

# HACIENDA LA PUENTE ADULT EDUCATION



## SUMMER 2021 COURSE CATALOG

MAY 24 - JUNE 24, 2021



(626) 934-2801    [www.hlpae.com](http://www.hlpae.com)    [www.facebook.com/haciendadulteducation](https://www.facebook.com/haciendadulteducation)

**WILLOW CENTER**  
(626) 934-2801  
14101 E. Nelson Ave.,  
La Puente 91746  
M-Th 8:00 A.M. - 7:00 P.M.



**DIBBLE CAMPUS**  
(626) 933-8305  
1600 Pontenova Ave., Hacienda Heights 91745  
M-Th 8:00 A.M. - 7:00 P.M.

**HUDSON CAMPUS**  
(626) 934-6761  
445 N. Glendora Ave., La Puente 91744  
M-Th 8:00 A.M. - 7:00 P.M.



**UNEMPLOYED?**  
**Need to re-train or  
upgrade your skills?**  
**WE CAN HELP!**

**Hacienda La Puente  
Adult Education will  
be offering Hybrid  
and Distance Learning  
Opportunities for  
Summer 2021**

In alignment with the response to COVID-19, our adult education campuses are prepared to offer hybrid learning for essential sectors, and distance learning for all other courses and programs. Adult Education teachers continue to work with students to engage in opportunities in order to maximize the continued education of our students until we are able to return to in-person instruction at our sites. Visit [www.hlpae.com](http://www.hlpae.com) for registration information and for information about the steps we are taking to ensure the safety of our students and staff.

Hacienda La Puente Adult Education  
Hacienda La Puente USD  
15959 E. Gale Avenue  
P.O. Box 60002  
City of Industry, CA 91716-0002  
Non-Profit Org.  
U.S. Postage  
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# BUSINESS CAREERS



REGISTRATION INFORMATION: See back page.

### Basic Microsoft PowerPoint

*Prerequisite: Basic computer skills.* Basic Microsoft PowerPoint is a presentation program designed to introduce those wanting to learn how to create dynamic presentations. This class includes text creation, inserting pictures/clipart, animation, sound, and more. Great for office and home projects.

Cost: \$75  
M - TH 8:00 AM-10:30 AM

### Microsoft Word

*Prerequisite: Basic computer skills.* Review keyboard shortcuts, create documents, format, edit, insert graphics, tables and manage text. Topics introduced the Ribbon interface, working with text, printing, using proofreading tools, creating bullet and numbered lists, tables and forms, and worksheets, entry basic formulas, edit, add styles, charts and formatting.

Cost: \$75  
M - TH 10:30 AM-1:30 PM

### Microsoft Excel

*Prerequisite: Basic computer skills.* This fundamental Excel class is designated for the novice. Review how to create spreadsheets with text and formulas. Class will include basic function commands, formatting, charts and simple calculations.

Cost: \$75  
M - TH 1:30 PM-4:00 PM



### Quickbooks/Accounting Clerk/Bookkeeper

Learn basic accounting concepts on verifying the accuracy of invoices and other accounting documents. Also on how to update and maintain accounting journals, ledgers, records and reports detailing financial business transactions both manually and electronically (QuickBooks). **Cost:** \$75. Principles of Accounting with QuickBooks Pro Advanced Accounting

# HEALTH CAREERS

SCIENCE AND MEDICAL TECHNOLOGY



### Introduction to Dental Assisting/ Dental Assistant Refresher Course

**Receive entry level DA Certificate.**

This course is designed for new, current, or past Dental Assistants who would like to refresh their skills and/or prepare for the upcoming RDA state board exams. This course is also open to students who are new to Dentistry and are interested in the field. We will introduce you to the basic skills needed in the field of Dentistry. Students will learn about a career working as a Dental Assistant and the requirements to enter our Dental Assisting Program in the Fall.

