

HACIENDA LA PUENTE

ADULT EDUCATION
LEARNING UNLIMITED

SPRING 2020 Catalog of Classes



SATURDAY CLASSES NOW OFFERED See page 3 for more information

GET YOUR HIGH SCHOOL EQUIVALENCY TESTING FOR FREE See page 12 for more information

BECOME AN AUTOMOTIVE TECHNICIAN See page 27 for more information

Student Spotlight



Rose Dropulic currently attends the HLP AE Culinary Program. As a life-long resident of the San Gabriel Valley, Rose has always been diligent and ambitious, a person who turns her challenges into opportunities. Although Rose is deaf, she has never allowed her inability to hear stop her from accomplishing her goals. For as long as she can remember, Rose has wanted to work in the culinary industry. She fell in love with cooking when she worked as a dishwasher at Disneyland Flo's V8 restaurant, where she became fascinated with the chefs as they prepared classic American cuisine.

Rose's desire to become a chef led her to enroll at HLP AE, where she started in the HIL program, which offers customized instruction for adult students who are deaf and hard of hearing. With financial support from the Department of Rehabilitation, her HIL program instructor, and assistive technology, Rose was able to complete the program and significantly improve her academic ability in reading, vocabulary, and math.

In August of 2019, with this strong academic foundation, Rose was ready to take the next step towards her career

goal, so she enrolled in HLP AE's culinary program. With the support of interpreters provided by the Department of Rehabilitation and HLP AE, Rose has attended culinary classes for nearly three months. She is making excellent progress, learning, and applying new professional cooking skills in the kitchen every day. Reflecting on her experience at HLP AE, Rose credits her instructors with much of her success, "*Chef Farage and Chef Garcia are great teachers! They are so friendly, very helpful, and keep me engaged at all times!*" She adds that her teachers have very high expectations and really care about their students.

Rose also says she is especially excited to possess the knowledge and skills that enable her to prepare delicious meals for her family and friends. As she works towards completing her program and earning her culinary certification, Rose is closer to her dream of working as a cook or candy maker at the "Happiest Place on Earth." Equipped with previous work experience, academic skills, and a vocational certification in Culinary Arts, Rose plans to apply again to Disneyland after she graduates. With her winning attitude, strong work ethic, and professional skills, we know Rose's inspiring journey will help others and that she will be successful, wherever life takes her!



ONE SCHOOL, THREE CAMPUSES, OVER 100 PROGRAMS & PATHWAYS

SATURDAY CLASSES

Makeup Artist

See page 19

60840.014	Beginner	Sat	8 AM - 12 PM	R. Lopez-Nunez
60850.014	Advanced	Sat	8 AM - 12 PM	R. Lopez-Nunez

ESL Classes at Willow Center

See page 9

Saturdays	8:30 AM - 11:45 AM	
31101.014	Beginning Literacy/Beginning Low	Willow, 17
32112.014	Beginning High/Intermediate Low	Willow, 18
33022.014	Intermediate High/Advanced	Willow, 19

Citizenship Preparation

See page 10

40000.014	Saturday	8:30 AM - 11:45 AM	Willow, 23
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English Language Arts

See page 10

10100.014	Saturday	8:30 AM - 11:45 AM	Willow, 21
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Test Preparation Classes HiSET/GED®

See page 13

27000.014	Saturday	8:30 AM - 11:45 AM	Willow, 21
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High School Diploma Lab

See page 14

21000.014	Saturday	8:30 AM - 11:45 AM	Willow, 21
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Breads, Cookies, and Pies

See page 33

85120.013	Saturday	8 AM - 12 PM	Willow, 16
02/08/20 - 02/29/20			

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Services to Students & Businesses / General Information ...

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Campus/Class Locations Map



Hacienda La Puente Unified School District

15959 E. Gale Ave. City of Industry, CA 91745
(626) 933-1000
www.hlp schools.org

Board of Education

Martin G. Medrano, President
Anthony Duarte, Vice President
Dr. Joseph K. Chang, Clerk
Gino Kwok, Esq., Member
Jeffrey De La Torre, Member

District Administration

Cynthia Parulan Colfer, Superintendent
Annie Bui, Interim Superintendent
Vacant, Associate Superintendent, Business Services
Dr. Judy A. Fancher, Assistant Superintendent, Curriculum,
Assessment & Instruction, PreK-12
Jill Rojas, Assistant Superintendent, Human Resources



Hacienda La Puente Adult Education

Willow Center
14101 E. Nelson Ave. La Puente, CA. 91746
(626) 934-2801

Dibble Campus
1600 Pontenova Ave. Hacienda Heights, CA. 91745
(626) 933-8305

Hudson Adult Learning Center
445 N. Glendora Ave. La Puente, CA. 91744
(626) 934-6761
www.hlpae.com

Adult Education Administration

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

About Hacienda La Puente Adult Education

Hacienda La Puente Adult Education (HLP AE) is a secondary and post-secondary institution offering entry-level and advanced courses in technology, health, business, trades and service careers. HLP AE also offers English as a Second Language, basic academic skills, preparation for High School Equivalency, high school diploma, parent education and citizenship classes. HLP AE is accredited by the Council on Occupational Education (COE) for post secondary training and by the Western Association of Schools and Colleges (WASC) for secondary academic programs. HLP AE also receives other State and National accreditations for individual programs.

HLP AE provides job training for adults with disabilities, a variety of courses for older adults, parenting classes, and a broad selection of special-interest courses. HLP AE offers extensive customized training programs and services for businesses and State and County agencies.

Council on Occupational Education (COE) 800-917-2081
7840 Roswell Rd., Building 300, Suite 325, Atlanta, Georgia 30350
https://council.org/



Accredited by
the Council on
Occupational
Education (COE)



Accredited by the
Western Association of
Schools and Colleges



Approved
Courseware for
MOS



The Computing
Technology
Industry
Association

Mission Statement

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

Student Services

Hacienda La Puente Adult Education offers ability and aptitude assessment screening, career guidance counseling, job placement support, 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.

School Calendar

Spring Classes Begin..... January 6, 2020
Martin Luther King Jr..... January 20, 2020
Lincoln's Birthday February 10, 2020
Washington's Birthday..... February 17, 2020
ESL Ceremony..... May 13, 2020
HS Graduation and CTE Awards Ceremony May 14, 2020
Memorial Day May 25, 2020
Summer Term Begins..... May 26, 2020

How to Read the Schedule

63301.013 - Course Number
T/Th - Day(s) Class Offered
5:00 - 9:00 PM - Times Class Offered
Willow, 100 - Location Class Held, Room Number
(see addresses on page 39)
R. Sibaja - Instructor



Admission Requirements & Procedures:

Career Technical Education

1. Go to the Willow Center during the dates and times listed below.
2. Attend an orientation and assessment (Plan to stay approximately 2 to 3 hours).*
3. After orientation and assessment, you will be given instruction on next steps.

HLPAE/AJCC Orientation every Tuesday at 9 am.

***Psychiatric Technician, and LVN students** must complete the TABE assessment.
Call (626) 934-2801 for dates and information or see page 23.

ESL and Citizenship Classes and High School Diploma / High School Equivalency

1. Go to the campus of your choice during the dates and times listed below.
2. 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 HSD/HSE
WILLOW CENTER Room #119 14101 E. Nelson Ave., La Puente (626) 934-2801	Monday-Thursday 9:00 AM	Monday/Wednesday 8:30-11:00 AM Room #20
	Monday -Thursday 5:00 PM	Monday/Wednesday 5:30-7:00 PM Room #20
HUDSON CAMPUS Room #8 445 N. Glendora Ave., La Puente (626) 934-6774 or (626) 934-6761		Tuesday/Thursday 8:30-11:00 AM
		Tuesday/Thursday 5:30-7:00 PM
DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305		Monday-Thursday 8:30-11:00 AM
		Monday-Thursday 5:30-7:00 PM

Please note: Registration times may change without notice, please call any of the campuses above for current testing schedule.

Assessment Policies and Procedures:

- Students must go to the testing rooms specified above during scheduled times.
- Due to limited capacity in assessment rooms, arrive early to ensure your space.**
- Students who do not meet the basic skill level requirement for the CTE Program will be referred to student services.
- Childcare is not available during testing.
- Test time subject to change without notice.
- No cell phones or electronic devices allowed in testing area.**

Enrollment

Enrollment is open to adults 18 and older.

Classes begin **January 6, 2020.**

See above for registration requirements and procedures.

Rehabilitation clients register at the Innovative Rehabilitation Services Office located on the Willow Center, 14101 E. Nelson Ave., La Puente, CA 91746. Call (626) 934-2920 for more information.

Attendance

In order for an adult education class to remain open, sufficient regular student attendance in class is required. Classes with low enrollment and with less than 17 students on average daily attendance is subject to cancellation. Regular attendance is required for students to complete the program.

Accident Insurance

Student Accident Insurance is a requirement for all students enrolled in career courses containing a clinical component and other programs with a safety requirement. Fee must be paid each year of enrollment. (July to June)

Parking

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

Baby-Sitting

Free baby-sitting is offered at selected adult education sites while parents attend adult school classes at the site. There are no income requirements. Children must be 3-5 years old and toilet trained. If you need baby-sitting while attending class, check with the office at your adult school campus. (626) 934-2958



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Child Development Program

Income eligible adult education students with children ages 12 months to 5 years old may be eligible for free or reduced child care from 6:30 am to 6 pm. Admission is based on family income, family size, and available space.

For more information, call (626) 933-7106 or apply in person at Amar Children's Center (1000 California Avenue, La Puente).

Counseling

The Hacienda La Puente Adult Education counseling staff provides a variety of support services for students and the campus community including educational planning, career counseling, transfer counseling, scholarships, financial aid and personal counseling to help students establish, pursue and attain their educational and career goals.

Students should make an appointment in advance of registration to meet with a counselor. Please contact our counselors at the following locations:

Career Technical Education and LVN Associates Degree Program Counseling, call (626) 934-2801.

Academic programs including Diploma & High School Equivalency, call (626) 933-8305.

Fees

Tuition fees must be paid when registering. ATM/debit, credit cards, and money orders are accepted. Make money orders payable to "Hacienda La Puente Adult Education." Other classes, like fee-based require cash only. **Personal checks are not accepted. All fees must be paid prior to attending class. HLP AE does not accept Discover card or American Express.**

No fees of any kind may be collected from students for participating in the Workforce Innovation and Opportunity Act (WIOA) Title II (Public Law 113-128) in the following AEFLA Programs: ESL, Citizenship Preparation, USCIS Application Preparation, ABE, High School Equivalency Preparation, High School Diploma Program, Foreign Language Classes, Parenting Classes and Distance Learning Programs (pages 9-14).

For specific program fees or for a complete itemized list of costs see the listing in the brochure or visit www.hlpae.com.

Identification Cards

Students ID cards are available in the Main Office at the Willow Center. Current registration form is required. Must show proof of registration and attendance. (\$6 ID fee) Fee Based classes do not qualify for a student ID.

Refund Policy

HLP AE follows a fair and equitable refund policy for the refund of fees and other institutional charges as adopted by the Commission 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/barbering kits.

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from HLP AE, a determination of the earned and unearned portion of Title IV aid will be determined. The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system. See the Financial Aid section on page 7 for further information or visit www.hlpae.com.

Fee-Based/Continuing Education Unit Classes Class Refund Policy

Make your decisions carefully, refunds will be given only if:

- a class is filled prior to receiving registration
- a class is canceled by the school

Allow 4-6 weeks for processing refund.

1. Refunds for Classes Canceled by the Institution

- a. If tuition and fees are collected in advance of the start date of a program and the institution cancels the class, the institution refunds 100% of the tuition and fees collected.
- b. The institution makes these refunds within 45 days of the planned start date.

2. Refunds for Students Who Withdraw On or Before the First Day of Class

- a. If tuition and fees are collected in advance of the start date of classes and the student does not begin classes or withdraws on the first day of classes, the institution retains no more than \$100 of the tuition and fees.
- b. Appropriate refunds for a student who does not begin classes are made within 45 days of the class start date.

3. Refunds for Students Enrolled Prior to Visiting the Institution

Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly-scheduled orientation or following a tour of the facilities and inspection of the equipment.

Transfer of Credit Policy

HLP AE clearly defines and publishes a policy on the transfer of students between programs within the institution and the transfer of students from other institutions. The HLP AE Transfer Policy is published in the school brochure, Student Handbook and on the website.

Transferring Within HLP AE Programs

The Hacienda La Puente Adult Education's policy on the transfer of students between programs within the institution is that at the time of registration, students must meet the requirements of the program in which they are enrolling (to include testing, pre-requisites, physical requirements etc.).

Student transfers within HLP AE must be approved by the instructor of the program to which they are transferring and by administration. If the student is receiving assistance from an agency, the student may need to get permission from that agency. Once approved, counseling staff completes a new registration form to be processed by the attendance office. The student must provide a copy of the completed form to the new instructor prior to entering the program. Eligible students are permitted one program transfer per quarter.

Transfer of Credit Earned at Another Institution

Students who transfer from other institutions are evaluated to meet the requirements of the program and receive approval from the Executive Director of the Adult School or the Career and Technical Education Director. Any new student enrolling in a HLP AE CTE program and wishing to transfer credits for courses completed at a different school must show proof of:

- The course was taken at an accredited school
- The student received a "C" grade or higher
- The course is approved or meets state licensure requirements if applicable
- Total credits given are not to exceed 500 hours or 70% of the total hours required for graduation.
- Individual HLP AE CTE programs may add additional requirements before granting the credit.

See HLP AE.com for Faculty Information & Grading Policy.

Federal Student Aid Available

Federal Pell Grants available to eligible students.

If you are interested in Financial Aid please fill out the 2019-20 FAFSA at www.fafsa.ed.gov and use our school code: 012522

Minimum requirements:

- Meet U.S. citizenship or eligible non-citizenship requirements. (Note: Deferred Action recipients are not eligible for Federal Student Aid.)
- Student must possess a High School Diploma or State issued High School Equivalency Certificate from a Regional Accredited Institution (<http://ope.ed.gov/accreditation/>). Examples are: GED®, HiSET, TASC. (Foreign High School Diploma must be translated and is the responsibility of the student.) See www.aerc-eval.com
- Plan to enroll in any one of our Title IV Approved Vocational Programs. (*See list below)
- Demonstrate a need.
- Selective Service Requirement: Men between ages 18-25 are required to register (www.sss.gov).

