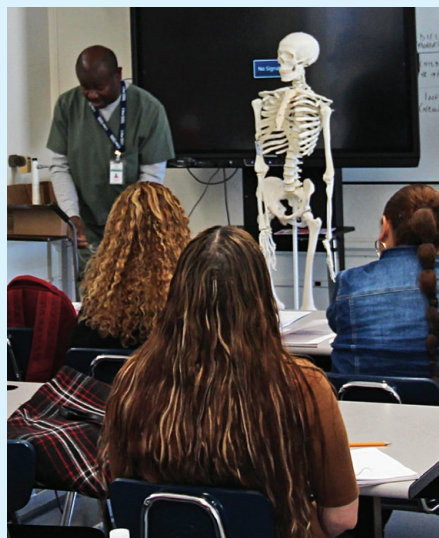
This is a 9-week program (160 hours) approved by the California Department of Public Health. Includes class lectures and clinical practice.

Requirements:

- Proficiency in 5th grade level English and Math (high school diploma or GED/HiSET not required to register for this class)
- Complete a Placement Assessment
- Livescan fingerprinting
- Complete CNA initial application
- Valid government issued ID
- Proof of vaccination status

Materials Fee: \$140.00

(State testing fee is not included)



Cohort 1 8/17/26-10/16/26

M, W, F, S 12:00pm-6:30pm
Clinicals 7:00am-3:30pm
MACTI Campus

Cohort 2 10/26/26-1/23/27

M, W, F, S 12:00pm-6:30pm
Clinicals 7:00am-3:30pm
MACTI Campus



**Find more details
on our website.**

Career Prospect:

Indeed.com



The average EKG Technician salary in California is \$46,252 per year.

The average CNA salary in California is \$42,555 per year.

Interested students
MUST complete the
INTEREST SIGN-UP FORM
to receive enrollment
instructions, forms, and
class details.



CAREER TRAINING PROGRAMS

HEALTHCARE CAREER PATHWAYS

Pharmacy Technician

The Pharmacy Technician Training Program is a 410-hour noncredit certificate designed to prepare students for entry-level employment in a range of pharmacy settings. The program combines classroom instruction, simulation-based learning, and supervised clinical experience to develop technical skills, professional conduct, and regulatory awareness.

All instruction is aligned with the scope of pharmacy technician practice.

Externship participation requires successful completion of coursework and site-specific clearance requirements to ensure student readiness and compliance with clinical partner expectations.

Graduates are prepared to support safe and efficient pharmacy operations across multiple practice environments. Upon completion, students meet the educational requirements for state registration and may pursue national certification.

Starts August 17, 2026

Cohort 1-3 M-Th 8:00am-1:00pm*

**Externship schedules are additional*



Scan QR code for details.

New

PCB (PRINTED CIRCUIT BOARD) DESIGN

PCB Design - Basics (Printed Circuit Board I)

Instruction in printed circuit board design generally required for entry-level position in the electronic industry. Includes artwork and complete documentation for analog and digital multi-layer, flexible and high-speed boards using current IPC standards. Drafting will be performed on the computer using high-end printed circuit board software.

This class uses Canvas.

Class starts August 17, 2026

Course is asynchronous, no meeting times, office hours included.



Scan QR code for details.

PCB Design - Advanced (Printed Circuit Board II)

Printed Circuit Board Design II builds upon the design process and tool knowledge gained in PCB Design I. Board fabrication and assembly practices will be discussed in detail to re-enforce design best practices. Topics are honed to the needs of the electronics industry such as high-speed, design density and rigidflex. Methods for library architecture and management will be analyzed and practiced. Assignments will hone skills in taking a project from concept to manufacturing/assembly documentation.

CAREER TRAINING PROGRAMS

SECURITY

Guard Card Preparation

California law requires all security guards to be licensed through the California Department of Consumer Affairs, Bureau of Security and Investigative Services. The license is called a Guard Registration Card, or "Guard Card" for short. This course is designed to help you prepare for your Guard Card certification.

Each cohort includes the following training modules:

- Guard Card Certification
- Public Relations
- Observation and Documentation
- Communication and its Significance
- Liability / Legal Aspects

Note: Firearms training class fee is \$35. Training range will take place at a shooting range outside of school premises. Class fee does not include firearms rental, ammunition nor target fees.

Prerequisite for Firearms Training:
Guard Card Registration

Must complete all modules in a cohort.