Cost: \$75  
Intro to DA M - TH 8:00 AM-11:30 AM  
DA Refresher Course M - TH 11:30 AM-4:00 PM

### Medical Calculations

Accurate math and dosage play a large role in ensuring that medication errors do not occur. Medication errors affect the health and safety of patients and are of great concern for the medical community. As a health care employee, you must carefully perform math and dosage calculations to prevent these errors. This course teaches you the skills and techniques to calculate the amount of medication that a patient should receive or you should administer. You will also learn to interpret physician's orders, medication records, and drug labels. This is a fundamental level class recommended for LVN, PT, and Pharmacy Tech or any other health career student.

Cost: \$75  
M - TH 3:00 PM-6:00 PM

### Medical Biller and Coder

This INTRODUCTORY course will provide students with the foundational concepts of Medical Billing and Coding, and will place a heavy emphasis on MEDICAL TERMINOLOGY. Students will gain an understanding of basic elements, rules of building and analyzing medical words, and medical associated with the body.

Cost: \$75  
M - TH 8:00 AM-10:00 AM

### C.E.U's for CNA and MA

Classes meet CE requirements for MA and CNA certificate renewal. Approved by the California Dept. of Health Services (CEP #13075) (NAC #6019). Must pre-register at the Willow Registration office during regular weekday business hours. Cost: \$20 per class (includes all practice materials and CE certificate). \*Non-refundable. Limited to 12 students. Course titles to be determined. Please call to inquire.

TH 9:00 AM-1:00 PM  
June 3, June 10, June 17, and June 24

# OLDER ADULT PROGRAMS AT DIBBLE CAMPUS

Register in classroom beginning May 24, 2021.

### Technology / Understanding & Using Computers

This class is designed for the first time computer user, but it is also intended for those whose familiarity with computers is limited and who want a better understanding of the basics. When you complete this class, you will be able to navigate your computer system, be familiar with some of the most popular software, know how and where to find information quickly, and navigate the internet with the utmost confidence. **Class size limited to 16 students per class.**

Introduction M & W 8:30 AM-11:00 AM  
Advanced T & TH 8:30 AM-11:00 AM

# COSMETOLOGIST/ BARBER/ESTHETICIAN



### STATE LICENSED TRAINING PROGRAM!

Redken 5<sup>th</sup> Avenue Premiere School

Our programs provide students with ongoing advanced education leading to opportunities for higher paying jobs. Many of our graduates are working in the best salons, spas, clinics and movie studios.

Enrollees must have at least a 10<sup>th</sup> grade education received from a state-approved and accredited school. All instructors are licensed and credentialed. Learn state-approved procedures in all areas of hair service. Using Redken products, learn hair care, conditioning, hair coloring and bleaching. For perming, chemical relaxing or soft curl perm, you will learn safety and how to work with chemicals. Students will learn haircutting, clipper cutting, skin care, manicure, chemical relaxing, and more.

**Class Registration:** Call the school for schedule. Must attend Appraisal prior to enrollment.

**Cosmetologist Full Time Program is 1600 hours.**

**Barber Full Time Program is 1500 hours.**

**Esthetician Full Time Program is 600 hours.**

**Kits & Uniforms:** Students are expected to purchase their kits and uniforms from HLP AE Cosmetology Department. Students transferring from another school will need to meet with staff regarding kits. For an itemized list of books and equipment, visit [www.hlpae.com](http://www.hlpae.com).

# CULINARY ARTS



### OPEN UP YOUR OWN BUSINESS OR WORK AT A GREAT RESTAURANT!

### Advanced Baking and Pastry

This course is for students who have mastered the basic skills and techniques taught in the culinary program and are ready to learn more advanced skills and techniques as well as continue to hone the fundamental skills of professional Bakers and Pastry Chefs. Focus will be on perfecting previously learned skills and building upon that foundation to create more elaborate desserts, baked goods & pastries. *Prerequisite:* Completion of Culinary Arts Program grade of C or better in Baking & Pastry class.