Financial Aid applications take time to process so begin early. **To get started apply online by visiting the Federal Student Aid website: www.fafsa.ed.gov. Once you have applied you will need to call the financial aid office at (626) 934-2850 to turn in additional documents needed to determine Financial Aid eligibility.**

Return of Title IV Funds (R2T4) Policy

When a student withdraws or is dismissed from Hacienda La Puente Adult Education, a determination of the earned and unearned portion of Title IV aid will be determined. The date of withdrawal or last date attended will be used according to attendance records generated by the school's attendance system.

***The following programs are eligible for Financial Aid Benefits (PELL Grant) for students who qualify:**

- Administrative Assistant
- Automotive Technician
- Barber ++
- Child Development (Note: Programs & Principles / Human Growth)
- Combination Welder
- Computer Repair & Networking
- Cosmetology
- Culinary Arts
- Dental Assistant
- Esthetician
- General Office Clerk
- Major Appliance Repair
- Medical Assistant
- Licensed Vocational Nursing (LVN)
- Pharmacy Technician
- Psychiatric Technician (PT)

Plan ahead for SPRING 2020!

Apply early to secure your Financial Aid & enrollment!

Steps for Registering:

1. Apply on line by filling out the Free Application for Federal Student Aid (FAFSA). Go to www.fafsa.ed.gov
2. Allow a minimum of 3 days for the eSAR (Electronic Student Aid Report) to be received by the financial aid office.
3. The following items and printouts will be needed to schedule an appointment once a student's FAFSA is processed.
 - a. Valid CA Identification or Driver's License
 - b. Social Security Card
 - c. Official sealed H.S. Transcript, diploma or State issued High School Equivalency Certificate (HSE)
 - d. Printout of your 2019-20 eSAR (Electronic Student Aid Report). To obtain printout go to www.fasfa.ed.gov
 - e. Printout of Pell LEU (Lifetime Eligibility Used). To obtain your Pell LEU go to (www.NSLDS.ed.gov).
 - f. Bring items (A through E) to the financial aid office.
 - g. An appointment will be made for you. Space is limited!

(Please remember that those who receive a Pell Grant may still have to pay a portion of the cost upon registration.)

***Please bring all documents to the Workforce Office.**

Free Training Benefits

- Are you between the ages of 18-24 years old with need of training?
- Are you unemployed?
- Are you low income?
- Is your present company going out of business?
- Are you a veteran?
- Do you need job counseling?
- Do you currently receive EDD benefits of any kind?
- Have you exhausted your unemployment benefits?
- Are you a foster child?
- Are you working with the Department of Rehabilitation or Social Services?
- Do you need re-training to enter a new profession?
- I-train referrals website: <https://wioa.i-train.org>

If you answered "Yes" to any of these questions then you may be eligible for Free Training Benefits.

**Call the Workforce Development Center immediately!
(626) 934-2850**

APPROVED COURSES AVAILABLE FOR VETERAN'S BENEFITS

Go to www.gibill.va.gov to complete the necessary paperwork with the Veteran's Administration and see the approved training courses by the California State Approving Agency for Veterans Education.

VA Certified Official Martin Barragan (626) 934-2866



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Steps to Success

NEW STUDENT ENROLLMENT PROCESS

Career Training Programs



Visit Willow Center

Register for Information Session

Monday - Thursday 9 AM

Monday - Thursday 5 PM



Attend Orientation Session



Take Assessment Test



Register for Classes

High School Diploma/ High School Equivalency



Visit any campus for Information Session

Willow:

Monday/Wednesday 8:30 AM-11 AM

Monday/Wednesday 5:30 PM-7 PM

Hudson:

Tuesday/Thursday 8:30 AM-11 AM

Tuesday/Thursday 5:30 PM-7 PM

Dibble:

Monday-Thursday
8:30 AM-11 AM, 5:30 PM-7 PM



Take Assessment Test



Bring Sealed Official Transcript

from last school attended

and make appointment
to meet with counselor



Register for Classes

REQUIREMENTS

Students applying for Psychiatric Technician, LVN programs must complete the TABE Assessment.

TABE Assessment

Students must PRE-Register for testing dates in person in the front office due to the limited space available per testing date. No same day registration. No cell phones or electronic devices allowed.

Testing Fee: \$45 non-refundable

Re-Testing Fee per Section Missed: \$15 for 1 section missed and \$45 for 2 or more sections missed (must re take entire test).

Testing Dates / Deadline:
Please call for more information.

Information Session:

Enroll in-person for an orientation session.

Orientation Session:

Students interested in CTE programs should plan to stay 2-3 hours.

Assessment Test:

ESL/Citizenship classes should plan to stay 1-2 hours.

English as a Second Language / Citizenship Classes



Citizenship Classes Only

Bring Permanent Resident Card



Visit any campus for Information Session

Willow:

Monday/Wednesday 8:30 AM-11 AM

Monday/Wednesday 5:30 PM-7 PM

Hudson:

Tuesday/Thursday 8:30 AM-11 AM

Tuesday/Thursday 5:30 PM-7 PM

Dibble:

Monday-Thursday

8:30 AM-11 AM, 5:30 PM-7 PM

Take Assessment Test



Register for Classes



Free ESL classes at HLP AE!

English as a Second Language

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 & write English. Classes in all levels of English. **Baby-sitting available at some sites.**

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 seis niveles desde principiante a avanzado segun los resultados del examen. **¡Cuidado de niños disponible en algunas locaciones!**

想學英語嗎？來上免費課程！

細節請電：(626) 933-8330

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。

Vocational ESL (VESL)

FREE!

VESL is for students whose primary language is something other than English and whose goal is to find a job or career advancement. VESL is also for students interested in enrolling in one of HLP AE's career technical education programs (CTE). Students who complete the VESL program will improve English language skills and acquire the skills necessary to obtain employment in their chosen career.

Prerequisite: Must be concurrently enrolled in a CTE program and take CASAS test (math & reading).

30300.012 / 30300.013

M - Th
Friday

1:00 - 4:30 PM
12:00 - 2:00 PM

Willow, 21
Willow, 21

ESL Classes at Dibble Campus

FREE!

M - Th	8:30 - 11:45 AM	
30000.021	Beginning Literacy	D1
31100.021	Beginning Low	D2
31200.021	Beginning High	D3
32100.021	Intermediate Low	D4
33022.021	Intermediate High/Advanced	C4
31030.021	ESL/ABE Language Arts (236+)	C3
M - Th	12:15 - 2:15 PM	
31201.022	Beginning Literacy/Beginning Low/Beginning High	D1
33023.022	Intermediate Low/Intermediate High/Advanced	C4
31030.022	ESL/ABE Language Arts (236+)	C3
M - Th	6:00 - 8:30 PM	
31101.023	Beginning Literacy/Beginning Low	D1
32112.023	Beginning High/Intermediate Low	D4
33022.023	Intermediate High/Advanced	C4
31030.023	ESL/ABE Language Arts (236+)	C3
Tuesday	12:15 - 2:45 PM	
30250.022	ESL Pronunciation	D2
Wednesday	12:15 - 2:45 PM	
30270.022	ESL Listening & Speaking	D4
Thursday	12:15 - 2:45 PM	
30260.022	ESL Conversation	D2

ESL Classes at Hudson Adult Learning Center

FREE!

M - Th	8:30 - 11:45 AM	
31201.031	Beginning Literacy/Beginning Low/Beginning High	9
33023.031	Intermediate Low/Intermediate High/Advanced	6
M - Th	6 - 8:30 PM	
31201.033	Beginning Literacy/Beginning Low/Beginning High	7
33023.033	Intermediate Low/Intermediate High/Advanced	6

ESL Classes at Willow Center

FREE!

M - Th	8:30 - 11:45 AM	
31201.011	Beginning Literacy/Beginning Low/Beginning High	17
33023.011	Intermediate Low/Intermediate High/Advanced	19
M - Th	6 - 8:30 PM	
31201.013	Beginning Literacy/Beginning Low/Beginning High	17
33023.013	Intermediate Low/Intermediate High/Advanced	19
Saturdays	8:30 - 11:45 AM	
31101.014	Beginning Literacy/Beginning Low	17
32112.014	Beginning High/Intermediate Low	18
33022.014	Intermediate High/Advanced	19

ESL Classes at Outreach Locations

ESL classes are offered at some K-8th schools. Please contact Dibble Adult School office for more information (626) 933-8305.

FREE!

30299.531	Del Valle	M & W	8:30 - 10:30 AM
30299.611	Sparks ES	Th	8:30 - 10:30 AM
30299.501	Baldwin	T & F	8:30 - 10:30 AM

See page 5 for registration schedule.



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Become a US citizen!

Citizenship

Citizenship Preparation

FREE!

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.)

40000.021 / 41000.021		
M - Th	8:30 AM - 11:45 AM	Dibble, C2
40000.022 / 41000.022		
M - Th	12:15 PM - 2:15 PM	Dibble, C2
40000.023 / 41000.023		
M - Th	6:00 PM - 8:30 PM	Dibble, B2
40000.014		
Saturday	8:30 AM - 11:45 AM	Willow, 23

Citizenship Preparation/ USCIS Application Preparation

FREE!

A one-night class to prepare step-by-step on how to fill out the N-400 Naturalization application.

49000.123	01/08/20, 02/12/20, 03/11/20, 04/15/20, 05/06/20	
W	6:00 PM - 8:30 PM	Dibble, C2

Adult Basic Education (ABE)

Adult Basic Education (Pre-HSE/High School Diploma)

Basic Education is offered to prepare students for GED® or HiSET Tests or entering the high school diploma program based on assessment results.

See page 5 for registration schedule.

English Language Arts

(Beginning, Intermediate, Advanced levels)

FREE!

- Basic Reading
- Basic Writing
- Basic Language Arts Mathematics
- Basic Math (Beginning, Intermediate, Advanced levels)
- Pre Algebra A & B

Willow Center

10100.011	M-Th	8:30 AM - 11:45 AM	Willow, 21
10100.014	Saturday	8:30 AM - 11:45 AM	Willow, 21

Hudson Adult Learning Center

10100.031	M-Th	8:30 AM - 11:45 AM	Hudson, 1
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Dibble Campus

10100.021	M-Th	8:30 AM - 11:45 AM	Dibble, E4
10100.023	M-Th	3:30 PM - 7:00 PM	Dibble, E4
10130.021	F (English Language Arts)	8:30 AM - 11:00 AM	Dibble, E5

Vocational ABE (VABE)

FREE!

VABE is for students whose goal is to find a job or career advancement. VABE is also for students interested in enrolling in one of HLPAE's career technical education programs (CTE) and could benefit from additional support with basic academic skills. Students who complete the VABE program will improve their reading, writing, and math skills. Students will also acquire skills necessary to successfully complete their CTE programs and obtain employment in their chosen career.

Prerequisite: Must be concurrently enrolled in a CTE program and take CASAS test (math & reading).

30300.012 / 30300.013			
	M - Th	1:00 - 4:30 PM	Willow, 21
	Friday	12:00 - 2:00 PM	Willow, 21



Effective Parenting Techniques

Registration begins December 9, 2019

Effective Parenting Techniques Classes:

Classes at Dibble Campus:

Register at the Dibble Main Office. Call: (626) 933-8305

Parenting the Adolescent Ages 5-17

75000.023 Tuesdays 6:00 PM - 8:30 PM Room D3
A certificate of completion may be requested after the student attends a minimum of 10 FULL class sessions which equals to 25 hours of attendance.

Effective Parenting Techniques/ Parenting the Preschooler (Distance Learning Backpacks):

How to Register

1. Parents/Guardians must bring proof of child's current immunizations: Polio, DTP or DT, MMR, Hib, Hepatitis B and Varicella
2. Adult participant and child must have tuberculosis clearance within one year.

Classes at Dibble Campus:

Register at the Dibble Main Office. Classes are FREE. Space is limited.

Parenting the Preschooler Ages 2-5

71000.021 Mondays 9:00 AM - 12:00 PM
Wednesdays 10:45 AM - 1:45 PM Room K-2

These classes are designed for parents, grandparents, or guardians to participate with their child.

FREE!

NEW!

FREE Effective Parenting Techniques Workshops. Now also available online.

The following topics may be featured:

- Building self esteem and fostering your child's strengths
- How to be involved in your child's school
- Setting limits and teaching children independence
- What is higher education?
- What parents should know about BULLYING
- What to do when your child is struggling socially/academically
- How to prepare for a Parent Conference
- Communication with your child
- Internet safety
- Study skills for home, how to promote learning in the home
- Surviving the adolescent years
- What you should know about nutrition and your child
- Time management

Limited scheduled in-person workshops or at your own pace online. Call (626) 933-8305 for more information.



Distance Learning Programs

These classes are designed for students who cannot attend classes on a daily basis. Students attend school once a week for approximately 20 minutes to review and check out materials from the instructor. Lessons are on DVD, and worksheets. Students learn at their own pace. A valid permanent resident card is required at time of registration for Citizenship class.

FREE!

Programas de Aprendizaje en su Casa

Estas clases están diseñadas para estudiantes quienes no pueden asistir a clases diariamente. Los estudiantes asisten a la escuela una vez a la semana por aproximadamente 20 minutos para revisar y recoger mas material del instructor. Las lecciones estan en DVD, y hojas de trabajo. Los estudiantes aprenden a su propio ritmo. Se requiere una tarjeta de residencia permanente valida al momento de inscripción para las clases de ciudadanía.

GRATIS!

長距離學習計劃 長距離學習計劃是幫助無法來學校上課的學生

你可以在家，工作，或在您的汽車中學習 不會因為旅行或是尋找保母或是工作檔期而無法學習 提高您的技能，所以您可以幫助您的孩子在學業上獲得成功。更新技能，找到一份工作或升職！ 公民身份登記時需要有效的永久居民卡。

自由

53000.123	ESL
54000.023	Citizenship
51000.023	ABE
52000.023	HSE Prep
	Wednesday 5:30 PM - 8:30 PM Dibble, C1

See page 5 for registration schedule.

Take the



HiSET[®]

for Free!*

*** Take a CASAS
Pre-Test**

*** Enroll in a High School
Equivalency Prep Class**
(See next page for schedule)

*** Have 40+ hours in class**

*** Take a CASAS Post-Test**

*** Earn a Payment Point
on the CASAS
Post-Test**

High School Equivalency (HSE) Certificate



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 (GED®/HiSET) courses at all 3 campuses.

See page 5 for registration schedule.

Test Preparation Classes - HiSET/GED®

FREE!

Test Preparation courses are designed to assist students in acquiring the skills necessary to pass all sections of the GED®, and HiSET Exams; required for students to earn their High School Equivalency (HSE) certificate.

Willow Center

27000.011	M-Th	8:30 AM - 11:45 AM	Willow, 21
27000.014	Saturday	8:30 AM - 11:45 AM	Willow, 21

Hudson Adult Learning Center

27000.031	M-Th	8:30 AM - 11:45 AM	Hudson, 1
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Dibble Campus

27000.021	M-Th	8:30 AM - 11:45 AM	Dibble, E4
27000.023	M-Th	3:30 PM - 7:00 PM	Dibble, E4

Official GED® and HiSET Testing at Willow 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

HiSET Exams

- The HiSET Exam is available in both paper or computer based formats.
 - HiSET consists of 5 subtests:
 - Language Arts - Reading
 - Language Arts - Writing
 - Mathematics
 - Science
 - Social Studies
 - Test Fee: \$120 (includes all 5 subtests and 2 free retakes). Test Fee is non-refundable and testing must be completed within 12 months of registration.
 - Registration and payment completed at the Willow Main Office
- Please visit www.hiset.ets.org for additional information and eligibility. For HiSET appointments, email Hannah Pastrano at: hpastrano@hlpusd.k12.ca.us**

GED® Computer Based Test (CBT)

- GED® registration, scheduling, and payment is completed on-line by the student at www.GED.com.
 - GED® CBT tests are administered at Willow Center.
 - GED® consists of four tests:
 - Reasoning through Language Arts
 - Mathematical Reasoning
 - Science
 - Social Studies
 - Test Fee: \$140 (All 4 tests, paid online)
 - Per Test Fee: \$35 (Paid online, may schedule up to two tests if time allows)
- Please visit www.GED.com for additional information on eligibility and testing dates.**





Advance your career by getting a High School Diploma.

High School Diploma (HSD) Program

The high school diploma program offers standards-based curriculum that allows you to earn a WASC accredited high school diploma as an adult. The program ensures that graduates acquire critical academic skills necessary to continue their education and provides the opportunity to achieve success in life.

- For assistance planning your schedule, call: (626) 933-8310.
- Adult students have enrollment priority.
- Course must be completed within the same academic year.

See page 5 for registration schedule.

High School Diploma Lab

FREE!

Willow Center

21000.011	M-Th	8:30 AM - 11:45 AM	21
21000.014	Saturday	8:30 AM - 11:45 AM	21

Hudson Adult Learning Center

21000.031	M-Th	8:30 AM - 11:45 AM	1
21000.033	M-Th	3:30 PM - 7:00 PM	1

Dibble Campus

21000.021	M-Th	8:30 AM - 11:45 AM	E4
21000.023	M-Th	3:30 PM - 7:00 PM	E4

High School Diploma Subjects

English 1A	Pre Calculus A	U.S. History A
English 1B	Pre Calculus B	U.S. History B
English 2A	Geometry A	World History A
English 2B	Geometry B	World History B
English 3A	Basic Math A	World Geography A
English 3B	Basic Math B	World Geography B
English 4A	Earth Science A	Economics
English 4B	Earth Science B	Government/Civics
Algebra 1A	Physical Science A	American Sign Language I
Algebra 1B	Physical Science B	Psychology A
Algebra 2A	Biology A	Psychology B
Algebra 2B	Biology B	

Concurrent High School Students

- Students must be enrolled in their HLPUSD home high school to be eligible to attend Adult Education classes.
- Students may only be referred for failed courses or deficiency in credits.
- Students must see their High School Counselor and then an Adult School Counselor prior to beginning any course.
- A completion deadline will be assigned upon enrollment (maximum 10 weeks).
- Students must attend a mandatory orientation at Dibble Campus.

To enroll, students must have the following items when meeting with an Adult School Counselor:

- Hacienda La Puente Adult Education Parent Consent/Student Referral Form signed by parent/guardian, counselor, and student.
- Most current Picture I.D.

Wednesday, March 4, 2020: Last day for concurrent seniors to enroll (each referral form is an enrollment) in Adult Education classes to make up fails or deficiencies for the 2019 - 2020 school year. No referral forms will be accepted after March 4, 2020.

Wednesday, April 29, 2020: Final day for concurrent students to have all coursework and hours completed.

Independent Study

Adult Independent Study is available for most Academic Classes.

FREE!

Are you an adult who wants to earn a California High School Diploma but can't attend a regularly scheduled class and can study independently? Meet with the teacher a minimum of once a week to take tests and receive homework assignments. Students will have the flexibility to take the course assignments off campus and study at home.

A \$50 cash deposit for textbook is the responsibility of the student. All textbooks must be returned upon completion of the coursework, student drops the program and no later than the end of the school year. Deposit will be refunded by check upon return of the textbook. Allow 4-6 weeks.

High School Diploma (All subjects; See subjects listed in the left column.)

23010.023 M-Th 3:30 PM - 7:00 PM

Dibble, E4



Learn a New Language! Free! Open to Everyone!

Registration for Foreign Language classes begins
December 9. Register at the Dibble Office. Space is limited.

Foreign Language/Chinese

Foreign Language/Chinese 1A

23630.023 Th 6:30 PM - 8:30 PM

Dibble, C2

Foreign Language/Chinese 1B

23635.023 T 6:30 PM - 8:00 PM

Dibble, C2

Foreign Language/Chinese 2A

23640.023 T 5:00 PM - 6:30 PM

Dibble, C2

Foreign Language/Spanish

Foreign Language/Spanish 1A

23660.023 M & W 6:30 PM - 8:00 PM

Dibble, D2

Foreign Language/Spanish 1B

23665.023 M & W 5:00 PM - 6:30 PM

Dibble, D2

FREE!

FREE!



/haciendadulteducation
Follow us! & Like us!



@HLPAdultEd
Check us out!



Hacienda La Puente Adult Education now offers college level courses through an articulation with Rio Hondo Community College.

Registration and Assessment Information:

Complete registration and pick classes at www.riohondo.edu
Apply early, it takes about 24-48 hours to obtain a Rio Hondo ID# which you will need before you take the Assessment and selecting classes. For assessment Contact Rio Hondo Assessment Center at (562) 463-7226.

Advantages of taking classes at Willow Center:

- Less Traffic
- No Parking Fees
- Easy and Safe Campus Access

Classes Offered at Willow Center:

Real Estate, Room 24	Tuesday	6:00 PM - 8:45 PM
Biology 101, Science Lab B	Friday	9:00 AM - 12:10 PM 12:15 PM - 3:25 PM (Lab)
Speech 101, Room 102	M/W	6:00 PM - 7:25 PM
English 101, Room 24	M/W	6:00 PM - 7:25 PM
	Monday	7:30 PM - 8:55 PM (Lab)

Class offerings vary semester to semester.
Classes are typically offered in the afternoon.

Supporting students in
Business Careers

Business Careers

Prerequisite for entrance to the Business Careers Program: Department Assessment Test required before registration into program.

Note: Classes in Business Careers can be taken as an individual course or as a Gold Certificate Program.

Typing Test

Register in Willow Office.
For more information call (626) 934-2801. Cost: \$10
63900.012 M & W 1:30 - 3:00 PM Willow, 100

Accounting / Accounting Clerk / Bookkeeper (288 hours)

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

Principles of Accounting with QuickBooks Pro (144 hours)

63301.013 M/W 5:00 PM - 8:00 PM Willow, 100 R. Sibaja

Advanced Accounting (144 hours)

Prerequisite: Successful completion of general accounting or recommendation by instructor.

63302.013 T/Th 5:00 PM - 8:00 PM Willow, 100 R. Sibaja

Note: Financial Aid is available with concurrent enrollment in either the General Office Clerk Program or Administrative Assistant Program.

Business Support and Services

Basic Computer Specialist/ General Office Clerk (1080 hours)

Students attain knowledge of basic level office concepts, procedures, and techniques commonly used in an office setting. This course provides the foundation for preparing students for entry-level jobs and careers in the business environment. This series of classes allows students to develop skills in keyboarding, enhance communication skills, and attain the basics of the Microsoft Office Program. Students acquire skill development to interface directly with customers as a company representative in identifying needs, providing appropriate service, and resolving concerns. Students will learn strategies for creating a resume and interview etiquette. Students must satisfactorily complete all eight courses to receive a certificate of completion. Students completing this program will be prepared to enter a college level course of study in business. This program provides open-entry/open-exit classes. OE/OE is self-paced classes that allow you to pick how quickly or slowly you complete your course, as long as you finish by the last day of the semester. Program completion is within ten months or less.

Students must satisfactorily complete eight courses to be awarded a Gold Certificate of Completion. Students completing this program will be well prepared to enroll to a higher level Administrative Assistant Program.

Prerequisites:

- Intro to computer or computer knowledge
- MS Office (recommended)

Program Courses Required: (Not all courses offered every semester, see instructor for details.)

■ Microsoft Office 2016 – comprehensive course in:	
• Word	63102.019
• Excel	63101.019
• Publisher	63104.019
• PowerPoint	63103.019
■ Business Math	63208.019
■ Business English	63108.019
■ Applied Office Skills including Outlook	63206.019
■ Employment Skills/Soft Skills	63106.019

Cost: \$495 per semester + textbook to be purchased by student.

93100.019 M - Th 8:00 AM - 4:00 PM Willow, 100 C. Barela

Administrative Assistant (1080 hours)

Prepare for an exciting career as an administrative assistant. This course is designed to give you the precise skills needed in today's world. Learn how to be proficient in your interpersonal skills, phone etiquette, professional teamwork, office equipment and common administration procedures including customer service skills - all in an office like setting. Learn advanced techniques in Microsoft Office (Word, Excel, PowerPoint, Publisher, Access and Outlook), become familiar with Adobe Suite (Illustrator, Photoshop, and InDesign), and develop basic Business math and English skills. This is a 2 semester Gold Certificate Program which includes 10 courses listed below.

Prerequisites:

- Intro to computer or computer knowledge
- Minimum typing speed of 35 wpm
- Basic Microsoft Word and Excel (Recommended)

Program Courses Required: (Not all courses offered every semester, see instructor for details.)

■ Microsoft – comprehensive course in:	
• Word	63202.019
• Excel	63201.019
• Access	63204.019
• PowerPoint	63203.019
• Publisher	63205.019
■ Business Math	63208.019
■ Business English	63108.019
■ Applied Office Skills including Outlook	63206.019
■ Employment Skills/Soft Skills	63106.019
■ Adobe Suite (Basic)	63410.012

Cost: \$495 per semester + textbook to be purchased by student.

63200.019 M - Th 8:00 AM - 4:00 PM Willow, 98/104 A. Yoshioka



Want to just take a class? Individual classes are available! Business Support and Services / Continuing Education

Intro to Computers / Microsoft Office

This course, using both lecture and lab practice, introduces students to basic computer concepts in software, cloud-based apps, emerging technologies such as Google applications and OneDrive. Students learn techniques to search, evaluate, and validate information found online. Widely used applications including Microsoft Word, Excel, and PowerPoint applications are studied. Students will learn the touch method of keyboarding using a personal computer keyboard.

Cost: \$75 per class

Intro to Computers/Microsoft Office

Part 1: 63500.011	Intro to Computer
Part 2: 63600.011	Microsoft Office
	M-Th 8:00 - 10:00 AM Willow, 99 R. Manriquez
63600.013	Microsoft Office
	M/T 5:00 - 7:30 PM Willow, 99 R. Manriquez

General Excel Review

Step-by-step review of important concepts of Excel through practical exercises. Emphasis placed on real world applications, like budget, payroll, invoice, inventory control project management, commission calculations, and checkbook design. Students will have the diversified ability to design dynamic tables, quickly summarize complex data, confidently complete assigned tasks, and skillfully.

Cost: \$75 per class

6361.013 M - Th 5:30 - 8:00 PM Willow, 98 C. Hwang

Intro to Computer Graphics / Adobe Suite

Prerequisite: Student must be computer literate.

Learn to use the most powerful programs in industry, Adobe Suite. Components will include Photoshop (photo enhancement), Illustrator (drawing), and InDesign (publication/layout). (CC)

Cost: \$75 or part of the Administrative Assistant Program

63410.012 M/W 1:30 - 4:00 PM Willow, 99 R. Manriquez

Intro to Maya 3D / 3D Animation

Prerequisite: Student must be computer literate.

Students will learn how to create 3D and 3D animation using industry standard software. Learn to design characters, models and effects – rendering images into 3D form or computer generated 3D animation. Autodesk Maya is the tool of choice for those in film, television, and game development in the design industry. Publication and industrial manufacturing companies use Maya as one of their primary programs in 3D models. (Maya 2016)

Cost: \$75 per class

63460.112 T/Th 1:00 - 4:00 PM Willow, 99 R. Manriquez

Computer Lab

Prerequisite: Concurrent enrollment in a CTE Business course. Must be computer literate with keyboarding skills. Computer lab is designed for review of course work and practice skills. Contact instructor for details.

Cost: Free for currently enrolled students.

63109.019	M-Th	12:30 PM - 4:00 PM	Willow, 100	A. Yoshioka
63109.119	W/Th	10:15 AM - 11:45 AM	Willow, 99	R. Manriquez



@hpadited

Get "a head" in a career as a cosmetologist!



Cosmetology/Cosmetologist

State Licensed Training Program

Redken 5th 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 10th 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 and treatments, hair coloring, bleaching using the latest techniques including balayage, baby lights, ombre and more. 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. Students who withdraw or drop from the cosmetology program may be required to pay again for restarting the same level.

Class Registration: See page 5 for schedule. Must attend Assessment prior to enrollment.

The program Full Time is 1600 hours, 3-4 semesters.

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.

BARBER ORIENTATION:

December 11, 2019 at 10 am & 5 pm.

COSMETOLOGY ORIENTATION:

February 5, 2020 at 10 am & 5 pm.

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$12.34 hourly
Projected Job Opening growth
in California: 20% +
Source: www.onetonline.org

Low cost services available to the Public:

Cosmetologist:
Tuesday-Friday 9:30 AM - 3:00 PM

Barber:
Tuesday-Thursday 2:15 PM - 7:00 PM

Esthetician:
Tuesday-Friday 9:30 AM - 3:00 PM

FREE HAIRCUTS AND SHAVES TO VETERANS!

Cosmetology / Cosmetologist

Cosmetologist Level I

60801.019	M - F	8 AM - 4:30 PM	Y. Carrillo / R. Lopez-Nunez
Cost:	\$720 (350 hours)		
Kit (includes Uniform):	\$964 (Approx.)		
Books:	\$386 (Approx.)		
Insurance:	\$18		
Total to Start:	\$2,088		



Cosmetologist Level II

60802.019	M - F	8 AM - 4:30 PM	G. Yanez / R. Natividad
Cost:	\$1,505 (351-1080 hours)		
Insurance:	\$18		
Total to Start:	\$1,523		

Cosmetologist Level III

60803.019	M - F	8 AM - 4:30 PM	G. Yanez / R. Natividad
Cost:	\$1,075 (1081-1600 hours)		
Insurance:	\$18		
Total to Start:	\$1,093		
Total for entire program:	\$4,704		

Barbering / Barber Stylist

Barber-Stylist

Concentration on haircutting techniques using shears, clippers, trimmers, and razors. Learn methods for styling hair using the blow dryer, chemical services and product knowledge. Classic barber shop shaving to pass state exam. Meets the state requirement for licensing. (1500 hours)



Barber I

60821.013	M - Th	12:30 PM - 8:30 PM	J. Valenzuela
Cost:	\$550 (350 hours)		
Kit & Uniform:	\$814 (Approx.)		
Books:	\$277 (Approx.)		
Insurance:	\$18		
Total to Start:	\$1,659		

Barber II

60822.013	M - Th	12:30 PM - 8:30 PM	J. Valenzuela
Cost:	\$1,100 (351-1080 hours)		
Insurance:	\$18		
Total to Start:	\$1,118		

Barber III

60823.013	M - Th	12:30 PM - 8:30 PM	J. Valenzuela
Cost:	\$950 (1081-1500 hours)		
Insurance:	\$18		
Total to Start:	\$968		
Total for entire program:	\$3,745		

Makeup Artist (Continuing Education)

60840.014	Beginner	Sat	8 AM - 12 PM	R. Lopez-Nunez
60850.014	Advanced	Sat	8 AM - 12 PM	R. Lopez-Nunez

Cost: \$768 (includes registration, makeup kit, books, & insurance)

Crossover to Barber (200 hours)

60810.013	M - Th	12:30 PM - 8:30 PM	J. Valenzuela
Cost:	\$300		
Kit & Uniform:	\$699 (Approx.)		
Books:	\$277 (Approx.)		
Insurance:	\$18		
Total to Start:	\$1,294		

Cosmetologist - State Board Exam Review

Failed the test or need to review? Need required further education for citation? We can help you! Out-of-state or country requirements can be completed here. Course designed as a self-paced review for all areas using videos, practical and written tests. Call (626) 934-2880 for dates.

60890.013	Days/Hours:	By arrangement	Staff
Cost:	Lab: \$500 per semester (Insurance may apply)		
Books:	For purchase to enrolled student.		

* Financial Aid available for those students who qualify!

Cosmetology / Esthetician

Full Time: Course is designed to be completed in 600 hours including 360 hours of practical skills which include performing electrical and manual facials, make up and hair removal.

Includes skin analysis, exfoliation, extraction, massage, aromatherapy, spa back treatment, 12-function machine, and use of other equipment. Also covers face and body waxing, corrective make-up and artificial eyelashes. Our Dermalogica Partnership Program offers excellent preparation for gainful employment in the best salons, spas and clinics. Graduates are prepared for the State Licensing exam for Esthetician. Call (626) 934-2880 for next start date.



Esthetician Level I

60830.019	M - F	8 AM - 4:30 PM	M. Ayala
Cost:	\$625 (0-300 hours)		
Kit & Uniform:	\$566 (Approx.)		
Books:	\$244 (Approx.)		
Insurance:	\$18		
Total to Start:	\$1,453		

Esthetician Level II

Prerequisite: Completion of Esthetician Level I

60831.019	M - F	8 AM - 4:30 PM	A. Haddad
Cost:	\$625 (301 - 600 hours)		
Insurance:	\$18		
Total to Start:	\$643		
Total for entire program:	\$2,096		

Esthetician Level I & II PM

60831.019	M - Th	5 PM - 8:30 PM	R. Lopez-Nunez
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2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$12.34 hourly
Projected Job Opening growth
in California: 21% +
Source: www.onetonline.org

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$14.71 hourly
Projected Job Opening growth
in California: 17% +
Source: www.onetonline.org





Dental Assistant students who graduate from HLP AE had a 100% job placement rate during the 2017-18 school year.

Patient Care / Dental Services /

Dental Assistant

All students are responsible for full payment by first day of class. TB & Hepatitis B clearance required prior to first day of class.

Prerequisite: Attend Dental Assistant Orientation & Appraisal. Must have high school diploma or HSE (GED®, or HiSET) prior to the first day of class. Please have financial aid in order prior to first day of class.

Program Includes: Patient exam and treatment prep, x-ray technique, and assisting in general dentistry and specialty areas. Accredited by the CODA, Commission on Dental Accreditation. Graduates are eligible for Registered Dental Assistant (RDA) Exam. Requires CPR. (1170 hours, includes 350 hours clinical externship.)

Bloodborne Pathogens & Radiation Safety: Policies and procedures have been developed related to bloodborne and infectious disease. These policies, which may be obtained from the Dental Department, are available to applicants for admission and patients. Radiation policies and procedures are taught during x-ray techniques. Students will expose, develop, mount and critique radiographs including conventional, panoramic and digital radiographic images.

Cost: Total cost \$5,766 (includes registration \$4,650, materials \$709, CPR \$96, insurance \$18, ID badge \$6, books \$254 and uniform \$33.)

61000.019 M - F 8 AM - 2:30 PM Willow Pasicznyk
Call for more information.

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

National Accreditation for Dental Assistant!

CODA*
Commission on Dental Accreditation

Module #1: Dental Assistant Core Sciences
61010.019

Module #2: Pre-Clinical Dental Sciences
61020.019

Module #3: Radiation Safety
61030.019

Module #4: Coronal Polishing and Pit & Fissure Sealants
61040.019

Module #5: Clinical Practice
61050.019

DENTAL ASSISTANT ORIENTATION:

December 19, 2019 at 10 AM

May 14, 2020 at 10 AM

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$18.63 hourly
Projected Job Opening growth
in California: 17% +
Source: www.onetonline.org



Therapeutic Services /

Pharmacy Technician

FINANCIAL
AID AVAILABLE
FOR QUALIFIED
APPLICANTS!

Prerequisite: Appraisal test, TB clearance, High School Diploma or High School Equivalency (HSE) Certificate (GED®, HiSET, or TASC), and clear criminal background.

Course prepares students for entry level employment working in various pharmacy settings. Students are trained to assist the pharmacist in multiple areas of pharmacy practice. The course consist of both theory and clinical components, including: Medical Terminology, Pharmacy Law, Anatomy and Physiology. **Total Hours 600.**

Cost: Total cost \$1,347 (includes registration \$1,200, CPR \$96, insurance \$18, and uniform \$33). A separate fee of \$105 payable to Pharmacy Board and drug testing, live scan (prices vary) will be required for licensing. See www.hlpae.com for required books to be purchased by the student for approximately \$397.

61320.013 M - Th 5:00 PM - 8:45 PM Willow, 108 L. Mozell

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$19.29 hourly
Projected Job Opening growth in California: 14% +
Source: www.onetonline.org

Medical Terminology (Continuing Education)

Basic anatomy and medical language necessary for persons entering the medical occupations.

Cost: \$75 per semester

61620.019 M/W 9 AM - 12 PM Willow, 10
I. Gonzalez

Medical Office /

Medical Assistant (1080 hours)

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APPLICANTS!

Program Includes: Prepare for employment in a medical office or clinic by taking Administrative Front Office and Clinical Back Office Procedures. (includes Front Office and Back Office, Medical Terminology, Anatomy and Physiology, 180 hours externship)

Cost: Total cost \$3,620 (includes registration \$2,900, Simchart \$125, Stethoscope/Blood Pressure Cuff \$50, CPR-AED/First Aid Certification \$96, insurance \$18, ID badge \$6, books \$392 and uniform \$33). Requires flash drive. **Proof of Hepatitis B, physical exam and TB clearance required before internship.**

For an itemized list of books, supplies, equipment, and materials, visit www.hlpae.com

61200.019 M - Th 7:30 AM - 3:30 PM Willow, 5 A. Pakzad
Externship hours may vary



2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$17.34 hourly
Projected Job Opening growth in California: 29% +
Source: www.onetonline.org

Medical Insurance Billing & Coding / Health Informatics / Insurance Clerk (177 hours)

Co-requisite: Basic Medical Terminology.

This entry level course covers ICDM9 CM and coding, risk management and HCPCS/CPT coding and its principles. A Biller/Coder is employed by medical offices, HMOs, insurance companies and hospitals to perform coding/billing, claim search and authorizing procedures.

Includes: Basic Medical Terminology

Articulation with Mt. San Antonio College.

Cost: \$325 (Includes study guide and reference materials). See instructor for required book to be purchased by the student for approximately \$250.

61610.013 T/Th 5:30 PM - 8:30 PM Willow, 10 I. Gonzalez
61620.013 T 3:30 PM - 5:30 PM Willow, 10 I. Gonzalez

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$22.61 hourly
Projected Job Opening growth in California: 16% +
Source: www.onetonline.org

Nursing Services /

Vocational Nurse (LVN) (1530 hours)



If interested in Financial Aid Benefits, you must apply early in the registration process at www.fafsa.ed.gov prior to enrollment. See page 7 for instructions.

If you are interested in the Vocational Nurse (LVN) program please complete the following procedures:

**Prerequisites:**

- Age 17.5, proof of 12th grade High School Diploma or High School Equivalent
- Pass the computerized **TABE** assessment with a 12.0 or higher (Preregister for test date at Willow in person)
- Successfully complete Transitions to Nursing Module

Cost: ID Badge \$6, Insurance \$18 per semester, CPR/BLS \$96, Fundamentals \$1000, VN 1 \$3250, VN 2 \$3250 (Total cost \$7,638)

****Additional fees for textbooks, fit test, uniforms, health screening and background check, and other materials apply. Prices vary.**

VN Program Courses:

Transition to Nursing - 62100.013
VN Fundamentals - 62110.019

VN 1 - 62111.019
VN 2 - 62211.019

- Nursing Fundamentals
- Medical Surgical Nursing
- Pharmacology 1
- Nutrition
- Psychology
- Growth and development
- Pediatric Nursing
- Maternity Nursing

Location: Willow Center & various clinical sites

Time: Varies; some evening & Saturdays included

Instructor: Allen, Davila, Zemer and Staff



Nursing Services / Vocational Nurse (LVN) Degree

Associates Degree of Applied Science



Successful completion of the HLP AE Vocational Nurse LVN Program General Education classes listed below and proof of the California State issued Vocational Nursing License. (1980 hours)

General Education Course Requirements

- | | |
|------------------|----------------------------|
| ■ Mathematics 70 | ■ Psychology 101 |
| ■ English 101 | ■ Counseling 101 |
| ■ Biology 101 | ■ Intro to Human Anatomy |
| ■ Math 130 | ■ Speech Communication 101 |
| ■ 2 Electives | |

General education classes can be taken at any accredited community college or university. For more info please go to the following link: www.hlp schools.org/aadegree.

Our Associate's Degree is accredited through the Council on Occupational Education (COE).

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$26.81 hourly

Projected Job Opening growth in California: 17% +

Source: www.onetonline.org

Psychiatric Technician I & II (1576 hours)

If interested in Financial Aid Benefits, you must apply early in the registration process at www.fafsa.ed.gov prior to enrollment. See page 7 for instructions.

If you are interested in the Psychiatric Technician programs please complete the following procedures:

Prerequisites:

- Age 17.5, proof of 12th grade High School Diploma or High School Equivalent
- Pass the computerized **TABE assessment with a 12.0** or higher (Preregister for test date at Willow in person)
- Successfully complete Transitions to Nursing Module

Cost: Name tag \$6, Insurance \$18 per semester, CPR/BLS \$96, Fundamentals \$1000 (non-refundable), PT 1 \$2500, PT 2 \$2500 (Total cost \$6,138)

****Additional fees** (for textbooks, fit test, uniform, health screening, background check) to outside agencies will be paid by the student. Cost sheet for entire program available upon request or visit www.hlpae.com and other materials apply. Prices vary.



Psychiatric Technician Program Courses:

PT Fundamentals - 63111.019 PT 1 - 63110.019 PT 2 - 63210.019

- Fundamentals of Nursing
- Medical/Surgical Nursing
- Pharmacology
- Nutrition
- Developmental Disabilities
- Growth and Development
- Mental Disorders
- Gerontological
- Leadership and Supervision



Instructor: Davila, Hernandez-Monsivais, Zemer, Staff

Location: Willow Center & various clinical sites

Time: Varies; some evening & Saturdays included

Transitions to Nursing (VN and PT)

This combined lecture and skills lab course is designed to introduce and expose students to the nursing field. The purpose of this class is to prepare students for success in either the Psychiatric Technician or the Vocational Nursing Programs. Content includes professional roles, critical thinking and problem solving, medical terminology, anatomy and physiology, body mechanics, basic medication math and dosage calculations, intro to pharmacology and health safety guidelines. (This is a **MANDATORY** course for the VN Program, and Psychiatric Technician Program).



Gain the skills required to become a successful Psychiatric Technician

Entrance Exam (TABE Computerized Assessment)

Vocational Nurse Program Psychiatric Technician Program

Students must **PRE-REGISTER** for testing dates in person in the front office due to limited space available per testing date. No same day registration. No cell phones or electronic devices allowed.

69000.011 Varies 8 AM - 12 PM
Willow Center, 14101 E. Nelson Avenue

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$32.74 hourly
Projected Job Opening growth
in California: 5% +
Source: www.onetonline.org



/haciendadulthoodeducation
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Nursing Services / Nursing Assistant CNA

Prepares students for immediate employment in a skilled nursing or other long-term facility. Includes resident care, nutrition, rehabilitation, and emergency care. Graduates are eligible to take the state competency exam for CNA. Students must speak, read & write English, and show proof of 2 step PPD. Health packets will be given at mandatory orientations and must be completed by start of class.

Prerequisite: 1.) Complete Physical examination by MD or Nurse Practitioner. Must include 2 step PPD and Flu vaccine. If TB test is positive please obtain CXR and submit copy of report. All above items is within 1 year of enrollment to the CNA Class. Must use HLPUSD Physical Form. Please pick up Form from school, complete it and submit by the start of CNA CLASS. 2.) Criminal clearance will be done in HLPUSD before the class will start.

Cost: Total cost \$1,349 (includes registration \$1,110, ID badge \$6, book \$86, CPR/BLS \$96, uniform \$33, and insurance \$18). Students provide white shoes, stethoscope/BP cuff, watch with second hand, gait belts, basic physical exam & 2 step PPD and State Competency Exam fee. (200 hours)

61420.019	M - Th	7 AM - 3:30 PM	Willow, 1	M. Balucanag
	M - Th	7 AM - 3:30 PM	Willow, 3	A. Morgan - Hunt

Home Health Assistant (HHA)

Prerequisites: Completed an approved Certified Nurse Assistant program and have an active CNA certificate, physical examination, TB clearance by PPD/Chest X-Ray & Medical insurance.

Outside students contingent on space availability and approval by CNA Program Director. Prior to completing the home health assistant nursing program, student must have completed an approved Certified Nurse Assistant Program. The course introduces the student to provide direct patient care under the direction of a nurse or doctor in a variety of health care settings. Using technical skills learned in both the classroom and clinical setting, home health assistants perform such tasks as feeding, bathing, positioning, ambulating and comfort measures for the patient. The program consists of 40 hours theory and clinical training under direct supervision. (20 hours theory / 20 hours clinical)

Cost: Total cost \$583 (includes registration \$550 and book \$66) + insurance \$18 if needed.

61430.019	T & Th		Willow, 1-2	D. Speegle
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**Become a part of the growing health
career workforce in California.**

Acute Care - CNA

Prerequisite: Students with active CNA certificate.

Prepares students for skills in Acute Facilities/Hospital. Role of CNA in the following hospital areas: Medical and Surgical Unit, Emergency Room, Orthopedic Unit, Pediatrics Unit, Ambulatory or Outpatient Unit. (30 hours theory / 50 hours clinical)

Cost: Total cost \$657 (includes registration \$550 and book \$89) + insurance \$18 if needed.

61440.019	T - Th		Willow, 1-2	D. Speegle
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Note: Due to different hospital policies, clinical rotations may require additional immunization and drug clearance checks.

Continuing Education (C.E.U.) For CNA & Medical Assistant

For more information call (626) 934-2962.

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 in Willow Registration Office during regular weekday business hours. Titles to be determined. Please call to inquire.

Cost: \$20 per class (Includes all practice materials and CE certificate).
*Non-refundable. **Limited space available and no same day registration.**

01/17/20	Friday	9 AM - 1 PM	Willow, 1	D. Speegle
02/07/20	Friday	9 AM - 1 PM	Willow, 1	D. Speegle
03/06/20	Friday	9 AM - 1 PM	Willow, 1	D. Speegle
04/17/20	Friday	9 AM - 1 PM	Willow, 1	D. Speegle
05/01/20	Friday	9 AM - 1 PM	Willow, 1	D. Speegle

MANDATORY CNA ORIENTATION:

Last Thursday of the month.
Contact: Virginia Garcia at (626) 934-2962

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$15.90 hourly
Projected Job Opening growth
in California: 15% +
Source: www.onetonline.org



Learn to protect yourself and others at HLP AE!

Introduction to Public Safety Careers /

Advanced Private Security Academy

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 HLP AE 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 cited: 7581, Business and Professions code, Reference: Sections 7583.6 and 7583.7, Business and Professions code). **Funding available for those who qualify.**

Advanced Private Security (120 hours of training)

This 3½ week course includes: Powers to Arrest, Weapons of Mass Destruction & Terrorism Awareness, Public Relations, Communication & Its Significance, Firearms Safety/Firearms Range Qualifications (includes 38mm, 9mm optional) additional fee may apply. Arrest Search & Seizure, Handcuffing, Weaponless Defense, Straight, Side Handle, and Expandable Baton, Chemical Agents/OC-Pepper Spray, CPR/First Aid, Legal Liability, Conflict Resolution, Observation & Documentation, Post Orders, Report Writing and SB-1626 School Police Training includes Security Awareness in Education, Dynamics of Student Behavior, Disaster & Emergencies, Educational Environment, and Roles & Responsibilities of a School Police Officer.

Permits include: California Guard Card, Firearms Permit (up to 4 calibers), State Baton Card and Chemical Agents/OC Peppers Spray, CPR/First Aid and SB-1626 School Police/Security Training certification.

Cost: \$2,050 (includes registration, class materials, State Certifications, live scan, CPR/First Aid and insurance).

60000.019 M-F Hours may vary Willow 6/7

Note: Classes in Advance Private Security can be taken as individual courses or as a Gold Certificate Program.

Security Officer Unarmed - Guard

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

Cost: \$1,393 (includes registration, class materials, State Certification for Guard, live scan, CPR/First Aid card & insurance).

60010.019 M-F Hours may vary Willow 6/7

Security Guard Basic

Includes 40 hours of state mandated training for Guard Card.

Cost: \$725 (includes registration, class materials, Guard Card, live scan and insurance).

60020.019 M-F Hours may vary Willow 6/7

Requirements:

- Must be 18 years of age prior to the start of class.
- Valid California Driver's License/ID card.
- Pass a Department of Justice and F.B.I. Background Check.
- Must have a High School Diploma or HSE (GED®, HiSET, or TASC).

Classes can be taken individually, please refer to I-Train for details at www.i-train.org website. I-Train Course Code: 43010217190300. State Provider ID: 962

Orientation held every Tuesday at 9 am. No appointment is necessary!

For additional information, please call Martin Barragan, V.A. Certifying Official (626) 934-2866 or cell (626) 434-6769.

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$14.26 hourly

Projected Job Opening growth

in California: 10%+

Source: www.onetonline.org



Learn the ins and outs of computer repair!

Computer Repair & Support

Computer Repair and Networking

The course is divided into components in which a student may earn a certificate of completion. (1080 hours)

The Computer Repair component provides an introduction that includes: assemble components based on customer requirements, install, configure and maintain devices, PCs and Windows 7, 8 and 10 OS installation for end users, understand the basics of networking and security/forensics, properly and safely diagnose, resolve and document common hardware and software issues while applying troubleshooting skills. **NEW! Learn streaming video components for Media broadcasting.**

The Networking Component includes: instructor-led hands-on training to familiarize students with the topics of the Network+ certification examination, and will help students prepare for the Network+ test. This component includes: OSI Layer Concept, TCP/IP, "topologies" physical and network hardware, various network structures, the major network operating systems, Microsoft Windows Server Systems. **NEW! Learn how to broadcast streaming videos on Network.**

Cost: \$513 (includes registration \$495 per semester and insurance \$18) + Books per semester. For additional information, please call (626) 934-2832.

Students provide: One 16GB flash drive (must bring this flash drive on the first day of class).

60610.019 M - Th 8 AM - 4 PM Willow, 107 S. Sengupta

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Introduction to Electrical Power Systems

Major Appliance Service and Repair

Partners with Whirlpool & Maytag, KitchenAid, Sears, LG, WASH, Best Buy, Coast Appliance Parts, Reliable Parts, K-W Sam-Sung.

Theory and practical training for job entry including refrigerators, ice makers, freezers, washing machines, dryers, microwave ovens, and stoves. Learn to read wiring diagrams and sequence charts for appliance electrical diagnoses. Prepare for the E.P.A. (Environmental Protection Agency) Type 1 certification test, to work with refrigeration systems of 5 lbs. or less. **Call: (626) 934-2936 (Total hours: 1080)**

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APPLICANTS!

Session I: Fall Semester

Theory & Practical Training for Job Entry: Refrigeration
Session I: Prepare for E.P.A. Plus Refrigeration theory (540 hours).

Session II: Spring Semester

Theory & Practical Training for Job Entry: Washing Machines, Dryers, Microwaves, Ovens/ Stoves (540 hours).

Day Class Cost: \$691 per semester (registration \$395 materials \$100, insurance \$18, and books \$138, shirt fee \$30 & safety glasses \$10) (Takes 2 semesters to complete.)

60300.019 M - Th 8 AM - 4:00 PM Willow G. Cenicerros

Evening Class Cost: \$421 per semester (includes registration \$275, materials \$50 and insurance \$18, and books \$78) (504 hours per semester. Takes approximately 3 semesters to complete.)

60300.013 M - Th 5 PM - 8:30 PM Willow C. Muzquiz

Water, Land Use & The Environment

Preparation for Water and Distribution I and Treatment I

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. (300 hours)

Cost: \$300 per course + insurance \$18

60500.011 T - Th 8:30 AM - 12:30 PM Willow, 112 G. King

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$25.79 hourly

Projected Job Opening growth

in California: 20% +

Source: www.onetonline.org

COMPUTER REPAIR ORIENTATION:

December 12 from 11 AM - 1 PM in Room 107



@HLPAdultEd

Check us out!

Automotive Services / Automotive Service Master Level

Automotive Technician



NATEF (ASE) accredited.

For Auto Repair Services contact (626) 934-2932.

This class will prepare you for the ASE Exams in the automotive repair industry. Learn how to work on import and domestic vehicle. Classroom and valuable repair shop experience. ASE Certified Modules. (Total hours: 1,080. Takes 4 sessions to complete.) Students can start on any Module 1-4.

Cost: \$770 (includes registration \$495/session, materials \$75, insurance \$18, books \$175 and goggles \$7).

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FOR QUALIFIED
APPLICANTS!**

Module I: Brakes & Suspension & Steering

61110.019 M - Th 8 AM - 4 PM
Willow, Automotive Shop M. Rojas

Module II: Engine Repair & Transmissions

60130.019 M - Th 8 AM - 4 PM
Willow, Automotive Shop M. Rojas

Module III: Electrical & Electronic Systems

60140.019 M - Th 8 AM - 4 PM
Willow, Automotive Shop M. Rojas

Module IV: Engine Performance / Engine Electric

60150.019 M - Th 8 AM - 4 PM
Willow, Automotive Shop M. Rojas

** Please call to inquire on night classes.*

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$22.04 hourly
Projected Job Opening growth in California: 7% +
Source: www.onetonline.org

Welding Technologies & Fabrication Combination Welder

Call: (626) 934-2935. Learn oxyacetylene gas cutting, shielded metal arc, gas metal arc (MIG), gas tungsten arc & flux core welding. (Total hours: 1080.)

Cost: \$956 (includes registration \$570, supplies \$200, insurance \$18 and book \$168). Students provide their own helmet, gloves, welding jacket & boots from an outside vendor with approval of the instructor.

60200.019 M - Th 8 AM - 4 PM Willow L. Archie

** Please call to inquire on night and Saturday classes.*



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APPLICANTS!**

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$20.56 hourly
Projected Job Opening growth in California: 8% +
Source: www.onetonline.org



Heating and Air Conditioning / Mechanics and Installers

NEW!

(540 hours)

Learn entry level HVAC/R (Heating, Ventilation and Air Conditioning/ Refrigeration). With the implementation of the Refrigeration and Air Conditioning Technology text book our program and accreditation will give you the opportunity to enter the workforce as a confident Entry Level Technician. You will also have the opportunity to become certified Refrigerant Handler by preparing and taking the E.P.A. (Environmental Protection Agency) Universal 608 test which is necessary to become gainfully employed in the industry. You will be given classroom instruction as well as hands-on practice. This course will cover basic fundamentals of HVAC/R residential and commercial systems. You will learn to troubleshoot, which is highly valuable when out in the field. Once you have achieved the level of an intermediate or advanced level Tech you will have the opportunity to practice your skills by working on real air conditioning systems which we have acquired as lab units where your new acquired knowledge and skills are put to the test. Course will be completed in two semesters.

60301.019 M - Th 8 AM - 4 PM Willow G. Cenicerros
Day Class Cost: \$1,000 per semester + insurance \$18 per term, books \$250 (Total \$2,268)

60301.013 M - Th 5 PM - 8:30 PM Willow J. Gutierrez
Evening Class Cost: \$750 per semester + insurance \$18 per term, books \$250 (Total \$1,768)

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$26.51 hourly
Projected Job Opening growth in California: 20% +
Source: www.onetonline.org

Continuing Education: Machine/ CNC Programming

Header Machinist and Basic CNC Programmer

Through a grant from the ARCONIC Corporation students will learn to operate a precision Header Machine, producing fasteners for the Aerospace and Military Industry, in addition to learning basic CNC programming skills.

Cost: \$50 + insurance \$18 per term
60400.903 T/Th 3:00 - 9:45 PM

Location: La Puente High School, Room 215

Instructor: R. Ringle



ARCONIC
Innovation, engineered.
www.alcoa.com/arconic





Train for a career in Early Childhood Development.