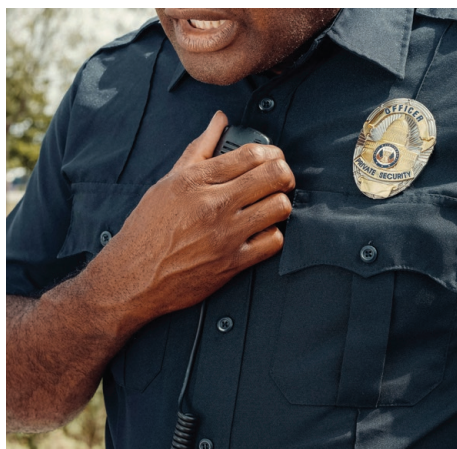
09/19/26 Guard Card Certification
Sat. 8:00am-4:00pm

09/22/26 Guard Card Public Relations
T 6:10pm-10:10pm

09/24/26 Guard Card Observation Documentation
Th 6:10pm-10:10pm

09/29/26 Guard Card Communications
T 6:10pm-10:10pm

10/01/26 Guard Card Legal Liabilities
Th 6:10pm-10:10pm



10/24/26 BSIS Exposed Firearms Training (Classroom)
Sat. 8:00am-4:00pm

10/27/26 BSIS Exposed Firearms Training (Range)
T 4:00pm-10:00pm

12/05/26 Guard Card Certification
Sat. 8:00am-4:00pm

12/08/26 Guard Card Public Relations
T 6:10pm-10:10pm

12/10/26 Guard Card Observation Documentation
Th 6:10pm-10:10pm

12/15/26 Guard Card Communications
T 6:10pm-10:10pm

12/17/26 Guard Card Legal Liabilities
Th 6:10pm-10:10pm

Career Prospect:
Indeed.com

The average Security Guard salary in California is \$46,252 per year.



CAREER TRAINING PROGRAMS

WELDING AND FABRICATION

Welding & Fabrication

This intensive, hands-on course provides adult students with the core skills needed for entry-level careers in welding, metal fabrication, and construction. Students will train in fundamental shop safety, blueprint reading, and precision measurement. The program focuses on practical mastery of industry-standard welding processes, including SMAW (Stick), GMAW (MIG), and an introduction to GTAW (TIG). Prepare for industry certifications and gain the skills to cut, fit, and join metal components to fabricate professional-grade projects.

Key Skills Covered:

- SMAW (Stick) & GMAW (MIG) Welding
- Blueprint Reading & Layout
- Shop Safety & Equipment Operation
- Metal Cutting and Fitting
- Preparation for AWS Certification based on experience

Materials fee: \$200. Class fee: \$400.

Cohort 1

Tue 5:00pm-9:00pm Schurr High School

Cohort 2

Wed 5:00pm-9:00pm Schurr High School

Cohort 3

Sat 8:00am-12:00pm Schurr High School

Cohort 4

M-Th 4:00pm-5:00pm Schurr High School

Open Lab

Thurs 5:00pm-9:00pm Schurr High School

Attend and info-session. Check our website for more information.



HOSPITALITY FOOD SERVICES

Hospitality/Food Services Program

Providing students with the knowledge of the necessary skills to work in Food Services.

Learn to use commercial equipment, knife skills, food preparation, safety and sanitation regulations.

Food Handler/ServSafe

T, Th 6:00pm-9:00pm
BGA - International Cafe

Food Services

M-F 8:30am-3:00pm
BGA - International Cafe



Career Prospect:

Indeed.com

The average Food Preparation worker wage in California is \$20/hour.



WORKFORCE PREPARATION COURSES

BUSINESS EDUCATION OFFICE OCCUPATIONS

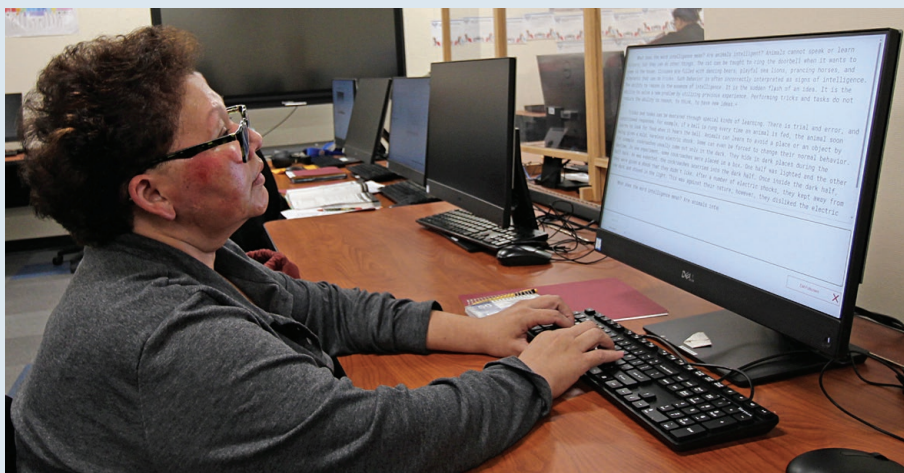
Workforce Keyboarding: Foundations to Proficiency

This course develops keyboarding skills for workforce readiness. Students with little to no prior keyboarding experience learn proper typing techniques, including finger placement, posture, accuracy, and efficiency, and progress to a proficiency level of 45 or more words per minute. Emphasis is placed on improving speed, accuracy, productivity, and error reduction skills applicable to real-world workplace tasks. Through guided practice, students build confidence, refine technique, and develop the proficiency needed for efficient performance in digital and administrative work environments.