Cost: \$75  
M - TH 8:00 AM-4:00 PM



# TRADE CAREERS



### Major Appliance Service and Repair

Theory and practical training for job entry including refrigerators, washing machines, dryers, microwave ovens, and stoves. Learn to read wiring diagrams and sequence charts for appliance electrical diagnoses. Practical brazing of compressor. HLPAE has partnerships with Samsung, Best Buy and Whirlpool. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75  
M - TH 8:00 AM-4:00 PM

### Combination Welder

Students with no experience will be given introductory training in one of the following processes: SMAW (stick welding), GMAW (MIG welding), GTAW (TIG or Heli-arc welding), or FCAW (flux core welding). Students with some experience in one or more of these processes may practice at their own pace to improve their skill level. Returning students may continue their current area of practice. This will be a 100% 'hands on' class, with the exception of a two hour introduction to welding safety. Students must provide the following: Welding hood, welding gloves, welding jacket, leather work boots, and safety glasses. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75  
M - TH 8:00 AM-4:00 PM

### Automobile Technician

**HLPAE is a Bureau certified Automotive Maintenance and Repair Training institute. (NATEF Master Certification)**  
This course provides fundamental knowledge in performing General Maintenance, quick service and Heating and Air Conditioning of the Automobile. Other areas of instruction will be the practice of shop safety and care of tools and equipment. Emphasis will be in the use of heating, cooling system and air conditioning recovery and the certification thereof. The instruction will include recycling, use of testing equipment and diagnostic procedures for air conditioning service. Also covered will be the general maintenance and quick service of the automobile which includes tire servicing, shock absorbers and struts, oil changes, batteries and other services that pertain to general services on the automobile. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75  
M - TH 8:00 AM-4:00 PM

### Heating Ventilation and Air Conditioning

Learn entry level HVAC/R, theory and practical training. You will be given classroom instruction as well as hands on practice. Learn how to troubleshoot, repair and install air conditioning equipment. You will learn how to install compressors, condenser motors, blower motors and repair leaks in the air conditioning systems. As this is an intro/fundamentals enrichment class, students will not earn a certificate or earn hours towards completion of the program.

Cost: \$75  
M - TH 5:00 PM-8:30 PM

### Water Treatment & Distribution Test Preparation

Water Technology Program is designed to prepare students who wish to seek entry level employment in the public water supply industry. There is a growing need for certified and trained water technology professionals in the area of Water Treatment and Water Distribution. Water experts project that over the next few years the water industry will see extensive job growth.

Cost: \$75  
M - TH 8:00 AM-11:00 AM

# ACADEMICS



### English as a Second Language

#### FREE ESL CLASSES! LEARN ENGLISH!

**Want to learn English? - Join a FREE class today!** The ESL program is for limited and non-English speakers who are interested in learning how to speak, read and write English. Classes are in all levels of English.

### Inglés Como Segundo Idioma

Este programa esta disponible para estudiantes interesados en aprender a hablar, leer y escribir el idioma inglés. Los estudiantes seran inscritos en uno de siete niveles desde principiante a avanzado segun los resultados del examen.

### 想學英語嗎？來上免費課程！

細節請電：(626) 933-8305

ESL課程是為英語能力有限或英語非母語而想學怎麼說，讀和寫英語的人所設。某一些學校有為上課的學生提供免費的幼兒照顧。課程包括所有級別：基礎識字班，初級低班，初級高班，中級低班，中級高班，進級低班和進級高班。

### ALL ESL LEVELS OFFERED ONLINE: DISTANCE LEARNING

Monday-Thursday	8:30 AM-11:30 AM	
Monday-Thursday	12:15 PM-2:15 PM	
Monday-Thursday	6:00 PM-8:30 PM	
Beginning Low	Intermediate Low	Advanced
Beginning High	Intermediate High	EL Civics

### ESL / Citizenship Preparation

Classes include: U.S. History, Government & Oral/Written Preparation for USCIS test and interview. The Department of Homeland Security does not endorse any products or commercial services mentioned in the brochure.

**(A valid permanent resident card is required at the time of registration.** Registration for Citizenship Preparation class must be done in person. Registering for family members or other students is not permitted. Students will need to take CASAS ESL/Citizenship listening test after registration. The minimum age requirement to enroll is 18.)