Careers in Child Development

- All courses meet unit requirements set by the Department of Social Services (DPSS), Community Care Licensing Division for childcare teachers (Title 22).
- Selected courses offer 3 college transferable units with Mount San Antonio College (credit by exam), for students who wish to work in Head Start/State Preschools (Title 5). Call (626) 934-2960.
- 6 ECE Units required to work as a Teacher's Aide and 12 ECE Units required to work as a Preschool Teacher.
- Please see Instructor for advisement and bring certificates of completion or transcripts for evaluation.
- Financial Aid (FAFSA) available for those interested in completing 21 plus units (600+ hrs). Contact the Financial Aid Office at (626) 934-2801.
- Note: Courses are rotated from semester to semester. Students need to pre-plan for upcoming courses.
- Students must have TB and fingerprint clearance before being placed at any school location for field work. Students need TB clearance, MMR and Dtap immunizations and flu shot.
- Classes are articulated on teacher recommendation.

Programs and Observation and Practicum Child Care Professions

(600 hours)

May work as a Teacher's Aide upon completion of this course. High school diploma not necessary. Must take Appraisal Test to enter. (See pages 5 and 8 for details on how to enroll.)

The course provides a combination of didactic and hands on training for the paraprofessional who seeks employment as a child care aide in child care centers, child development programs, and preschools, or desires to license their home to provide child care. This course also offers framework for providing developmentally appropriate curriculum designs and environments for child development programs. Explores materials and resources used while planning and implementing appropriate curriculum for young children. Examines the teacher's role in observation and assessment to support all areas of development. **Includes intern & externship component to pass class. Attendance is a priority.**

Cost: Total cost \$564 (includes registration \$495, insurance \$18, ID badge \$6 and fingerprinting \$45). Students provide books, TB clearance, CPR fees and supplies. Please see www.hlpae.com. Students need TB clearance, MMR and Dtap immunizations and flu shot.

60710.019 M - F
8:15 AM - 3:45 PM Willow, K2 S. White

College transferable units (credit by exam) and/or 9 Early Childhood Education (ECE) units upon completion of course, also meet Title 22 requirements. For information call: (626) 934-2960.

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Continuing Education

Math and Science

This course offers the framework for providing appropriate science and math principles and experiences for young child. School districts are developing new math and science programs such as STEAM (Science, Technology, Energy, Art and Math) or STEM (Science, Technology, Energy and Math). It is designed for the students who wish to work with young children in a group setting and for those wishing to further their understanding of how science and math affect the developing child.

(72+ hrs) (3 ECE units/Title 22)

Cost: \$125. Students provide book and supplies.

60716.013 T/Th 5:30 - 8:30 PM Willow, K2 S. White

Music and Movement

This course framework for providing appropriate music and movement principles and experiences for children birth to eight years old. The developmental characteristics of music and movement abilities will be outlined along with the basis of movement and music education. Students will participate in music and movement related activities. (72+ hrs) (3 ECE units/Title 22)

Cost: \$125 + \$18. Students provide book and supplies.

60715.013 T/Th 5:30 - 8:30 PM Willow, K2 S. White

Child Development / Child, Family and Community

Prerequisite: Programs & Principles or ECE units. (See instructor.)

This course examines the sociological relationship between children, parents, school and community. Explores value of childcare and other socializing agents affecting the young child. (72+ hrs) (3 ECE units/Title 22)

Cost: \$125. Students provide book and supplies.

60711.013 T/Th 5:30 - 8:30 PM Willow, K2 S. White

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage:
\$12.67 hourly

**Projected Job Opening growth
in California:** 7% +

Source: www.onetonline.org



Acquire the skills to become a professional chef within a year!

Food & Beverage Production & Preparation / Culinary Arts

Train to be a chef in our state-of-the-art Culinary Arts program. Complete with new commercial-grade tools and equipment, our students work with fine ingredients to create epicurean dishes each day of class.

Cost: Total cost \$6,000 (includes tool kit, uniforms, materials and fees). Students provide their own white kitchen towels & non-slip black shoes. **(1,080 hours)** Registration per Module \$1201, Books \$448, Supplies \$250, Tool kit \$245, Uniform \$235, Insurance \$18.

M-Th 8:00 AM - 4:00 PM M. Farage

FINANCIAL
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FOR QUALIFIED
APPLICANTS!

Module #1: Intro to Culinary Arts

Covers basic ingredients, equipment identification and operation, knife skills and cooking techniques used by chefs. Learn to make: stocks, sauces, soups, vegetables, fresh pasta, risotto and pilafs, a variety of proteins (chicken, turkey, duck, beef, veal, lamb, fish and shellfish) and breakfast cookery.

Dates: 08/12/19 - 10/30/19 60901.019

Module #2: Garde Manger

"Cold Kitchen" including cold sauces and dressings, salads, sandwiches, hors d'oeuvres, appetizers, sausage making and garnishing (including simple fruit and vegetable carving), buffet and platter presentation. Emphasis is placed on eye appeal, texture, color contrast and harmony of flavor combinations.

Dates: 11/04/19 - 01/16/20 60902.019

Module #3: Baking and Pastry

Classic baking and pastry techniques for anyone who loves to bake and is interested in a career in the pastry industry. Students learn to prepare a variety of breads and doughs including baguette, challah, Danish, croissants, biscuits, scones, pretzels, bagels, cinnamon rolls, doughnuts, muffins and quick breads. Students also learn to prepare an array of desserts such as pies, tarts, cakes, cheesecake, cookies, ice cream, crème brulee, eclairs, napoleons and plated desserts.

Dates: 01/20/20 - 04/02/20 60911.019

Module #4: International & American Regional Cuisines

Emphasis is on world cuisines and regional cooking of the U.S. Students will focus on learning culinary history, classic dishes, techniques and ingredients of each country or region. Students create full menus from each cuisine. Utilizing all the skills developed in previous modules to make breads, soups, salads, appetizers, entrees, side dishes and desserts each day.

Dates: 04/13/20 - 07/02/20 60912.019

CULINARY PROGRAM ORIENTATION:

December 10, 2019 at 10 AM

March 10, 2020 at 10 AM

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$22.29 hourly

Projected Job Opening growth
in California: 14% +

Source: www.onetonline.org

Something for everyone!



Fee Based Courses

How to enroll: Register at the Willow Center Main Offices Monday thru Friday (office closed on Saturdays). No in-class registration available. Bring a copy of your registration form and receipt to the first class. Fee-based classes are supported solely from student fees. No refunds for fee-based classes unless cancelled by school. **All fee-based courses must have a minimum number of pre-registered and pre-paid prior to class start date.** There will be no classes on January 20, February 10 & 17, and April 6-10.

Heartsaver Basic CPR & AED by the American Heart Association (AHA)

Cardio pulmonary resuscitation hands on skills for adults, children, and infants, one & two man rescue, pocket mask & Ambu bag training. Also includes AED instruction. **Limited to 10 students.**

Cost: \$70. Student must be able to provide us with an e-mail the day of the class to receive their card. **Book:** \$19. To be purchased at registration and is required to attend the class. The book should be reviewed prior to class. **Certification Card:** \$25 for CPR card. CASH payable in class to instructor ONLY. **NOTE: The American Heart Association IS NOT E.M.S.A. approved for School Bus Drivers.**

Location: Willow, 110

Instructor: V. Espinoza

81200.113	01/13/20	Monday	6 PM - 9 PM
81200.213	02/03/20	Monday	6 PM - 9 PM
81200.313	03/09/20	Monday	6 PM - 9 PM
81200.413	04/13/20	Monday	6 PM - 9 PM
81200.513	05/11/20	Monday	6 PM - 9 PM

Basic Life Support (BLS) by the American Heart Association (AHA) for Health Care Professionals ONLY

25 question test for BLS students.

Cost: \$70. Student must be able to provide us with an e-mail the day of the class to receive their card. **Book:** \$19. To be purchased at registration and is required to attend the class. The book should be reviewed prior to class. **Certification Card:** \$7 for BLS card. CASH payable in class to instructor ONLY.

Location: Willow, 110

Instructor: V. Espinoza

81100.113	01/14/20	Tuesday	6 PM - 9 PM
81100.213	02/04/20	Tuesday	6 PM - 9 PM
81100.313	03/10/20	Tuesday	6 PM - 9 PM
81100.413	04/14/20	Tuesday	6 PM - 9 PM
81100.513	05/12/10	Tuesday	6 PM - 9 PM

Heartsaver First Aid (American Heart Association)

First Aid Basics includes hands-on skills in bleeding, burns, and other medical emergencies, injury emergencies, and environmental emergencies. **Class subject to cancellation if minimum enrollment is not met.**

Cost: \$60 for First Aid only. **Book:** \$19 to be purchased at registration, and is required to attend the class. Same book used for basic CPR only need to purchase once if you are taking both classes. **If taking BLS, you will need to purchase 2 books, for First Aid & BLS and you are required to pay for BLS card \$6 and First Aid Card \$25.** **Required:** Read book prior to class. **Certification Card:** \$25 for First Aid without CPR, but only \$25 for CPR & First Aid card. If taking BLS \$7 card and First Aid \$25 card, you have to pay for both cards. CASH payable in class to instructor ONLY.

Location: Willow, 110		Instructor: V. Espinoza	
81300.113	01/15/20	Wednesday	6 PM - 8:30 PM
81300.213	02/05/20	Wednesday	6 PM - 8:30 PM
81300.313	03/11/20	Wednesday	6 PM - 8:30 PM
81300.413	04/15/20	Wednesday	6 PM - 8:30 PM
81300.513	05/13/20	Wednesday	6 PM - 8:30 PM

Fresh Floral Design

Set no boundaries on your creativity. Explore the depths of your imagination. Learn floral design that will inspire and enhance your design skills. Tools needed: floral knife and scissors. Please notify instructor of your registration 3 days prior to class starting at (626) 333-0966. **Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$45 per session payable upon registration. **Materials Fee:** \$25 per week for fresh flowers. The floral fee is to be paid to instructor weekly, for the next week's class meeting. **No refunds for flowers.**

Location: Willow, PASS, S1		Instructor: C. Zacarias	
82100.113	01/08/20 - 01/29/20	Wednesday	7 PM - 8 PM
82100.213	02/05/20 - 02/26/20	Wednesday	7 PM - 8 PM
82100.313	03/04/20 - 03/25/20	Wednesday	7 PM - 8 PM
82100.413	04/15/20 - 05/06/20	Wednesday	7 PM - 8 PM

Guitar – Acoustic – Level I

Students must supply their own personal guitar. Prior to class starting, please purchase "Alfred's Basic Guitar Method" or a beginning guitar book from online or any guitar store. **Minimum class enrollment is 4 students. Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$55 per session, payable upon registration.

Location: Dibble, D3		Instructor: E. Harper	
83110.123	01/08/20 - 02/12/20	Wednesday	5 PM - 6 PM
83110.223	02/19/20 - 03/25/20	Wednesday	5 PM - 6 PM
83110.323	04/01/20 - 05/13/20	Wednesday	5 PM - 6 PM

Guitar – Acoustic – Level II

Students must supply their own personal guitar. Prior to class starting please purchase "Alfred's Basic Guitar Method" or a beginning guitar book from online or any guitar store. **Minimum class enrollment is 4 students. Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$55 per session, payable upon registration.

Location: Dibble, D3		Instructor: E. Harper	
83111.123	01/08/20 - 02/12/20	Wednesday	6 PM - 7 PM
83111.223	02/19/20 - 03/25/20	Wednesday	6 PM - 7 PM
83111.323	04/01/20 - 05/13/20	Wednesday	6 PM - 7 PM

Be a Notary Public

Take our one day Seminar and Exam - \$15 per signature

"Excellent class! I will recommend to others..."
Former student

Making more money is never a bad idea and it shows your amazing initiative. Sign-up and learn how to perform valuable services by certifying or witnessing signatures on official documents. Notary skills are valuable in almost any industry: real estate, legal, medical and banking, to name just a few. After becoming a Notary, train to become a Loan Signing Agent and make \$200 to \$400 per signing. You will be part of a rewarding and lasting career. This six-hour, state-approved seminar gives you the knowledge to pass the exam and practice as an effective Notary. Participants receive 2 practice tests and take the official Notary exam directly following the seminar.

Please read: New and Renewing Notaries need to bring the following: 1) A \$40 check made payable to "Secretary of State"; 2) Proper ID-current driver license or state issued ID card; 3) Two #2 pencils; 4) 2"x2" passport color photo. Live Scan fingerprints will be required after you pass the exam. Serious convictions may disqualify applicants. Must be 18+ years of age. Seminar begins promptly. Due to State regulations, no one will be admitted to the classroom after it begins. **Class subject to cancellation if minimum enrollment is not met.** Questions: info@notarypublicseminars.com

Class Fee: \$100 **Materials Fee:** \$35 (Payable in class)

Location: Willow, 110		Instructor: C. Christensen	
84100.019	02/07/20	Friday	8 AM - 6 PM
Test will be given at the end of the day.			
84100.119	04/03/20	Friday	8 AM - 6 PM
Test will be given at the end of the day.			

Notary Public Exam – Official California State

DO NOT bring personal belongings into test area. Late students will not be admitted! **To take the exam you must bring:**

- \$40 check or money order payable to "Secretary of State"
- Proper identification: valid driver's license (Canada & Mexico accepted) with photo, state issued ID, U.S. or foreign passport, or Military ID
- Two sharpened number 2 pencils
- A 2 X 2 color passport photo

Location: Willow, 110		Instructor: C. Christensen	
	02/07/20	Friday	4 PM - 6 PM
Registration and exam: 4:30 to 6 PM			
	04/03/20	Friday	4 PM - 6 PM
Registration and exam: 4:30 to 6 PM			

Renewing Notaries

A three-hour refresher course is required to renew. You must also be live scanned and pass the official Notary Exam again. We will feature new laws and review current ones to prep you for the exam. We'll also discuss best practices to keep you safe. Your commission must be current to be eligible for a renewal seminar. **Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$50 **Materials Fee:** \$35 (Payable in class)

Location: Willow, 110		Instructor: C. Christensen	
84120.012	02/07/20	Friday	12:45 PM - 6 PM
84120.112	04/03/20	Friday	12:45 PM - 6 PM



/haciendadulteducation
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@HLPAdultEd
Check us out!