Typing Test (Service fee: \$10.00)

(Available during Keyboarding class hours)

Take a standardized 5-minute typing certification test to prove your typing speed and accuracy.



Workforce Applications: Google Workspace

This course introduces fundamental skills in Google Workspace for workplace applications. Students learn to use tools such as Google Drive, Gmail, Docs, Sheets, Slides, Forms, Chat, and Meet to create documents, manage data, communicate professionally, and collaborate in cloud-based environments. Topics include file management in Google Drive, real-time collaboration, sharing and permissions, and effective digital communication. Emphasis is placed on productivity, teamwork, and the practical use of cloud-based tools to support success in modern professional settings.

Career Prospect:

Indeed.com

The average Typist Clerk salary in California is \$47,418 per year.



WORKFORCE PREPARATION COURSES

BUSINESS EDUCATION OFFICE OCCUPATIONS

Microsoft Office is widely used all over the world, across many industries, by businesses, schools and for personal use. Office tools are used for everything from writing letters, managing data, meeting presentations, organizing finances and even creating flyers.

Students will need to bring their own 2 GB or more flash drives for any computer course.

Introduction to Computers

Learn and navigate the basic features of a computer and Microsoft Office.

Introduction to Computers for English Language Learners

Learn and navigate the basic features of a computer while learning English at the same time. *(See page 20 for more information).*

Microsoft Word 365

This course introduces essential Microsoft Word skills for workplace applications. Students learn to create, edit, and format professional documents, including letters, reports, and business correspondence. Emphasis is placed on document organization, written communication, and productivity skills used in professional settings. Once students have completed this course, the opportunity for a more advanced version will be available. You will build on foundational Word skills with an emphasis on advanced workplace applications. Students create and manage complex documents using styles, templates, tables, and graphics. Additional topics include collaboration tools, document review, and workflow efficiency.



Microsoft Excel 365

This course introduces fundamental Microsoft Excel skills for workplace applications. Students develop skills in creating and formatting spreadsheets, using basic formulas and functions, and organizing data. Emphasis is placed on real-world applications such as budgeting, data tracking, and basic reporting. Once you have completed this course, the opportunity for a more advanced version will be available. Students will expand their Excel skills for data-driven workplace tasks. Students use advanced formulas and functions, analyze data, and create charts and reports. Emphasis is placed on data organization, problem-solving, and decision-making in professional contexts.

CAREER TRAINING PROGRAMS

BUSINESS EDUCATION OFFICE OCCUPATIONS

Disclaimer: All computer courses are taught in English.

Microsoft PowerPoint 365

This course introduces Microsoft PowerPoint for professional presentations. Students learn to create and format slides, incorporate text and visuals, and organize content effectively. Emphasis is placed on clear communication and presentation skills for workplace settings.

Once students have completed this course, the opportunity for a more advanced version will be available. Students will gain advanced presentation development skills for professional use. Students design dynamic presentations using advanced formatting, multimedia, and visual design principles. Emphasis is placed on effective communication and audience engagement.

All Subjects

M-F 8:30am-12:30pm MACTI Campus

All Subjects

M-F 8:30am-12:30pm MOA Campus

All Subjects

T, Th 1:00pm-3:30pm MOA Campus

All Subjects

M-Th 6:00pm-9:00pm MOA Campus

Intro to Computers/Basic/ESL

M-Th 1:00pm-3:30pm MACTI Campus

Career Prospect:

[Indeed.com](https://www.indeed.com)



The average Clerical Assistant salary in California is \$48,930 per year.

The average Receptionist salary in California is \$50,896 per year.

The average Administrative Assistant salary in California is \$62,550 per year.

The average Executive Assistant salary in California is \$80,107 per year.

INTRODUCTION TO GOOGLE WORKSPACE

Gain computer literacy skills. Students will learn the basics of Google Workspace (Gmail, Google Drive, Docs, Sheets, Slides, Calendar and Meet) all of which are demanded by the entry-level computer job market. **Prerequisite: Introduction to Computers**

Google Workspace



CAREER TRAINING PROGRAMS

ADOBE CLASSES



Adobe is a software company that creates applications for photo editing, video editing, graphic design and more. Adobe offers document management and digital marketing tools.

Photoshop Introduction - Photoshop Advanced

Adobe Photoshop is software that is used for image editing, photo retouching, image creation, creating image compositions, website mockups, and adding effects and drawing. It is a critical tool used by designers, web developers, graphic artists, photographers, and creative professionals.