### CITIZENSHIP PREPARATION - ONLINE

Monday-Thursday	8:30 AM-11:30 AM
Monday-Thursday	12:15 PM-2:15 PM
Monday-Thursday	6:00 PM-8:30 PM

# ADVANCED PRIVATE SECURITY ACADEMY

### BE READY TO SERVE AND PROTECT!

Security officers are in high demand and the security industry in the State of California is growing at a fast pace leading to job security. These courses are taught by law enforcement officials with extensive knowledge and work experience in the field. The Security Training Academy at Hacienda La Puente is a short term training program designed and focused on preparing the students for a career in law enforcement/security field. This security academy course complies with the Department of Consumer Affairs' skills training for security guards. (Authority site: 7581, Business and professions code, Reference: Sections 7583.6 and 7583.7, Business and Professions code.)

### Advanced Private Security Academy (Option 1 – 120 hours of training)

This three week course includes: Powers to arrest, weapons of mass destruction & terrorism awareness, public relations, communication & it's significance, arrest search & seizure, handcuffing, weaponless defense, straight, side handle, and expandable baton, chemical agents/OC-pepper spray, CPR/First Aide, active shooter, Milo simulator firearms training, legal liability, conflict resolution, observation & documentation, post orders, report writing. The course also covers SB-1626 school police training, including security awareness in education, dynamics of student behavior, disaster and emergencies, educational environment, and roles and responsibilities of a school police officer.

### Security Officer Unarmed-Guard (Option 2 – 88 hours of training)

Includes 40 hours of state mandated training for Guard Card, Baton, School Security SB 1626 and CPR/First Aid.

### Security Guard Basic (Option 3 – 40 hours of training)

Includes 40 hours of state mandated training for Guard Card.

Adult Basic Education (ABE)  
Adult Secondary Education (ASE)  
High School Equivalency (HSE)

### EARN A HIGH SCHOOL DIPLOMA. GET AHEAD!

#### DISTANCE LEARNING - ONLINE

Monday-Thursday	8:30 AM-11:30 AM
Monday-Thursday	3:30 PM-7:00 PM



### EARN YOUR HIGH SCHOOL EQUIVALENCY (HSE) CERTIFICATE

Whether you want to pursue a career or continue your education, earning a high school equivalency (HSE) certificate from the State of California may be an alternative to getting your high school diploma. You now have more options than ever by taking and passing either the GED® or HiSET Exams. In order to help you prepare, we offer test preparation for GED®/HiSET at all three campuses. See classes under the "Adult Basic Education (ABE), Adult Secondary Education (ASE), High School Equivalency (HSE)" heading.

### OFFICIAL HSE TESTING CENTER AT WILLOW ADULT CENTER

HLPAE is an official testing center for HiSET and GED exams. Please contact (626) 934-2801 or (626) 933-8305 for additional information and registration.

TESTING SCHEDULE:	
Tuesday	9:30 AM-3:30 PM
Wednesday	1:00 PM-3:30 PM
Thursday	9:30 AM-3:30 PM





# INNOVATIVE REHABILITATION SERVICES

### Custodial Worker

Prepare for employment in the custodial maintenance field. Become familiar with equipment and chemicals and learn basic skills on the job. Work experience training sites include: restaurants, offices, schools, and motels. Students are paid an hourly rate based on their productivity.

M - F 8:00 AM-12:00 PM & 12:30 PM-3:30 PM Willow

### Food Service Worker

Learn general food and salad bar preparation, busing, dish washing, server skills, and cashiering. Learn bakery techniques used in restaurants, markets, and retail locations. Students are paid an hourly rate based on their productivity.

M - F 6:30 AM-12:30 PM & 1:00 PM-3:00 PM Willow



### Landscape Gardening Worker

Learn landscape and gardening while working at residential and commercial sites. Train for employment in nursery and landscaping while using and maintaining modern equipment and mastering techniques used in the industry. Students are paid an hourly rate based on their productivity.