Tune into our Violin class this Spring!

Media & Design Arts / Decorator Ceramics

Create attractive and practical ceramic objects. Instruction covers casting molds and new decorating techniques using various glazes and stains. Students are responsible for their own glazes and tools. Students can purchase the slip in class \$4.50 per gallon, CASH ONLY. Any questions please contact the instructor at (626) 715-6053. **Minimum enrollment of 10 students. Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$60 per session payable upon registration.

Location: Willow, Ceramics Room

Instructor: I. Montelongo

82200.119	01/07/20 - 01/28/20	Tuesday	8 AM - 2:30 PM
82200.219	02/04/20 - 02/25/20	Tuesday	8 AM - 2:30 PM
82200.319	03/03/20 - 03/24/20	Tuesday	8 AM - 2:30 PM
82200.419	04/14/20 - 05/05/20	Tuesday	8 AM - 2:30 PM
82300.119	01/09/20 - 01/30/20	Thursday	8 AM - 2:30 PM
82300.219	02/06/20 - 02/27/20	Thursday	8 AM - 2:30 PM
82300.319	03/05/20 - 03/26/20	Thursday	8 AM - 2:30 PM
82300.419	04/16/20 - 05/07/20	Thursday	8 AM - 2:30 PM
82400.113	01/09/20 - 01/30/20	Thursday	4 PM - 9 PM
82400.213	02/06/20 - 02/27/20	Thursday	4 PM - 9 PM
82400.313	03/05/20 - 03/26/20	Thursday	4 PM - 9 PM
82400.413	04/16/20 - 05/07/20	Thursday	4 PM - 9 PM

Violin – Beginner Level

Did you know Einstein played the violin? For the first time, we now have violin classes available. Beginner classes are for students that have never played the violin or played years ago and want to start playing again. This course introduces students to the basics techniques for good sound production on the violin, including correct posture and bow hold. In addition, a discovery of the basic elements of music, pitch and rhythm symbols, meter and time signatures. Please bring your own violin; if you do not have one please contact the instructor at (626) 510-4027 for other options. **Minimum class enrollment is 4 students. Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$50 per session, payable upon registration. **Materials Fee:** \$10 CASH for workbook payable to instructor on first day of class.

Location: Dibble, B1

Instructor: J. Martinez

83311.113	01/07/20 - 01/28/20	Tuesday	7 PM - 8 PM
83311.213	02/04/20 - 02/25/20	Tuesday	7 PM - 8 PM
83311.313	03/03/20 - 03/24/20	Tuesday	7 PM - 8 PM
83311.413	04/14/20 - 05/05/20	Tuesday	7 PM - 8 PM

Learn How to Cook!

How to enroll: Register at the Willow Center Main Offices Monday thru Friday (office closed on Saturdays). No in-class registration available. Bring a copy of your registration form and receipt to the first class. Fee-based classes are supported solely from student fees. No refunds for fee-based classes unless cancelled by school. **All fee-based courses must have a minimum number of pre-registered and pre-paid prior to class start date.**

Our Cooking Classes are fun classes where everyone cooks and eats every part of the meal, every time! Great cooking isn't about recipes—it's about techniques. In our classes you'll work together with other students in a fun, hands-on environment led by our professional chef instructors. **Class subject to cancellation if minimum enrollment is not met. Minimum of 20 students, unless otherwise noted.**

Cooking from Around the World

In need of fresh and new entertainment ideas to amaze your friends? In this class, you will learn dishes from around the globe. Discover dishes from the Americas, Europe, and Asia, all the while discovering different cultures. Come travel, take this journey, explore new cultures, and expand your palate. This is a hands-on class.

Class Fee: \$90 plus \$25 food supplies.

Location: Willow, 16	Instructor: Staff
85106.013 01/08/20 - 01/29/20	Wednesday 5 PM - 9 PM

Soups and Breads

In this class, you will learn eight different soup recipes, knife skills, how to make stocks, and bread making. You will learn how to prepare recipes in your own kitchen to impress your family and friends. If you have taken this class before, don't worry... it will be all new recipes ☺

Class Fee: \$90 plus \$25 food supplies.

Location: Willow, 16	Instructor: Staff
85112.013 01/16/20 - 02/06/20	Thursday 5 PM - 9 PM

Healthy Cooking

Join us for this delicious class and learn how to create healthy dishes without giving up flavor. Learn to prepare an array of delicious healthy dishes that are as easy on your waist as they are to prepare. Optimum nutrition and healthy cooking are an essential part of a long healthy life. We will give you tips and techniques for getting good dinners on the table, with a lighter touch. This is a hands-on class.

Class Fee: \$90 plus \$25 food supplies.

Location: Willow, 16	Instructor: Staff
85111.013 02/05/20 - 02/26/20	Wednesday 5 PM - 9 PM

Breads, Cookies, and Pies

This series will cover the dessert basics (piecrust, sweet sauces, working with chocolate, fruit desserts, and even cookie making) to help guide you through a lifetime of dessert making.

Class Fee: \$90 plus \$25 food supplies.

Location: Willow, 16	Instructor: Staff
85120.013 02/08/20 - 02/29/20	Saturday 8 AM - 12 PM

Traditional Mexican Cuisine

Looking to expand your culinary horizons? This class will introduce you to the art of making delicious traditional Mexican cooking. The food of Mexico has the distinction of being one of the world's first fusion cuisines. Learn to prepare these exotic dishes and excite your family and friends. This is a hands-on class.

Class Fee: \$90 plus \$25 food supplies.

Location: Willow, 16	Instructor: Staff
85109.013 02/27/20 - 03/19/20	Thursday 5 PM - 9 PM

No in-class registration. Office open Monday - Friday. School office is closed on Saturdays.

* Fee-based classes are supported solely from student fees. Fee-based classes require on-campus registration only. No refunds for fee-based classes unless cancelled by school.

How to Grill Everything

Learn tips and techniques for marinating, seasoning, and grilling to produce the best flavors, searing to achieve the internal juiciness, and ideal crust that is essential for mouthwatering perfection. You will also create delicious salads, starches, and vegetable dishes. This is a hands-on class.

Class Fee: \$90 plus \$25 food supplies.

Location: Willow, 16	Instructor: Staff
85118.013 03/11/20 - 04/01/20	Wednesday 5 PM - 9 PM

The Sauces of Lee Kum Kee

Lee Kum Kee was founded in 1888 and opened its U.S. production house in 1991, right down the street in La Puente. In this class, you will learn and work with their amazing sauces, including their world famous oyster sauce. We will learn recipes that include quick meal, fusion, and learn about Chinese food culture. This is a hands-on class.

Class Fee: \$90 plus \$25 food supplies.

Location: Willow, 16	Instructor: Staff
85129.013 04/16/20 - 05/07/20	Thursday 5 PM - 9 PM

Summer Desserts

Join the fun! In this series, we will be cooking up some light, delicious, easy and tasty summer desserts. Learn how to prepare easy recipes that will delight your taste buds and impress your friends. You can taste these and get the recipes, so you can duplicate them for your family and friends!

Class Fee: \$70 plus \$20 food supplies.

Location: Willow, 16	Instructor: Staff
85117.013 04/22/20 - 05/13/20	Wednesday 5 PM - 9 PM

All about Ice Cream

It's about to get warm outside—are you ready for some frozen desserts? In this class, you will learn the science behind making perfect ice cream. Students will also learn the basics, as well as how to mix it up a bit with sorbets, using fresh ingredients. Date night never tasted so good!!! At the end of the class, you can take home your delicious artwork. This is a hands-on class.

Class Fee: \$40 plus \$20 food supplies.

Location: Willow, 16	Instructor: Staff
85126.013 05/12/20 - 05/19/20	Tuesday 5 PM - 9 PM

Private Events

Our cooking school is also available for private cooking parties. Tailored to allow you and your guests to explore your culinary imagination. Whether it's just a group of friends looking to hang out, birthday surprise, corporate event, girls' night out, a special anniversary party, or just because you want to throw a cooking party. You will savor the experience of working together as a team in a deliciously fun environment. You and your Chef will create your personalized menu. Private cooking classes start at \$445 based on desired menu and amount of guests.

85110.013 Please call for reservations.



Older Adults & Community Interest

A series of ongoing classes designed for older adults and sponsored by Hacienda La Puente Adult Education are offered at the Senior Center and School Campuses with continuous enrollment.

How to Register:

La Puente Senior Center: Register in classroom during class, beginning January 6, 2020. Proof of negative TB screening required by the Senior Center.

Dibble Campus: Register in classroom during class, beginning January 6, 2020.

Community Interest Class: Register at Willow Main Office Monday - Friday, beginning December 9, 2019. Bring a copy of your registration form and receipt to the first day of class.

Older Adults Classes



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 27 students per class.

No class fee. Register in class beginning January 6, 2020.

La Puente Senior Center

16001 E. Main Street, La Puente, CA 91744 (626) 855-1585

86000.042 M - Th 1 PM - 4 PM C. Barela

Dibble Campus

1600 Pontenova Avenue, Hacienda Heights, CA 91745

Beginning

86000.021 M & W 8:30 AM - 11 AM E1 I. Beltran

Advanced*

86000.121 T & Th 8:30 AM - 11 AM E1 I. Beltran

***Prerequisite** – Student must have completed Beginning level and be recommended by teacher.

Community Interest Class

Register at the Willow Center Main Office, beginning January 6, 2020.

Home Arts / Oil Painting

All levels welcome! Learn to paint the easy way! Simple follow-along instruction enables the student to easily learn brush techniques, color mixing, necessary elements, and fundamentals of art. "Beginners welcome, results guaranteed!"

Class Fee: \$50 per semester

86100.042 Th 12:30 PM - 4 PM Shadybend, 5/6
Linda Lee





Great opportunities; take advantage of them!

Rehabilitation Services

Registration Procedures: All students are referred via Regional Center or the Department of Rehabilitation. A tour and an interview are scheduled. Registration is processed with parent/care-provider and student input and, an authorization from their Regional Center or Department of Rehabilitation representative. Enrollment determined by counselor. For further information, you may contact Innovative Rehabilitation Services at (626) 934-2920.

Building Trade & Construction / Mechanical Construction / Product Assembler (1,440 hours)

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.

68100.019 M - F 8 AM - 12 PM & 12:30 - 4:30 PM R. Palermo Willow

68100.119 M - W 9 AM - 12:30 PM & Th 9 - 10 AM T. Seal Delhaven Community Center

Custodial Services / Custodial Building Maintenance (1,440 hours)

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.

68200.019 M - F 8 AM - 12 PM & 12:30 - 3:30 PM M. Roberts Willow

Food Service & Hospitality Services / Fast Food Worker (1,440 hours)

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.

68300.019 M - F 6:30 AM - 12:30 PM & 1 - 3 PM D. Fore Willow

Agriculture & Natural Resources / Ornamental Horticulture / Landscape Gardener - Nursery Manager (1,440 hours)

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.

68400.019 M - F 8 AM - 12 PM & 12:30 - 4:30 PM M. McIntyre Willow

Adult Basic Education

Adult Basic Education: English Language Arts & Mathematics

Provides student with basic skills instruction in reading, communication, math, and a better foundation for performing everyday living tasks. Students register in the class.

10700.011 M - F 8:30 AM - 12 PM Willow S1 P. Sill

Distance Learning:

51000.012 T & W 1 PM - 2:30 PM IRS Workshop P. Sill

Adult Basic Education: Life Skills & Functional Academics / 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.

68110.214 Sat 8 AM - 11:30 AM E. Benavidez Delhaven Community Center



@hpadulted

Building Partnerships for Students and Businesses



Visit the only co-located AJCC in Southern California for job placement services.



If you are unsure of what direction to take in your search for a new or better career, the East San Gabriel Valley AJCC operated by Goodwill can help. Call (626) 934-5700 for more information or visit us at: <http://www.goodwillsofcal.org>

**Plan Ahead for
Spring 2020 and
Summer 2020!**

**APPLY NOW FOR
FINANCIAL AID**

www.fafsa.ed.gov

School Code: 012522

Please see page 7 for the application process.

Workforce Resource Center Job Seeker Services

The Resource Center is intended for current students and the general public who need a place to study and/or to conduct job searches. The resource center contains computers with internet access to job websites and other employment resources such as resume preparation, and telephone and fax accessibility to employers only.

Hours of Operation - Public: M - F, 8 AM - 4 PM

Hours of Operation - Current Student: M - Th, 8 AM - 12 PM / T & Th, 2 PM - 4 PM

Hours are subject to change based on the school's needs. Use of the Resource Center is for study and job preparation purposes only. Anyone in violation of the basic rules of conduct will be asked to leave.

Veterans Department

Post 9/11 Veterans:

Come in and use your GI Bill benefits for:

- Accounting Bookkeeper
- Automotive
- Business Occupations
- Certified Nurse Assistant
- Computer Repair
- Cosmetology
- Culinary Arts
- Dental Assistant
- Licensed Vocational Nurse
- Major Appliance Repair
- Medical Assistant
- Medical Billing
- Medical Secretary
- Medical Terminology
- Psychiatric Technician

Put your military core values, self-discipline and work ethics into a rewarding career!

Business Partnership/Outreach - ESL Classes

30299.402

T/Th

2:00 PM - 4:00 PM

Hexpol

30299.412

M/W

2:30 PM - 4:00 PM

Troy Lighting

T/Th

2:00 PM - 4:00 PM

Toyota

Building Partnerships for Students and Businesses

Job Readiness Services

- Job search
- Resume preparation
- Interview coaching
- Mentoring
- Job application completion
- Interview preparation
- Employer database
- Career planning assistance

Community Services

Senior Training

Assists with National Council on Aging (NCOA) and Senior Community Service Employment Program (SCSEP) referrals for work training opportunities.

Interpreters for the Deaf


Sign language interpreters are available for deaf and hard of hearing students enrolled in vocational training classes. Call: (626) 934-2801 Voice



Hacienda La Puente Adult Education is a member of
Mt. Sac Regional Consortium for Adult Education



<http://www.mtsacregionaladulthood.org/>



Hacienda La Puente Adult Education now offers
college level courses through an
articulation with Rio Hondo
Community College.