Prerequisites: Introduction to Computers, Photoshop Introduction (For Adv Only)

Some things Photoshop Introduction students will learn are:

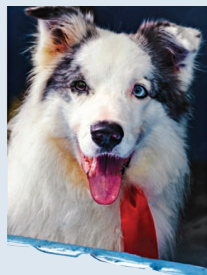
- Basic Editing Tools
- Layer Usage
- Photo Restoration
- Image Composition
- Image Adjustments

Some things Photoshop Advanced students will learn are:

- Advanced Editing Tools
- Blending Tools
- Advanced Photoshop Retouching
- Advanced Color Adjustments
- Adding Effects



Before



After

Illustrator Introduction - Illustrator Advanced

Adobe Illustrator is a graphics program that lets users create illustrations/drawings, logos, icons, book illustrations, product packaging, billboards, posters and other graphics. It is used by artists and designers to create graphics for print, web, and mobile interfaces.

Prerequisites: Introduction to Computer, Illustrator Introduction (For Adv Only)

Some things Illustrator Introduction students will learn:

- Basic Drawing Tools
- Layer Organization
- Simple Illustrations
- Basic Gradients and Shading Techniques
- Design simple projects such as a logo and greeting card

Some things Illustrator Advanced students will learn:

- Advanced Drawing Tools
- Advanced Shading, Gradient and Pattern Techniques
- Brush/Symbol/Assets Making
- 3D Vector Illustration
- Design advanced projects such as promotional products and T-shirts
- Adding effects

CAREER TRAINING PROGRAMS

ADOBE CLASSES



InDesign Introduction - InDesign Advanced

Adobe InDesign is a program that allows users to create print and digital media. It is used by graphic designers, artists and marketers to create projects like magazines, brochures, flyers, menus and books. Students should take Adobe Photoshop and Adobe Illustrator prior to taking InDesign.

Prerequisites: Introduction to Computers, InDesign Introduction (For Adv Only)

Some things InDesign Introduction students will learn:

- Typography/Color Theory
- Layout
- Making Templates/Using Templates (when appropriate)
- Single and multi-page layout
- Design simple projects such as a business card, menu, flyer, and more

All Adobe classes are held ONLINE.

Student must have a PC or MAC

InDesign Introduction/Advanced

Mon. 8:30am-12:30pm* ONLINE course

Photoshop Introduction

Tue. 8:30am-12:30pm* ONLINE course

Illustrator Introduction

Wed. 8:30am-12:30pm* ONLINE course

Photoshop Advanced

Thurs. 8:30am-12:30pm* ONLINE course

Illustrator Advanced

Fri. 8:30am-12:30pm* ONLINE course

**Includes additionally weekly lab hours
(Independent Studies)*

Career Prospect:

Indeed.com

The average Graphics Designer salary in California is \$73,475 per year.

The average Graphics Coordinator salary in California is \$95,446 per year.



CAREER TRAINING PROGRAMS

COMPUTERS FOR ENGLISH LANGUAGE LEARNERS

COMPUTADORAS PARA ESTUDIANTES DE INGLÉS

適合英語學習者的電腦

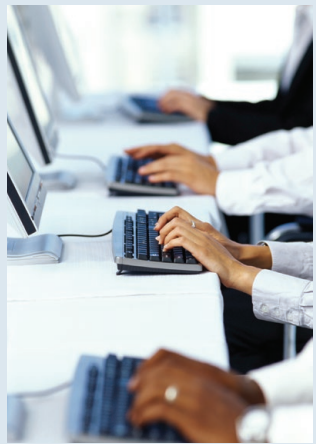
FREE
GRATIS
免費

New 新的
Nuevo

This class is designed for students who are learning English and want to improve their computer skills at the same time. You will learn basic computer vocabulary in English and step-by-step instructions to help you become more confident in using technology in everyday life. **No previous computer experience is needed.**

Esta clase está diseñada para estudiantes que están aprendiendo inglés y desean mejorar sus habilidades informáticas. Aprenderás vocabulario básico de informática en inglés e instrucciones paso a paso para que te sientas más seguro al usar la tecnología en tu vida diaria. **No se requiere experiencia previa en informática.**

本課程專為正在學習英語並希望同時提高電腦技能的學生而設計。您將學習英語的基本電腦詞彙和逐步說明，以幫助您更自信地在日常生活中使用科技。無需任何計算機經驗。



UPHOLSTERY

Upholstery Fundamentals

- Design your own furniture
- Repair car upholstery
- Gain skills to start your own business

Material Fee: \$50.00

M-Th 3:00pm-9:00pm MOI Campus



CAREER TRAINING PROGRAMS



Scan Here for
Class Schedule.



ACCOUNTING CLASSES

Accounting Essentials

In this course, you will learn introductory accounting concepts, and how to journalize transactions, create the key financial statements, and work with merchandise inventory. The course content covers all objectives associated with the Intuit Certified Bookkeeping Professional exam administered by Certiport. If you will be seeking certification, you can use this learning content to help you prepare.

