

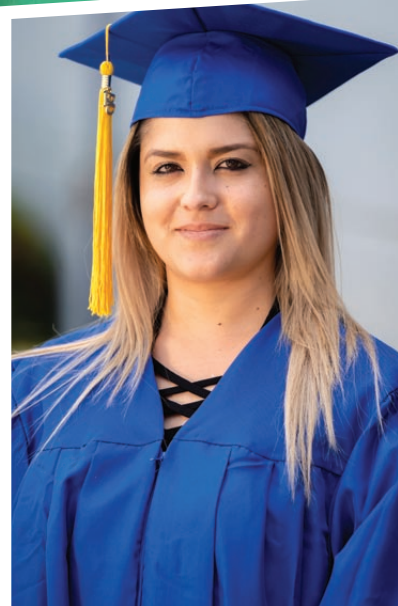
HACIENDA LA PUENTE

ADULT EDUCATION
LEARNING UNLIMITED

FALL 2019

August 12 - December 20, 2019

Catalog of Classes



Student Spotlight

Cristal Bogarin is currently a student at Hacienda La Puente Adult Education (HLP AE) enrolled in the Medical Assisting Program. Cristal grew up in the La Puente community and was a K-12 student in the Hacienda La Puente Unified School District (HLPUSD). When Cristal was a junior at Workman High School, she knew she wanted to work in the medical field after graduating but was not sure what path to take. During her senior year Cristal heard about an opportunity to take concurrent classes at HLP AE and she signed up immediately. Cristal took the Health Careers class and discovered her passion. While still enrolled in high school Cristal finished the course with a competency based certificate and also earned her certification in CPR and First Aid.

After her high school graduation Cristal enrolled in the Medical Assisting program in the fall of 2018 with instructor Mrs. Atousa Pakzad.

Cristal says of her experience at HLP AE "I love my teacher, she's always on time, is responsible, has high expectations of her class, but is also very understanding and helpful. Her caring attitude has inspired me to do my best and try my hardest in class and externship."

Now, almost a year after first enrolling at the Willow Center, Cristal has completed the theory portion of her Medical Assistant program and is attending her clinical externship, applying everything she's learned to real patients in a medical clinic. With only a few months left to complete her program, Cristal is also working with America's Job Center of California (co-located on the Willow Campus) to prepare for her transition into employment. She is learning how to write an effective resume and how to be successful in interviews with employers. Cristal says, "The AJCC has given me confidence while interviewing and after my externship I'll be ready to start working!"

With her goal in reach, Cristal plans to find a job right after completing the Medical Assisting program. However, she does not want to stop there; her ultimate goal is to complete her degree, earn her license as a Registered Nurse, and gain employment at a local hospital.

With Cristal's positive attitude, strong work ethic, and commitment to helping others, HLP AE knows she has what it takes to make her own dreams come true!





ONE SCHOOL, THREE CAMPUSES, OVER 100 PROGRAMS & PATHWAYS

Message from the Executive Director

As the second largest adult school in the state, Hacienda La Puente Adult Education serves more than 15,000 adult and high school students annually. I am proud that you have chosen HLP AE to further yourself in your educational pursuits. **At HLP AE we offer affordable, high-quality career and technical education programs that include courses in a variety of subjects from technology, to business, health, culinary arts, and more!** Our classes and programs provide students with current and relevant training that they can utilize in the workforce.

It is with great pleasure that I present the 2019 HLP AE Fall catalog that will kick-start your journey towards receiving a quality education, help you gain the skills necessary to succeed in the career you choose, and improve your life and your community. With completion of our career and technical education programs, many students are able to receive a professional certification through the school's accreditations. HLP AE is approved and accredited by the State of California and was awarded "Programs of Excellence" by the California Department of Education. We pride ourselves in helping a diverse population achieve their goals. We cannot wait for you to experience our adult education programs and meet new friends!

I look forward to this journey together and am delighted to see you reach your goals.

Greg Buckner, Executive Director
Hacienda La Puente Adult Education

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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, 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

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
MOUS



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 (For full calendar go to hlpae.com)

Fall Semester Begins.....	August 12, 2019
Labor Day Holiday.....	September 2, 2019
Veteran's Day Holiday.....	November 11, 2019
Thanksgiving Break.....	November 25-29, 2019
End of Fall Semester.....	December 20, 2019
Winter Break.....	December 23, 2019-January 3, 2020
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
Memorial Day.....	May 25, 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. **HLP AE/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 24.