M - F 8:00 AM-12:00 PM & 12:30 PM-4:30 PM Willow

### Product Assembler

Prepare for employment in the assembly and packaging field. Train in sorting, wiring assembly, and disassembly. Learn to use heat and L-bar sealers, shrink-wrap, blister pack, skin wrap equipment, and document shredding equipment. Provides knowledge, training, and practical experience for students requiring special adaptations to workplace skills to improve product assembly training. Students will become familiar with various warehouse procedures and are paid based on a piece-rate.

M - F 8:00 AM-12 PM & 12:30 PM-4:30 PM Willow  
M - W 9:00 AM-12:30 PM & Th 9:00 AM-10:00 AM  
Delhaven Community Center

## ADULT BASIC EDUCATION

### Adult Basic Education: Life Skills & Workplace Skills Training

Learn educational foundation to manage personal care and hygiene as well provide an educational foundation, basic functional academic, and skills to participate in the workforce.

Sat 8:00 AM-11:30 AM Delhaven Community Center

# GENERAL INFORMATION

### School Calendar

Summer Classes Begin .....May 24, 2021  
Memorial Day Holiday .....May 31, 2021  
Summer Classes End .....June 24, 2021

### Board of Education

President.....Jeffrey De La Torre  
Vice President ..... Dr. Joseph K. Chang  
Clerk.....Christine H. Salazar  
Member..... Anthony Duarte  
Member..... Stephanie Serrano  
Superintendent ..... Dr. Alfonso Jimenez

### Administration - Adult Education

Executive Director..... Dr. Gregory Buckner  
Director, Career and Technology Education..... Micah Goins  
Director, Academics & Community Education.... Elbia Sarabia  
Assistant Director, Academics & Community Education..... Theresa Petersen  
Program Administrator, Health Careers..... Valerie Clifford  
Program Administrator, Innovative Rehabilitation Services ..... Magy Gharghoury  
Program Administrator, Workforce ..... Jorge Seccia  
Administrator of Counseling Services ..... Crystal Ontiveros  
Administrator of Counseling Services ..... Maria Tellez  
Administrator of Counseling Services ..... Rosie Sandoval  
Administrator of Counseling Services ..... George Stransky

# HOW TO REGISTER FOR:

### Career Technical Education

1. Complete Online Interest form at [www.hlpae.com](http://www.hlpae.com) under CTE/Vocational Programs.
2. Attend an online orientation.
3. After orientation you will be given instruction on next steps.

### ESL and Citizenship / High School Diploma/High School Equivalency ONLINE REGISTRATION ONLY

1. Go to [www.hlpae.com/registration](http://www.hlpae.com/registration).
2. Make an appointment to take an assessment test. (*Plan to stay approximately 1-2 hours.*) Citizenship: please bring Permanent Resident Card.
3. After testing, you will be registered in an available class.

**High School Diploma students ONLY:** Obtain official sealed transcript from your last school of attendance.

SITE	Career Technical Education Programs ESL / Citizenship High School Diploma or High School Equivalency
<b>WILLOW CENTER Room #118</b> <b>14101 E. Nelson Ave., La Puente</b> (626) 934-2801 or (626) 934-2980	Online registration only. <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>
<b>HUDSON CAMPUS Room #8</b> <b>445 N. Glendora Ave., La Puente</b> (626) 934-6774 or (626) 934-6761	Online registration only. <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>
<b>DIBBLE CAMPUS Room K-1</b> <b>1600 Pontenova Ave., Hacienda Heights</b> (626) 933-8330 or (626) 933-8305	Online registration only. <a href="http://www.hlpae.com/registration">www.hlpae.com/registration</a>

### POLICIES AND PROCEDURES:

- You must be 18 years of age or older to enroll in any program.

# FINANCIAL AID AND GENERAL INFORMATION

### Mission Statement

Hacienda La Puente Adult Education provides a comprehensive educational and career training program that helps a diverse population achieve their goals.