Class meets online via Google Meets. Canvas platform. Google Meet will be sent to students 1-2 weeks prior to the start of the course. Class uses Intuit.

Prerequisites: Computer Skills, Access to Computer Device and Internet access.

Online August 26 - October 27
Tue & Thurs 5:30pm-8:30pm

QuickBooks Online

Students will learn how businesses organize all their finances and be able to access the information from any location. Key concepts include how to create and manage a company, create invoices and track sales, pay bills and track purchases, banking and correct errors, and customize reports. Includes physical inventory, company financial statements and budgets, work with estimates, track time, reconcile bank statements and record credit cards transactions.

Class meets online via Google Meets. Canvas platform. Google Meet will be sent to students 1-2 weeks prior to the start of the course. Class uses Intuit.

Prerequisites: Computer Skills, Access to Computer Device and Internet access.

Online October 28-February 23
Tue & Thurs 5:30pm-8:30pm

PARENT EDUCATION

Nuevo

PARENT LEADERSHIP AND LEARNING ACADEMY WORKSHOPS

New

TALLERES DE LA ACADEMIA DE LIDERAZGO Y APRENDIZAJE PARA PADRES

家長領導與學習學院研討會

新的

FREE
GRATIS
免费



You're invited to our FREE Parent Workshops - a series designed to support and empower parents and caregivers in the MUSD community!

These workshops are open to all MUSD parents and caregivers, offering practical tools, helpful resources, and a chance to connect with fellow families. Each session focuses on real-world parenting challenges and literacy strategies to support your child's academic success and well-being.

What You'll Gain:

- **Relevant Insights:** Explore key parenting topics that matter most today.
- **Hands-On Resources:** Take home useful tools to strengthen your parenting approach.
- **Connection & Community:** Build relationships with other engaged parents in MUSD.
- **Empowerment:** Discover and apply your parenting strengths every day.

Come learn, share, and grow with us - we're better together!

Call one of our main sites for enrollment information.

Estás invitado a nuestros talleres GRATUITOS para padres: ¡una serie diseñada para apoyar y empoderar a los padres y proveedores de cuidado en la comunidad de MUSD!

Estos talleres están abiertos a todos los padres y proveedores de MUSD y ofrecen herramientas prácticas, recursos útiles y la oportunidad de conectar con otras familias. Cada sesión se centra en desafíos reales de la crianza y estrategias de alfabetización para apoyar el éxito académico y el bienestar de su hijo.

Llame a uno de nuestros sitios principales para obtener información de inscripción.

誠摯邀請您參加我們免費的家長研討會——這一系列研討會旨在支持和賦能 MUSD 社群的家長和監護人！

這些研討會對所有 MUSD 的家長和監護人開放，提供實用工具、實用資源以及與其他家庭交流的機會。每節課都專注於現實生活中的育兒挑戰和讀寫策略，以支持您孩子的學業成功和身心健康。

請致電我們的一個主要網站以獲取註冊資訊。

ADULT BASIC EDUCATION

The Adult Basic Education Program provides a supportive learning environment designed to help students develop academic, digital literacy, independent living, and workplace readiness skills. Instruction is tailored to meet individual learning needs while promoting self-confidence, self-advocacy, and active participation in the community.

Students strengthen foundational academic skills in reading, writing, and mathematics while developing practical life skills that support independence and lifelong learning. The program also introduces technology and digital literacy skills needed for everyday life, education, and employment.

Areas of instruction may include:

- Reading and Literacy Skills
- Basic Mathematics and Money Management
- Writing and Communication Skills
- Digital Literacy and Computer Skills
- Workforce Readiness and Employability Skills
- Social and Interpersonal Skills
- Personal Care and Independent Living Skills
- Time Management and Organization
- Community Participation and Self-Advocacy
- Creative Arts and Enrichment Activities

FREE
GRATIS
免费

*Celebration
Inclusion
Engagement
Academics
Creativity*



The program prepares students to become more independent, productive, and engaged members of their communities while supporting their personal, educational, and employment goals.

Adult Basic Education Including Digital Literacy

M-F 8:30am-12:30pm Schurr High School

Independent Living Skills for AWD

M-Th 1:00pm-3:30pm Schurr High School

Hours are subject to change according to instructor's schedule.



@montebelloadulthood



facebook.com/MontebelloAdultEd/

HIGH SCHOOL DIPLOMA PROGRAM

FREE
GRATIS
免费

*Advance your career by getting a
High School Diploma!*

Are you an adult who wants to earn a California High School Diploma but cannot attend a regularly scheduled class and can study independently?

Enroll in Montebello Adult School's High School Diploma Individualized Study Program. The Program is designed for the flexible schedule of individual study.

In-Person or Online instruction available.

Scan for more info and to get started:



Registration

Classes are for adults 18 years and older.

Students working toward a high school diploma must meet with an Adult School Counselor prior to enrollment in classes. (See page 25.)

Please visit aemusd.com for more information.

Prepare for the GED or HiSET with us and earn a voucher to take the exam for free. Vouchers are available for eligible students enrolled in a test prep class.

Voucher requirements include:

1. Enrolled in HSE prep class
2. Minimum of 12 hours of attendance
3. One voucher per subject at a time
4. Teacher approval per subject matter
5. Demonstrating passing score in each subject matter

Ask a counselor for more info!

Adult High School Diploma Program/Requirements:

A High School Diploma is awarded for completion of 170 semester credits in appropriate subjects.

HIGH SCHOOL DIPLOMA REQUIREMENTS

English	40 credits
Social Studies	30 credits
Mathematics	20 credits
Science	20 credits
CTE/Fine Arts/ Foreign Language	10 credits
Electives	50 credits

Total credits required 170

**10 credits of the Math requirement must be in Algebra.*

In-Person

M-F	8:30am-12:30pm	MOA Campus
M-Th	1:00pm-9:00pm	MOA Campus
Sat	8:30am-12:30pm	MOA Campus
M-F	8:30am-12:30pm	MACTI Campus
M-Th	1:00pm-9:00pm	MACTI Campus
Sat	8:30am-12:30pm	MACTI Campus

Independent Studies - Online

M-F	8:30am-5:00pm	Office Hours
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High School Equivalency Test Preparation

In-Person (HiSET & GED)

T, Th	6:00pm-9:00pm	MACTI Campus
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MCAS is now proud to offer various adult high school diploma program options:

Pathways	1	2	3*	4
Subject Area	170 Credits	60 Credits	80 Credits	Equivalency Only
English	40		20	
Math	20			
Social Studies	30			
Science	20			
World Language, Arts, or CTE	10	10	10	
General Electives	50	50	50	
High School Equivalency Certificate*		✓	✓	✓

*Spanish option available.

You must contact a counselor to enroll in the Adult High School Diploma Program.

Contact a counselor today:

MICHELLE DUEÑAS

Email:

duenas_michelle@montebello.k12.ca.us

Location:

Montebello Adult School (MOA Campus)

Monday, Wednesday 5:00pm-9:00pm

Montebello Adult Career Technical Institute (MACTI Campus)

Tuesday, Thursday 5:00pm-9:00pm

ADRIANA VIERA

Email:

viera_adriana@montebello.k12.ca.us

Location:

Montebello Adult Career Technical Institute (MACTI Campus)

Monday, Wednesday 8:00am - 4:30pm

Montebello Adult School (MOA Campus)

Tuesday, Thursday 8:00am - 4:30pm

Friday 8:00am - 4:30pm

High School Equivalency (HSE)

California has approved the use of two high school equivalency tests (HiSET and GED) for students 18 years old and older for the purpose of receiving a California High School Equivalency Certificate.



Most frequently asked questions

- What is an HSE credential?
An alternative to a high school diploma.
- Who can take an HSE exam?
Adults without a high school diploma.
- Where is an HSE credential accepted?
At colleges, military, and any workplace requiring a HSD.
- How long does it take to earn an HSE exam?
Go at your own pace.

ENGLISH AS A SECOND LANGUAGE



FREE
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The ESL program is for people interested in learning or developing how to speak, read and write English. The classes are in all levels of English that focus on speaking, listening, reading and writing. As you progress, you can continue to develop your fluency in English. You will have the opportunity to practice reading, writing, and your conversational skills in routine social situations with other students in the class. This course will help prepare you to understand and speak everyday English with confidence.

Students must ENROLL IN PERSON.

El programa de ESL está dirigido a personas interesadas en aprender o perfeccionar su inglés hablado, leído y escrito. Las clases se imparten en todos los niveles y se centran en la expresión oral, la comprensión auditiva, la lectura y la escritura. A medida que avances, podrás seguir desarrollando tu fluidez en inglés. Tendrás la oportunidad de practicar la lectura, la escritura y tus habilidades de conversación en situaciones sociales cotidianas con otros estudiantes de la clase. Este curso te ayudará a prepararte para comprender y hablar inglés cotidiano con confianza.

Los estudiantes deben INSCRIBIRSE EN PERSONA.