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

Pre-Registration Dates:

August 5, 2019 @ Hudson Learning Center	8:30 am	1:30 pm	5:30 pm
August 6, 2019 @ Willow Center	8:30 am	1:30 pm	5:30 pm
August 7, 2019 @ Dibble Campus	8:30 am	1:30 pm	5:30 pm
August 8, 2019 @ Dibble Campus	8:30 am	1:30 pm	5:30 pm

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 **August 12, 2019.**

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:

Willow Center (626) 934-2801

Career Technical Education and LVN Associates Degree Program Counseling

Dibble and Hudson Campuses (626) 933-8305

Academic programs including Diploma & High School Equivalency.

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.**

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.

Financial Aid Process

Federal Pell Grants available to eligible students.

If you are interested in Financial Aid please fill out the 19-20 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)

++ at the time of printing this program is not Title IV Eligible. For more information please call the Financial Aid office at (626) 934-2850.

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**

Plan ahead for FALL 2019!

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.**

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)

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 M - Th 1:00 - 4:30 PM Willow, 21

Pre-Registration Dates:

August 5 @ Hudson Learning Center	8:30 am	1:30 pm	5:30 pm
August 6 @ Willow Center	8:30 am	1:30 pm	5:30 pm
August 7 @ Dibble Campus	8:30 am	1:30 pm	5:30 pm
August 8 @ Dibble Campus	8:30 am	1:30 pm	5:30 pm

See page 5 for registration schedule.

ESL Classes at Dibble Campus

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	D2
Thursday	12:15 - 2:45 PM	
30260.022	ESL Conversation	D2

ESL Classes at Hudson Adult Learning Center

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	9
33023.033	Intermediate Low/Intermediate High/Advanced	6

ESL Classes at Willow Center

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

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.

30299.531	Del Valle	M & W	8:30 - 10:30 AM
30299.611	Sparks ES	T & Th	8:30 - 10:30 AM
30299.501	Baldwin	Friday	8:30 - 11:00 AM



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Become a US citizen!

Citizenship

ESL / Citizenship Preparation

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

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

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

ESL/Citizenship Preparation/ USCIS Application Preparation

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

49000.123	08/21/19, 09/18/19, 10/16/19, 11/20/19, 12/18/19	
W	6:00 PM - 8:30 PM	Dibble, C2

What do students say about the programs offered at HLPAE?



"My only regret is not knowing about the school sooner!"

Adult Basic Education (ABE)

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

Basic Education is offered to prepare students for GED®, HiSET or TASC 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)

- 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
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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)

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).

10300.012	M-Th	1:00 PM - 4:30 PM	Willow, 21
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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®, HiSET, or TASC Exams. In order to help you prepare, we offer test preparation (GED®/HiSET/TASC) courses at all 3 campuses.

See page 5 for registration schedule.

Test Preparation Classes - HiSET/GED®/TASC

Test Preparation courses are designed to assist students in acquiring the skills necessary to pass all sections of the GED®, HiSET and TASC 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
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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® HiSET, and TASC Testing Center at Willow Center

HLPAE is an official testing center for HiSET, TASC 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: \$100 (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**

TASC Exam

- The TASC Exam is available in both paper or computer based formats.
 - TASC consists of 5 subtests:
 - Language Arts - Reading
 - Language Arts - Writing
 - Mathematics
 - Science
 - Social Studies
 - Test Fee: \$100 (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.tasctest.com for additional information and eligibility.**

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.
- A minimum of 60 hours of attendance is required for each 5 credit course.

See page 5 for registration schedule.

High School Diploma Lab

Willow Center

21000.011	M-Th	8:30 AM - 11:45 AM	21
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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.

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
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Learn a New Language! Free! Open to Everyone!

Registration for Foreign Language classes begins July 8.
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

What do students say about the
programs offered at HLP AE?



*"I live in the area so this is the location of
preference to continue my education."*

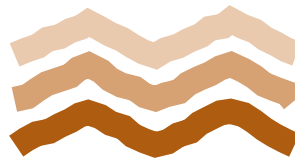


/haciendadulteducation
Follow us! & Like us!



@HLPAdultEd
Check us out!

