

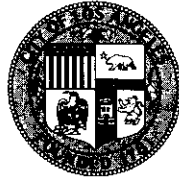
CITY OF LOS ANGELES

CALIFORNIA

CLIFFORD W. GRAVES, FAICP
GENERAL MANAGER

COMMUNITY DEVELOPMENT
DEPARTMENT


215 W. 6TH STREET
LOS ANGELES, CA 90014



JAMES K. HAHN
MAYOR

DATE: **JAN 05 2005**

TO: All WIA Youth Opportunity System Contractors

FROM: Manny Chavez, Acting Director
Workforce Development Division 

SUBJECT: **INFORMATION BULLETIN NO. 05- 26**
**NEW MEDIA UNIVERSITY ACADEMY (NMUA) RECRUITING OLDER YOUTH
FOR COMPUTER TRAINING CLASS BEGINNING JANUARY 18**

The New Media University Academy (NMUA) has been contracted by Community Development Department to provide software training to youth served by the WIA Youth OneSource networks. NMUA benefits OneSource agencies to help meet the contractually required goals for credentialing and job placement of older youth.

Presently, NMUA is in need of referrals of older youth for computer training and job placement.

NMUA is located in the Shrine Auditorium across from USC at 661 W. Jefferson Blvd., Los Angeles, CA 90007. NMUA provides an intensive ten-week program with five instruction hours per day. The program goal is to teach students the necessary academic, technical and social skills to enable them to become gainfully employed and pursue higher education.

At NMUA, the students learn:

- Microsoft Office - Word, Excel, PowerPoint
- Adobe Photoshop
- Adobe Pagemaker
- Basic training in computer hardware
- Hardiness Training - international award winning program that improves academic, professional and personal performances, morale and stamina
- College preparation and counseling
- Career preparation and placement: workshops on resumes, career fairs, job search and job interviews

WIA youth who are 17-21 years old, live in the City of Los Angeles, and have a high school diploma/GED, or will obtain a high school diploma/GED within five months are eligible. All equipment and materials are provided free of charge, including bus passes.

Classes are Monday through Friday, 9A.M.-2:45 P.M. The next class is scheduled to begin January 18. (If insufficient students are available, NMUA will delay the start date).

For more information or to refer youth clients, please call Shahril Abdul-Rani at (213) 743-4750.

LS:de