ESL 課程適合對學習或提高英語口語、閱讀和寫作能力感興趣的人。課程涵蓋各個級別的英語，重點是口語、聽力、閱讀和寫作。隨著您的進步，您可以繼續提高您的英語流利程度。您將有機會與班上的其他學生在日常社交場合練習閱讀、寫作和會話技巧。本課程將幫助您自信地理解和說日常英語。

學生必須 親自報名

323.887.7844

Montebello Adult School (MOA Campus)

149 N. 21st Street, Montebello, CA 90640

Montebello Adult Career Technical Institute (MACTI Campus)

5840 E. Florence, Bell Gardens, CA 90201

ENGLISH AS A SECOND LANGUAGE

ESL CLASSES AVAILABLE IN-PERSON OR ONLINE

ESL ESTÁ DISPONIBLE EN PERSONA O EN LÍNEA

ESL 課程可在現場或線上進行

ESL 1

M-F 8:30am-12:30pm MOA Campus

ESL 2

M-F 8:30am-12:30pm MOA Campus

ESL 3

M-F 8:30am-12:30pm MOA Campus

ESL 4

M-F 8:30am-12:30pm MOA Campus

ESL Advanced

M-F 8:30am-12:30pm MOA Campus

ESL 1

M-F 8:30am-12:30pm Online

ESL 2

M-F 8:30am-12:30pm Online

ESL Multi-level

Sat. 8:30am-12:30pm MOA Campus

ESL Conversation

Sat. 8:30am-12:30pm MOA Campus

ESL Conversation

T, Th 1:00pm-3:00pm MOA Campus

ESL 1

M-Th 6:00pm-9:00pm MOA Campus
Hyflex (In-person & Online)

ESL 2

M-Th 6:00pm-9:00pm MOA Campus

ESL 3

M-Th 6:00pm-9:00pm MOA Campus

ESL 4

M-Th 6:00pm-9:00pm MOA Campus

ESL Advanced

M-Th 6:00pm-9:00pm MOA Campus

ESL 1

M-F 8:30am-12:30pm MACTI Campus

ESL 2

M-F 8:30am-12:30pm MACTI Campus

ESL 3

M-F 8:30am-12:30pm MACTI Campus

ESL 4

M-F 8:30am-12:30pm MACTI Campus

ESL Advanced

M-F 8:30am-12:30pm MACTI Campus

ESL Conversation

T, Th 1:00pm-3:00pm MACTI Campus

ESL 1

M-Th 6:00pm-9:00pm MACTI Campus

ESL 2

M-Th 6:00pm-9:00pm MACTI Campus

ESL 3

M-Th 6:00pm-9:00pm MACTI Campus

ESL 4

M-Th 6:00pm-9:00pm MACTI Campus

ESL Advanced

M-Th 6:00pm-9:00pm MACTI Campus

ESL Multi-level

M-Th 8:30am-12:30pm Eastmont
Elementary

ESL Multi-level

M-Th 1:00pm-4:00pm Eastmont
Elementary

ESL Multi-level

T, Th 8:45am-12:00pm Potrero Heights
Elementary

ESL Multi-level

MWF 8:45am-12:00pm Winter Garden
Elementary

ESL Multi-level

M-W 6:00pm-9:00pm Schurr High
School

U.S. CITIZENSHIP PREPARATION



FREE
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免費

The decision to become a U.S. citizen is an important and personal one. MCAS will help educate and prepare you for the English and Civics tests needed for the interview and the U.S. Citizenship exam.

Students must ENROLL IN PERSON.

La decisión de convertirse en ciudadano estadounidense es importante y personal. El MCAS le ayudará a prepararse para los exámenes de inglés y educación cívica necesarios para la entrevista y el examen de ciudadanía estadounidense.

Los estudiantes deben INSCRIBIRSE EN PERSONA.

成為美國公民的決定是一個重要且個人化的決定。MCAS 將幫助您學習和準備面試和美國公民考試所需的英語和公民測試。

學生必須 親自報名

In-Person

Sat.	8:30am-12:30pm	MOA Campus
Sat.	8:30am-12:30pm	MACTI Campus
M-F	12:45pm-1:45pm	SUVA Elementary
M-Th	6:00pm-9:00pm	MACTI Campus (includes Citizenship in Spanish)
M-Th	1:00pm-4:00pm	Eastmont Elementary

In-Person

M, W, Th	5:40pm-9:00pm	MOA Campus
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MCAS *Student Highlight*



"My experience with MCAS has been excellent"

– Eva Gaspar

My name is Eva Gaspar. I am 60 years old, and I was born in Oaxaca Mexico. I am a mother of five adult boys.

I am currently attending Montebello Community Adult School because I have a dream to speak and read English fluently.

I first attended MCAS in 2016 and graduated/ earned my High School Diploma in 2018. I completed English, Algebra, U.S. Government, U.S. History and Economics.

I enrolled again in early 2025, to learn computers. I have already completed Google Workspace and now I am taking Microsoft Word Introduction. My goal is to complete all the Microsoft Office courses with MCAS.

My experience with MCAS has been excellent. I am grateful to be studying here because I have better opportunities for employment. Communicating in English and learning technology is also helping me in my daily life.

The teachers at MCAS are very patient, professional, and knowledgeable. All the people who work in this school are nice and respectful and the facilities are clean and safe.

Together We Rise. Together We Triumph.