### Financial Aid Office M-Th 9 A.M. - 3:30 P.M.

In order to be eligible to receive federal student aid for the 2020-21 summer session, only classes that are Title IV approved are eligible for financial aid. NO SPECIALTY CLASSES are eligible. Currently only Computer Repair, Combination Welding, and the Cosmetology/Esthetician/Barber programs for new enrollees, and continuing students who started on/or after January 4, 2021, may qualify for additional funding (900 clock hours max.) for the summer session. To be eligible for funding for the summer session, please fill out the 2020-21 Federal Application for Federal Student Aid ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Do not forget to use our School Pell Code (012522) when you apply. If you are a continuing Cosmetology/Esthetician/ or Barber student please go to the financial aid office to find out if you qualify for additional financial aid.

If you are planning to start school this Fall semester (August 2021) you will need to fill out the 2021-22 [Free Application for Federal Student Aid](#) ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). Please apply as early as possible and do not forget to add our school Pell Code (012522) when submitting your application. Allow a minimum of 3-5 days for your school to receive your electronic Student Aid Report (eSar) after you have submitted your FAFSA online.

In order to process your financial aid you will need to bring in the following documents to the financial aid office:

- Valid California Driver's License or Identification
- Social Security Card
- High School Diploma or State recognized equivalent i.e. (GED, HiSET, or TASC) Original documents needed. If submitting High School Transcripts they must be sealed. Foreign High School Diplomas need to be translated and notarized. Please call the financial aid office for a list of approved agencies.

**Note:** a student defined as Dependent on the FAFSA will need to provide parent income information and a parent signature to determine a student's eligibility when first applying.

If you have questions please call the financial aid office at (626) 934-2850.

### Attendance

In order for an adult education class to remain open, sufficient regular student attendance in class is required. Classes with low enrollment will be canceled. Regular attendance is required for students to complete the program.

### Parking

On campus parking is available at most locations. Handicapped parking is available. **Students park at their own risk.**

### Fees

**Fees must be paid when registering** and vary by the class. ATM/debit, credit cards, and money orders are also accepted. Make money orders payable to "Hacienda La Puente Adult Education." Personal checks are not accepted. All fees must be paid prior to attending class. We do not accept Discover card or American Express. For specific program fees or for a complete itemized list of costs see the listing in the brochure, visit [www.hlpae.com](http://www.hlpae.com). ***\$18 insurance may be applied to certain classes. See front office for details.***

### Refund Policy

*Hacienda La Puente Adult Education follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Council on Occupational Education.* Refunds are given if the class is canceled. If the student requests a refund, it must be **prior to the second class meeting**, whether attended or not. Student initiated refunds will be reduced by a 15 percent service charge. To receive a refund, students request a refund form from the WILLOW CENTER Main Office. Once the form is completed by the student and an explanation is provided, it must be approved by the Director. Once approved, the refund request form is sent to the Hacienda La Puente Unified District Office where the refund is processed. The refund check is then mailed to the student. The process may take up to six weeks. **No refunds will be given for missed classes, insurance fee, books, materials fee, equipment or cosmetology kits.**

### Student Services

Hacienda La Puente Adult Education offers ability and aptitude assessment screening, career guidance counseling, job placement, and student financial aid services. The school works in close association with the State of California Employment Development Department (EDD). Special support is provided for clients referred from the State Department of Rehabilitation and the County Department of Public Social Services.

### Services to Businesses

Businesses may contract with Hacienda La Puente Adult Education to provide customized computer training and retraining for their employees, English Language Work Place Literacy training and services in support of business operation. For more information, you may call (626) 934-2801.

### About this Catalog

The information printed in this Catalog of Classes regarding fees, classes, times, and locations is as up-to-date as possible at the time of printing.

### Internet Web Site

Please visit **[www.hlpae.com](http://www.hlpae.com)** for additional information not contained in this brochure on:

1. The complete academic school calendar
2. Further information regarding additional programs and courses
3. Complete tuition, fees and other program costs and supplies
4. List of faculty and educational backgrounds
5. Other institutional facilities readily available
6. Opportunities and requirements for financial aid
7. Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment.