

PRE-ELECTRICAL CRAFT HELPER TRAINING

EVENING CLASS

The Department of Water and Power and Los Angeles Trade Technical College are co-sponsoring a semester length class in Pre-Electrical Craft Helper training. (Course ECONMT 101). The class will meet once a week and you can enroll on a Tuesday, Wednesday or Thursday evening depending on location.

Enrollment in this class will be limited to the first 400 students at the Central Location. The enrollment limit in Sun Valley will be 100. The class locations are L.A. DWP facilities and instructors are not available during the day. **Report only when classes are Scheduled.** Enrollment in this course is limited to classroom seating capacity only. **There will not be enrollment for the off-campus classes at the college. You should show up the first day that the class is offered at a particular location regardless of the day you plan to enroll in. All classes for the week are filled on a first come, first served basis and all of the meeting days for a specific location could fill up on the very first day. Once these classes are full, there will not be any further enrollment for the semester.**

This is a basic preparatory course which is designed to help students do well on the Electrical Craft Helper and other civil service examinations. The course surveys electron theory, electrical generation, transmission, distribution, street lighting, overhead and underground construction, basic circuits, transformers, ropes, knots, block and tackle and safety.

The Los Angeles Civil Service Examining Division has made completion of this course one of the requirements for eligibility to take the Electrical Craft Helper Examination. The Department of Water and Power does not require this course as a pre-requisite for employment and successfully completing the course does not guarantee employment, only the ability to take the examination. Attendance requires one evening per week for 16 weeks. Check locations below.

BEGINNING DATES:	Tuesday,	September 1, 2009	Sun Valley Location Only
	Wednesday	September 2, 2009	Central and Sun Valley Location
	Thursday,	September 3, 2009	Central Location Only

TIME: 5:30 – 9:30 (Note: Instructor is not available at class location until class meeting)

LOCATION:	Tuesday, Wednesday or Thursday Instructor: Gary Waid	Power Distribution Center Second Floor Classroom 11760 Truesdale Sun Valley, Ca. 91352 Thomas Guide – Page 502 H-5
	Wednesday or Thursday Instructor: Denny Poplawski	Central District Headquarters 3 rd Floor Conference Room 1350 S. Wall St. Los Angeles, Ca. 90015 Thomas Guide – Page 634 E-6

REGISTRATION: **FEE: \$80.00 You must use a check or money order NO CASH!**
Check must be made payable to Los Angeles Community College

YOU MUST INCLUDE BIRTHDATE AND DRIVERS LICENSE NUMBER ON THE CHECK OR MONEY ORDER OR IT WILL NOT BE ACCEPTED BY THE COLLEGE.

If you have an immigration card please bring a copy of your card (Both Sides) to complete the registration process.

Please refer to the maps on the back of this sheet or check your map guide.

NOTE: Those students under 18 years of age who make application may have the fee waived. We will provide the proper form. Any questions, please contact the Apprentice and Cooperative Education office at L.A. Trade Tech. (213) 763-7153 A second sheet attachment with this bulletin will provide additional information.

ADDITIONAL INFORMATION: You can only enroll in any of these classes in the classroom. The instructor will take your application and enrollment fee and forward it to the college coordinator. ***Do Not go to the classroom before the first week seeking information as the instructors will not be available until the class meeting times. The two locations are secured L.A. DWP facilities. You are only allowed to enter these facilities for the purpose of attending class.***

You do not have to be a high school graduate to take the class.

The class will be one semester in length. The class meets for 16 weeks.

The college plays no part in the city hiring process or the scheduling of Los Angeles City Examinations for employment. For information regarding examinations contact the Los Angeles City Civil Service Examining Division.

You will earn three (4) college units for this course.

The instructor will issue you a completion certificate indicating that you have finished the course with a passing grade of "C" or better. ***This is not a college certificate.*** Please keep track of your certificate, as you can not get a renewal from the college. You should report to class by 5:30 on the first evening. The instructors have been involved in the training of L.A. DWP personnel and have been teaching this class for over twenty five years and will be available for questions during the important first class meeting.

There is no textbook for the course. The instructors will provide materials. You should report to class with a ***LARGE THREE RING BINDER***. There will be a large amount of written materials distributed during the semester. There will be no additional fees for the written materials provided.

The first class is generally used for introduction and registration only. During the first session you will have the opportunity to ask questions about the course and methods used to obtain qualified people in this field. Instruction will start during the second class session.

If you are attending the class on Wall Street on Wednesday or Thursday please review the map closely as you can only enter Wall Street at that point by turning north from 15th street. Turn right into the parking structure and evening class students are only allowed to park on the 4th and 5th levels. DWP Security will ensure that you are parked in the proper area only. There is a raised walkway on the 3rd level which enters the facility. Proceed to the third floor conference room. Instructions and directions will be provided directing you to the instructional area.

Note: Non-Resident or International Student tuition fee's are substantially higher. Please call the Admissions Office at (213) 763-5300 for tuition information.

Please be informed that Los Angeles Trade Technical College is one of nine Los Angeles Community Colleges and is on the same data system. If you have a hold or enrollment difficulties at another college, it must be cleared before you can enroll in this class.

Apprenticeship Office
Los Angeles Trade Technical College

(213) 763-7151



CENTRAL LOCATION – CENTRAL DISTRICT HEADQUARTERS

1350 S. WALL STREET – LOS ANGELES, 90015

3RD FLOOR CONFERENCE ROOM MAP BOOK PAGE 634 H-7

YOU MUST ENTER WALL STREET FROM 15TH STREET. THE PARKING STRUCTURE IS ON THE RIGHT SIDE AS YOU TURN NORTH ONTO WALL ST. ENTER PARKING BUILDING AND PARK ON THE 3RD OR 4TH LEVEL ONLY!! DO NOT PARK ON THE STREET OR IN THE DISTRICT FACILITY. AFTER PARKING WALK ACROSS THE FOOTBRIDGE ON THE 3RD LEVEL. TAKE THE ELEVATOR OR STAIRS TO THE 3RD FLOOR CONFERENCE ROOM.



VALLEY LOCATION – POWER DISTRIBUTION TRAINING CENTER

11760 TRUESDALE, SUN VALLEY 91352

SECOND FLOOR CLASSROOM MAP BOOK PAGE 502-H-5

YOU MUST ENTER FROM GLENOAKS BLVD. THE TRAINING FACILITY IS THE BUILDING ON THE LEFT. PARKING IS IN FRONT OF THE BUILDING ONLY. ENTRANCE AND ACCESS TO SECOND FLOOR CLASSROOM IS ON THE NORTH SIDE OF THE BUILDING. (2ND FLOOR) DO NOT USE THE FRONT ENTRANCE