COURSE SEQUENCE

SMMUSD Adult Education Center

- ESL / Immigrant Education
- Adult Basic Education (ABE)
- Adult Secondary Education (ASE)

ESL - Beginning
ESL – Beginning High
ESL - Intermediate
ESL - Advanced

Adult Basic Education (ABE)

- Orientation / Assessment with Counselor
- Adult Basic Education (ABE)
- Orientation / Assessment with Counselor
- Adult Secondary Education (ASE)

English as a Second Language (ESL)
Preparation for Citizenship (Concurrent Enrollment in ESL Recommended)

Academic English / Math Fundamentals

- GED Certificate Test Prep Classes
  www.ged.com
- GED Certificate Test Prep Classes + High School Diploma
- High School Diploma

Adult Secondary Education (ASE)

- Adult Secondary Education (ASE) Orientation / Assessment with ABE / ASE Counselor
- GED Certificate Test Prep Classes + High School Diploma
- High School Diploma

Non-Credit to Credit Transition Course
Non-Credit / Credit Career Technical Education Programs (CTE)
Santa Monica College Credit Programs
Workforce

Santa Monica College Credit Programs
STUDENT LEARNING OUTCOMES

- Students demonstrate digital literacy.
- Students achieve their educational or employment goals.
- Students advocate for themselves and their families by navigating community resources.
- Students know their rights, duties, and responsibilities of civic engagement.
VISION & MISSION STATEMENTS

Vision:
Our goal is to ensure that students have the skills to navigate and adapt to an ever-changing global society.

Mission:
By addressing students’ academic, emotional, and social needs in a smaller learning environment, we provide an equitable educational system that promotes the success of all students.
# Student Goals by Program Area

## Immigrant Education (ESL & Preparation for Citizenship)

- Level Completion and / or Advancement
- Advancement to ABE/ASE classes
- Enter / Retain Employment
- Enter College / Job Training
- Achievement of U.S. Citizenship Skills
- Register to Vote
- Increased involvement in children’s education, family/ personal goals and community activities
- Advancement to non-credit or credit CTE classes

## Adult Basic Education (ABE)

- Level Completion and / or Advancement
- Advancement to ASE classes
- Enter / Retain Employment
- Enter College / Job Training
- Increased involvement in children’s education, family/ personal goals and community activities
- Advancement to non-credit or credit CTE classes

## Adult Secondary Education (ASE)

- Class completion and Level Completion
- GED Certificate Attainment
- GED Certificate + High School Diploma Attainment
- High School Diploma Attainment
- Enter / Retain Employment
- Enter College / Job Training
- Increased involvement in children’s education, family/ personal goals and community activities
- Advancement to non-credit or credit CTE classes
# ENGLISH AS A SECOND LANGUAGE
## Class Schedule

<table>
<thead>
<tr>
<th>Level</th>
<th>Days</th>
<th>Textbook</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>Mon/Tues/Wed</td>
<td>Side by Side Plus, Level 1</td>
<td>6 - 9 pm</td>
</tr>
<tr>
<td>Beginning High</td>
<td>Mon/Tues/Wed</td>
<td>Side by Side Plus, Level 2</td>
<td>6 - 9 pm</td>
</tr>
<tr>
<td>Intermediate</td>
<td>Mon/Tues/Wed</td>
<td>Side by Side Plus, Level 3</td>
<td>6 - 9 pm</td>
</tr>
<tr>
<td>Advanced</td>
<td>Mon/Tues/Wed</td>
<td>Side by Side Plus, Level 4</td>
<td>6 - 9 pm</td>
</tr>
<tr>
<td>Multi-Level Low/Conversation</td>
<td>Monday</td>
<td></td>
<td>6 - 9 pm</td>
</tr>
<tr>
<td>Multi-Level High/Conversation</td>
<td>Monday</td>
<td></td>
<td>6 - 9 pm</td>
</tr>
<tr>
<td>Multi-Level Low- Main Library</td>
<td>Mon/Wed</td>
<td>Side by Side Plus, Level 1 - 2</td>
<td>11 am-2 pm</td>
</tr>
<tr>
<td>Multi-Level High- Main Library</td>
<td>Tues/Thurs</td>
<td>Side by Side Plus Level 3 - 4</td>
<td>11:45 am - 2:45 pm</td>
</tr>
<tr>
<td>Multi-Level Low- Pico Library</td>
<td>Saturday</td>
<td>Side by Side Plus, Level 1 - 2</td>
<td>11 am - 1:30 p.m.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Tuesday</td>
<td>Passing the Test</td>
<td>6 - 9 pm</td>
</tr>
<tr>
<td>Citizenship-Pico Library</td>
<td>Thursday</td>
<td>Passing the Test</td>
<td>9 am - 11:30 am</td>
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</table>
GOALS & ATTENDANCE POLICY

English as a second language

Goals:
The goal of the Adult Education Center ESL Program is for students to complete the 4 levels of ESL within 2-3 years. Students who complete these levels will develop a level of English proficiency that will allow them to participate in the Adult Basic Education Program and/or the Adult Secondary Education Program.

Placement:
Students can register for the ESL program after completing an appraisal exam to determine the correct level of instruction and a pretest.

Enrollment & Attendance Policy:
Students enrolling after the registration deadline will be placed on a waiting list until the following term. Students who are absent more than two weeks may be removed from class.
# CITIZENSHIP PREPARATION

## Class Schedule

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PREPARATION FOR CITIZENSHIP

Who?
Individuals who have had a permanent resident alien card for 5 years or more (or 3 years if married to a U.S. citizen).

What?
Citizenship class designed to teach the content required to pass the Citizenship exam. Receive assistance from the Citizenship teacher to prepare application for submission.

How?
- Fill out enrollment application, take assessment and meet with Counselor
- Begin attending classes
- Students who are absent more than two weeks may be removed from class
COMPLETION & REPETITION POLICY:
ESL & Citizenship programs

Completion:
Students complete a level of ESL after:
• Consistent attendance for one term without excessive absences (4 or more)
• Showing progress on a CASAS assessment
• Showing mastery on the Side by Side Plus textbook assessment (mid-book or end of book exam, depending on level)

Students complete Preparation for Citizenship after:
• Successful submission of Citizenship Application
• Successful passage of Citizenship Interview
• Consistent attendance for one term without excessive absences (4 or more)
• Showing progress on a CASAS assessment

Repetition:
Students may repeat a level of ESL or Preparation for Citizenship, if necessary. Teachers will determine this need based on the above assessments.
ADULT BASIC EDUCATION (ABE): Academic English / Math Fundamentals

Who?
Adults who have advanced English language proficiency and want to improve their English reading, composition, and/or math skills.

What?
One or more nights a week. Work under the guidance of a teacher to complete reading and writing exercises, and/or math assignments.

How?
- Take assessment exam, meet with the counselor to discuss level of work and goals
- Enroll in classes based on counselor’s recommendation
- Begin attending classes regularly
- Students who are absent more than two weeks may be removed from class.
ADULT SECONDARY EDUCATION:
High School Equivalency Preparation Classes

Who?
Students who wish to pass the High School Equivalency Exam (GED/HiSET/TASC)

What?
One or more nights a week. Students complete coursework in areas needed to pass the exam under the supervision of a teacher and a counselor.

How?
- Register at www.ged.com to access information regarding taking the GED® test
- If you need preparation classes, call (310) 664-6222 ext. 76203 and schedule a FREE counseling appointment, take an assessment and enroll in classes.
- If you are ready to take the GED® test, schedule to take the GED® test through www.ged.com
ADULT SECONDARY EDUCATION:
High School Diploma Classes

Who?

Students who would like to complete their High School Diploma requirements

What?

English, math, science, and other course content completed in evening classes working independently under supervision of a teacher and a counselor

How?

- Take assessment exam, meet with counselor to discuss test results, credits, and exams needed to complete high school diploma requirements
- Enroll in classes based on counselor’s recommendation and begin attending classes regularly
- Students who are absent more than two weeks may be removed from class
# CONTACTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Services</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lorena Martin</td>
<td>General Information</td>
<td>Administrative Assistant</td>
<td><a href="mailto:lorena.martin@smmusd.org">lorena.martin@smmusd.org</a></td>
<td>(310) 664-6222 Ext. 76202</td>
</tr>
<tr>
<td>Thania Montoya</td>
<td>Enrollment and Assessment</td>
<td>Senior Office Asst.</td>
<td><a href="mailto:tmontoya@smmusd.org">tmontoya@smmusd.org</a></td>
<td>(310) 664-6222 Ext. 76203</td>
</tr>
<tr>
<td>Olga Saucedo</td>
<td>Appointments and Records</td>
<td>Office Asst.</td>
<td><a href="mailto:osaucedo@smmusd.org">osaucedo@smmusd.org</a></td>
<td>(310) 664-6222 Ext. 76203</td>
</tr>
<tr>
<td>Harmony Rousseau</td>
<td>ABE &amp; ASE (GED / Diploma)</td>
<td>Counselor</td>
<td><a href="mailto:hrousseau@smmusd.org">hrousseau@smmusd.org</a></td>
<td>(310) 664-6222 Ext. 76203</td>
</tr>
<tr>
<td>Anthony Fuller</td>
<td></td>
<td>Principal</td>
<td><a href="mailto:afuller@smmusd.org">afuller@smmusd.org</a></td>
<td>(310) 664-6222 Ext. 66208</td>
</tr>
</tbody>
</table>
English as a Second Language Class
Teacher: Flavia DeMello
English as a Second Language
Teacher: Alexandra Morgan
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