



## WRITING AND MATH PROGRAMS Spring Course Offerings

The Department of Human Resources (DHR), in partnership with SEIU Local 721 and Los Angeles Valley College, is pleased to announce that the Math and Writing Program Spring course offerings are open for enrollment in the County's Learning Net. These well-established developmental programs are designed to enhance employees' writing proficiency and math skills. Instruction for the Writing and Math Programs will be provided by Los Angeles Valley College and the Spring offerings will be conducted on campus.

The Writing and Math Programs have been customized for the County and incorporate assignments that are relevant to the workplace. The *Writing Program* is designed to aid in developing or refreshing writing skills. The program is comprised of six courses that are divided into two series: Basic Writing and Business Writing. Each course consists of eight 3-hour class sessions that meet once a week. The *Math Program* is designed to aid in developing or refreshing basic math skills. The program is comprised of two courses. Each course consists of ten 3-hour class sessions that meet once a week. In addition to class time, participants will be assigned reading and homework. DHR's website provides descriptions of the topics covered in each course that comprise the Writing and Math Programs. Click on the following link to view the descriptions: [Course Descriptions](#). The descriptions are located near the bottom of the webpage.

All County employees who are represented by SEIU Local 721 are eligible to participate in the Writing and Math Programs. Funding for these programs is from the Joint Labor Management Training / Retraining Fund. There will be no charge for participation in these programs. These voluntary programs will be conducted during normal business hours. As with all LACU programs, management approval is required to participate.

Course enrollment will be managed through the County's Learning Net and course offerings will be filled on a first-come, first-served basis. Walk-ins will not be accepted. The attached class schedule includes links that Local 721 County employees can use to enroll in the Spring Quarter course offerings. Click on the Enrollment Link associated with the course offering of your choice and you will begin the enrollment process in the Learning Net. After you click the link, you may need to log onto the Learning Net. Next you register for the course offering. Enrollment is limited. Detailed classroom location and parking information will be e-mailed to enrollees. Note that only employees who have already completed Basic Writing I (or tested out of this course) will be eligible to enroll in Basic Writing II. If you run into any difficulties enrolling in the course offering of your choice or have any questions regarding these programs, please contact LACU at [LACU-CC@hr.lacounty.gov](mailto:LACU-CC@hr.lacounty.gov)

## SPRING QUARTER 2019

### MATH PROGRAM AND WRITING PROGRAM SCHEDULE OF CLASSES

Course	Start Date	End Date	Day of Week	Class Times	Enrollment Links NOTE: Clicking the link will enroll you in the course. <i>Links will only work for Local 721 Employees</i>
Basic Math I	April 16	June 25	Tuesdays 10 Weeks	1:30 pm to 4:30 pm	<a href="#">00444085</a>
Basic Writing I	April 18	June 13	Thursdays 8 Weeks	1:30 pm to 4:30 pm	<a href="#">00444109</a>
Basic Writing I	April 24	June 19	Wednesdays 8 Weeks	1:30 pm to 4:30 pm	<a href="#">00444118</a>
Basic Writing I	April 25	June 20	Thursdays 8 Weeks	1:30 pm to 4:30 pm	<a href="#">00444119</a>
Basic Writing II	April 17	June 12	Wednesdays 8 Weeks	1:30 pm to 4:30 pm	<a href="#">00444007</a>
Basic Writing II	April 23	June 18	Tuesdays 8 Weeks	1:30 pm to 4:30 pm	<a href="#">00444010</a>

Classes will take place at:

Los Angeles Valley College  
5800 Fulton Avenue  
Van Nuys, CA 91401-4096