Join the MCAS Family. Enroll today!

CAMPUSES

Bell Gardens Adult (BGA) Campus

(323) 887-7955

6119 Agra Street, Bell Gardens, CA 90201

Office Phone Hours:

Monday - Thursday, 8:00am - 4:30pm

Friday, 8:00am - 4:30pm

Administrator: Elvis Carias

carias_elvis@montebello.k12.ca.us

Montebello Adult Career Technical Institute (MACTI Campus)

(562) 927-7759

5840 E. Florence Avenue

Bell Gardens, CA 90201

Office Phone Hours:

Monday - Thursday, 8:00am - 9:00pm

Friday, 8:00am - 4:30pm

Administrator: Elvis Carias

carias_elvis@montebello.k12.ca.us

Site Counselors:

Adriana Viera

viera_adriana@montebello.k12.ca.us

Michelle Duenas

duenas_michelle@montebello.k12.ca.us

Counseling Hours:

Monday / Wednesday / Friday

8:30am - 12:30pm, 1:00pm - 4:30pm

Tuesday / Thursday

5:00pm - 9:00pm

Montebello Adult School (MOA Campus)

(323) 887-7844

149 N. 21st Street, Montebello, CA 90640

Office Phone Hours:

Monday - Thursday, 8:00am - 9:00pm

Friday, 8:00am - 4:30pm

Administrator: Elvis Carias

carias_elvis@montebello.k12.ca.us

Site Counselors:

Adriana Viera

viera_adriana@montebello.k12.ca.us

Michelle Duenas

duenas_michelle@montebello.k12.ca.us

Counseling Hours:

Tuesday / Thursday

8:30am - 12:30pm; 1:00pm - 4:30pm

Monday / Wednesday

5:00pm - 9:00pm

Ford Park Adult School

Currently Closed for Renovation

SATELLITE SITES

Montebello Intermediate School (MOI)

1600 Whittier Boulevard

Montebello, CA 90640

Montebello High School (MHS)

2100 Cleveland Avenue

Montebello, CA 90640

Washington Elementary School (WAE)

1400 W. Madison Avenue

Montebello, CA 90640

Winter Gardens Elementary Adult Center (WGE)

1277 S. Clela Avenue, Los Angeles, CA 90022

Classes located off of Union Pacific Ave.

Schurr Adult School (SHA)

937 Westmoreland Drive

Montebello, CA 90640

Bell Gardens High School (BGHS)

6119 Agra Street, Bell Gardens, CA 90201

Suva Elementary School (SUE)

6740 W. Suva Street, Bell Gardens, CA 90201

Potrero Heights Elementary (PHE)

8026 Hill Drive, Rosemead, CA 91770

Eastmont Intermediate (EAI)

400 Bradshawe St., Montebello, CA 90640

Classes located off of E. 6th St.

Joseph Gascon Elementary (JGE)

630 S. Leonard Ave., Los Angeles, CA 90022

GENERAL INFORMATION

FALL SEMESTER CALENDAR

August 17, 2026 - December 18, 2026

School Holidays and Recess (campus closed)

Labor Day	September 7, 2026
Veterans Day	November 11, 2026
Fall Recess	November 23 - 27, 2026
Thanksgiving Day	November 26, 2026
Local Board Holiday	November 27, 2026
Winter Recess	December 21, 2026 - January 8, 2027
Local Board Holiday	December 23 - 25, 2026

CALENDARIO DEL SEMESTRE DE OTOÑO

17 de Agosto de 2026 - 18 de Diciembre de 2026

Días feriados, vacaciones y días conmemorativos (Escuela cerrado)

Día feriado - Día del Trabajo	7 de Septiembre de 2026
Día feriado - Día de los Veteranos. . .	11 de Noviembre de 2026
Receso de otoño	23 - 27 de Noviembre de 2026
Día de Acción de Gracias	26 de Noviembre de 2026
Día feriado - Local Board Holiday . . .	27 de Noviembre de 2026
Receso de invierno	21 de Diciembre de 2026 - 8 de Enero de 2027
Día feriado - Local Board Holiday . . .	23-25 de diciembre de 2026

WWW.AEMUSD.COM | 323.887.7844

BOARD OF EDUCATION

Montebello Community Adult Schools provide an educational program sponsored by the Montebello Unified School District under the direction of the Board of Education.

Liliana Magaña, President
Jennifer Gutierrez, Vice President
Elizabeth Cabrera, Clerk
Marisol Madrigal Uribe, PH.D., Member
Carlos Cerdan, Member



Montebello Unified School District

MONTABELLO COMMUNITY ADULT SCHOOL

149 N. 21st Street
Montebello, CA 90640

(323) 887-7844 | www.aemusd.com

See page 30 for list of class sites located in Montebello, Bell Gardens, Rosemead and Los Angeles.

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**WELDING PROGRAM -
SEE PAGE 14**