See page 15 for more information.

Apprenticeship Training

Apprenticeship programs conform to guidelines established by the State Division of Apprenticeship Standards. For more information on qualifying as an apprentice, contact the applicable apprenticeship office listed below:

Above the Rest Barber/Cosmetology UAP

Apprenticeship + Pre-Apprenticeship

2433 South Grove Avenue Ontario, CA 91761
(909) 437-8398

California Fire Fighters - JAC

To request a brochure, include your name and address and write to:
California Fire Fighters Joint Apprenticeship Council
1780 Creekside Oaks Drive, Suite 201 Sacramento, CA 95833

Brick Tenders

1385 West Sierra Madre Azusa, CA 91702
(626) 610-1700

Make-up Certificate - Established by 909 Clippers

2433 South Grove Avenue Ontario, CA 91761
(909) 437-8398

Cosmetica Cosmetology and Barbering UAP

Apprenticeship + Pre-Apprenticeship

9050 Telegraph Road, Suite 201 Downey, CA 90242
(562) 862-1090 www.cosmeticaedu.com

Electrologist UAP

4601 Telephone Road, Suite 111 Ventura, CA 93003
(805) 644-3900

Joint Apprenticeship Trust Insulators & Asbestos Workers Local 5 - Heat and Frost Pre-Apprenticeship Program

3833 Ebony Street Ontario, CA 91760
(626) 334-6884, (626) 334-7042

Laborers Cement Mason - JAC

1385 West Sierra Madre Azusa, CA 91702
(626) 610-1700

Laborers Landscape & Irrigation Fitter - JAC

1385 West Sierra Madre Azusa, CA 91702
(626) 610-1700

Laborers Southern California - JAC

1385 West Sierra Madre Azusa, CA 91702
(626) 610-1700

Southern California Floor Covering Crafts - JATC

11843 Smith Avenue Santa Fe Springs, CA 90670
(562) 623-9244 / 623-9544

Southern California Glaziers & Glassworkers Industry - JAC

1481 South Balboa Avenue Ontario, CA 91761
(909) 786-0630

Southern California Pavement Strippers & Highway Maintenance - JAC

1074 La Cadena Drive, Suite 9 Riverside, CA 92507
(951) 248-4341

Sprinkler Fitters UA Local 709 - JAC and

Journeyman Continuing Education

12140 Rivera Road, Suite B Whittier, CA 90606
(562) 907-7622

Tile and Marble Finishers - BAC Local No. 18 - JAEC

9730 E. Garvey Avenue So. El Monte, CA 91733
(626) 329-0850

Tile Laying Local 18 - JAC Terrazzo Finisher/Terrazzo Worker

9730 E. Garvey Avenue So. El Monte, CA 91733
(626) 329-0850

Rules & Regulations for Conduct

Student Dress and Grooming - Students are expected to adhere to the established dress and grooming standards for the school in order to prevent distractions and disruption in the classroom and to ensure the physical well-being and safety of students and staff.

For the complete Student Handbook of Rules & Regulations and Discipline Policy visit www.hlpae.com.

Children's Attendance - Children may not attend class unless it is specifically permitted as part of the course.

No Smoking Policy - Smoking is prohibited on campuses and in school parking lots (includes vaping).

Drug Free Schools - It shall be the policy of this school district to keep schools alcohol and drug free by taking positive action through education, counseling, parental involvement, medical referral and police referral, and by handling incidents in the schools involving possession, sale, distribution and/or use of any controlled substance, alcoholic beverage, intoxicant of any kind, tobacco or products containing tobacco or nicotine.

Sexual Harassment - Sexual harassment of or by any employee or student shall not be tolerated. The governing board considers sexual harassment to be a major offense which can result in disciplinary action of the offending employee or suspension, or expulsion of students. Sexual harassment is defined in the Education Code section 212.5 and the legal requirements affecting students are found in sections 48900 and 48900.2. Complaint Contact: Jill Rojas, Assistant Superintendent, Human Resources • (626) 933-3800 • 15959 East Gale Avenue City of Industry, CA 91745.

An Equal Opportunity District - The Hacienda La Puente Unified School District is in compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972 and the Rehabilitation Act of 1973. The district does not discriminate in matters of employment or admission to educational programs and activities because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation. Complaint Contact: Jill Rojas, Assistant Superintendent, Human Resources • (626) 933-3800 • 15959 East Gale Avenue City of Industry, CA 91745.

Institutions Grievance Procedure - Every member of the community shall have the right for prompt and orderly redress of a grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Therefore, pursuant to California Code of Regulations, Title 5, Section 4600, the district has procedures to process a complaint regarding educational services provided by the adult school. A copy of the uniform complaint policy is available at each site where adult education courses are offered. Complaint Contact: Jill Rojas, Assistant Superintendent, Human Resources • (626) 933-3800 • 15959 East Gale Avenue City of Industry, CA 91745.

Council on Occupational Education (COE) • 800-917-2081
7840 Roswell Road, Building 300, Suite 325 Atlanta, Georgia 30350
<https://council.org/>

In accordance with requirements of DVB circular 20-76-84, Appendix P, this is to certify that this school catalog is true and correct in content and policy.



/haciendadulteducation
Follow us! & Like us!

Services Offered to the Public



To give students maximum training opportunities, HLPAE's Career & Technical Education Programs offer a wide range of services to the public.

Computer Repair & Networking offers computer repair services and home network set up. **M-Th 9:30 - 11 AM.**

Child Development Mentor Training - Students from the Program & Principles program volunteer hours in classrooms across our district, Rowland District Options, and private centers.

Major Appliance Service & Repair offers service and maintenance repairs at little to no cost. Please contact (626) 934-2936.

The Automotive Technician program offers auto repair services to the community. Such as oil change, brake inspections, and other diagnostics. Contact (626) 934-2932.

Cosmetology Services - All work done by students only. Low cost services. Children under 15 must be supervised. **Service Hours: Tuesday - Friday 9:30 AM - 3 PM.** Client and child cannot receive service at the same time. No children under 5. No personal checks accepted. Visit www.hlpae.com for price list.

Barber Services - Free haircuts & shaves to veterans! **Tuesday - Thursday 2 PM - 7 PM.**

Dental Assistant / Children's Clinic - **Wednesdays: 8 AM to 12 PM and Thursdays: 1 to 5 PM.** Providing quality dental care to financially disadvantaged children, ages 2 to 18, who have no dental or Medi-Cal insurance and are eligible for the Federal Free or Reduced Lunch program. \$20 per visit. Call (626) 934-2894 for an appointment.

Contracted Services

Affordable Contracted Work

Hacienda La Puente Adult Education's Innovative Rehabilitation Services trains adults with disabilities for employment. Our trained workers are supervised and have extensive on-the-job experience.

Your company or public agency can contract with us for:

- Janitorial Maintenance
- Gardening and Landscaping
- Document Shredding
- Assembly, Packaging & Fulfillment
- Food Services

Call: (626) 934-2920 for more information.

Main Campuses

Willow Center

(626) 934-2801

14101 E. Nelson Ave. La Puente, CA 91746

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 4 PM

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Dibble Campus

(626) 933-8305

1600 Pontenova Ave. Hacienda Heights, CA 91745

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

8



Hudson Adult Learning Center

(626) 934-6761

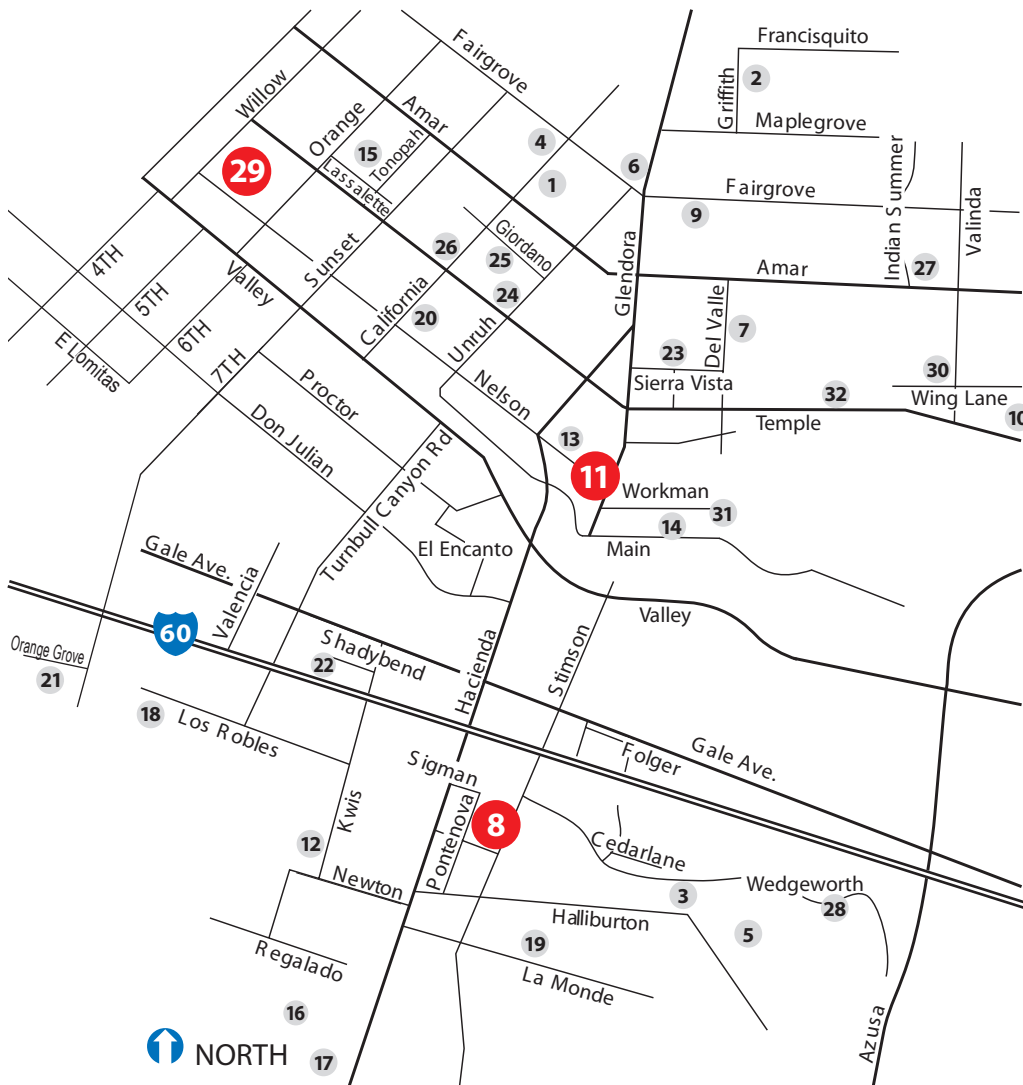
445 N. Glendora Ave. La Puente, CA 91744

Office Hours:

Monday - Thursday 8 AM - 7 PM

Friday 8 AM - 3:30 PM

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Map not to scale.

Colima Road

1. **Amar Center**
1000 N. California Ave., LP
2. **Baldwin Academy**
1616 Griffith, LP
3. **Bixby Elementary**
16446 Wedgeworth Dr., HH
4. **California Elementary**
1111 California Ave., LP
5. **Cedarlane Academy**
16333 Cedarlane Dr., HH
6. **Delhaven Community Center**
15135 E. Fairgrove, LP
7. **Del Valle Elementary**
801 N. Del Valle, LP
8. **Dibble Campus**
1600 Pontenova, HH
9. **Fairgrove Academy**
15540 E. Fairgrove, LP
10. **Grandview College Prep**
795 N. Grandview, Valinda
11. **Hudson Adult Learning Ctr**
445 N. Glendora, LP
12. **Kwis Elementary**
1925 S. Kwis, HH
13. **La Puente High School**
15615 E. Nelson, LP
14. **La Puente Senior Center**
16001 E. Main, LP
15. **Lassalette School**
14333 Lassalette St., LP
16. **Los Altos Elementary**
15565 Los Altos Dr., HH
17. **Los Molinos Elementary**
3112 Las Marias Dr., HH
18. **Los Robles Elementary**
1530 Ridley Ave., HH
19. **Mesa Robles School**
16060 Mesa Robles, HH
20. **Nelson Elementary**
330 N. California Ave., LP
21. **Orange Grove Middle School**
14505 Orange Grove Ave., HH
22. **Shadybend Training Center**
15430 Shadybend, HH
23. **Sierra Vista Middle**
15801 Sierra Vista Ct., LP
24. **Sparks Elementary**
15151 Temple Ave., LP
25. **Sparks Middle**
15100 Giordano St., LP
26. **Temple Academy**
635 California, LP
27. **Valinda School of Academics**
1030 Indian Summer, LP
28. **Wedgeworth Elementary**
16949 Wedgeworth, HH
29. **Willow Center**
14101 E. Nelson, LP
30. **Wing Lane Elementary**
16605 Wing Lane, LP
31. **Workman Elementary**
16000 Workman, LP
32. **Workman High School**
16303 E. Temple, LP

Hacienda La Puente Unified School District

Ready to meet your student's needs!

Dual Immersion

Our language programs provides high-quality education programs for students to develop bilingualism/bi-literacy in the target language (Korean, Mandarin, or Spanish) and English. Working towards developing culturally and linguistically proficient global citizens.



Preparing students for high-demand jobs with computer science solutions. Computer coding lessons are geared to elementary students and offer an established curriculum, coaches for the classrooms, and professional development.



Code to the Future



JROTC

The mission is to motivate young individuals to be better citizens by developing students through

leadership, patriotism, and accountability. The program promotes instilling self-esteem, teamwork, self-discipline and a sense of accomplishment for all participating students. The JROTC program was established in 2018 at our La Puente High School site.

For more info:

Hacienda La Puente USD
15959 E. Gale Avenue, City of Industry, CA 91745
Visit: www.hlpusd.k12.ca.us
Call: Cynthia Cabello (626) 933-1000
Email: cgomez@hlpusd.k12.ca.us