RIO HONDO COLLEGE



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:

Hospitality 101	T/Th	5:00 PM - 6:25 PM
Biology 101	Friday	9:00 AM - 12:10 PM 12:15 PM - 3:15 PM (Lab)
Speech 101	T/Th	3:30 PM - 4:55 PM
English 101	M/W	6:00 PM - 7:25 PM 7:30 PM - 8:55 PM (Lab)

Class offerings vary semester to semester.

Classes are typically offered in the afternoon.

Schedule also varies please call Willow Center for more
information. (626) 934-2801

Effective Parenting Techniques

Registration begins July 8, 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 sessions and 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.

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.

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.

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。

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.



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.hlpa.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
Date: 08/12/19 - 12/20/19 K. Cota

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.

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

Date: 08/13/19-10/31/19

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

Date: 11/05/19 - 02/04/20

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

Date: 02/11/20 - 04/30/20

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage:
\$12.29 hourly

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

Source: www.onetonline.org

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 - Th 5:00 PM - 8:00 PM Willow, 100 R. Sibaja
August 12, 2019 - December 19, 2019

Advanced Accounting (144 hours)

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

63302.013 M - Th 5:00 PM - 8:00 PM Willow, 100 R. Sibaja
August 12, 2019 - December 19, 2019

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

What do students say about the programs offered at HLP AE?



"Great fast paced program! Very hands on and a lot of programs to offer and large campus."

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
08/12/19 - 05/21/20				

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
08/12/19 - 05/21/20				

Want to just take a class?

Individual classes are available!

Business Support and Services / Continuing Education

All classes in this section will take place from August 12, 2019 - December 19, 2019

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

Accounting through Excel

Prerequisite: Basic Microsoft Excel.

Designated for students experienced and already comfortable with Excel environment. Learn to budget, payroll, invoice, inventory control, checkbook design through Excel. Emphasis placed on real world applications. Welcome to bring in your workplace projects or questions.

Cost: \$75 per class

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

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

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



@hpadutted

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.

COSMETOLOGY ORIENTATION:

August 7, 2019 at 10 am & 5 pm.

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$12.18 hourly

Projected Job Opening growth
in California: 10-14%

Source: www.onetonline.org

Cosmetology / Cosmetologist

Cosmetologist Level I

60801.019	M - F	8 AM - 2:30 PM	G. Schuster / 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 - 2:30 PM	G. Yanez / R. Lopez-Nunez
Cost:	\$1,505 (350-1080 hours)		
Insurance:	\$18		
Total to Start:	\$1,523		

Cosmetologist Level III

60803.019	M - F	8 AM - 2:30 PM	G. Yanez / R. Lopez-Nunez
Cost:	\$1,075 (1080-1600 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	1 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	1 PM - 8:30 PM	J. Valenzuela
Cost:	\$1,100 (350-1080 hours)		
Insurance:	\$18		
Total to Start:	\$1,118		

Barber III

60823.013	M - Th	1 PM - 8:30 PM	J. Valenzuela
Cost:	\$950 (1080-1500 hours)		
Insurance:	\$18		
Total to Start:	\$968		
Total for entire program:	\$3,745		

Continuing Education

Crossover to Barber (200 hours)

60810.013	M - Th	1 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
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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 - 2:30 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 - 2:30 PM	Staff
Cost:	\$625 (301 - 600 hours)		
Insurance:	\$18		
Total to Start:	\$643		
Total for entire program:	\$2,096		

** Please call to inquire on night Esthetician classes.*

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$13.16 hourly
Projected Job Opening growth
in California: 10-14%
Source: www.onetonline.org

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$14.01 hourly
Projected Job Opening growth
in California: 10-14%
Source: www.onetonline.org

Low cost services available to the Public:

Cosmetologist:

Tuesday-Friday 9:30 AM - 1:15 PM

Barber:

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

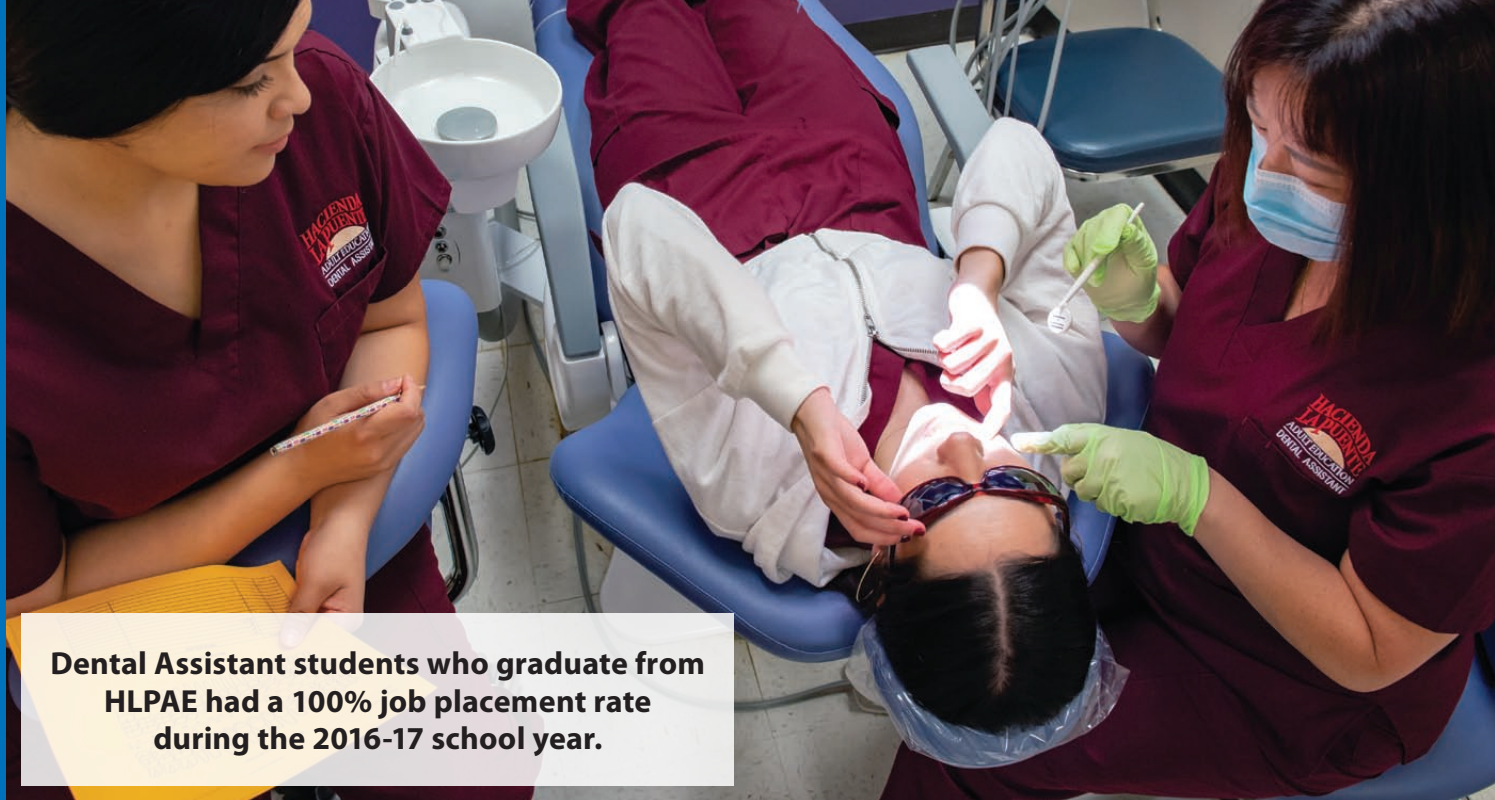
Esthetician:

Tuesday-Friday 9:30 AM - 1:15 PM

FREE HAIRCUTS AND SHAVES TO VETERANS!



@hpadutted



Dental Assistant students who graduate from HLP AE had a 100% job placement rate during the 2016-17 school year.

Patient Care / Dental Services /

Dental Assistant

For more information please call (626) 934-2890.

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. Call (626) 934-2890. Must have high school diploma or HSE (GED®, HISET, or TASC) 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
Start dates: August 12, 2019 and February 3, 2020
Call for more information.

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:

June 27, 2019 at 10 AM
July 18, 2019 at 10 AM
December 19 at 10 AM

2016-2026
Job
OUTLOOK

Average California Hourly Wage: \$18.09 hourly
Projected Job Opening growth
in California: 17% +
Source: www.onetonline.org

What do students say about the programs offered at HLP AE?

"Some people may hesitate to bring their child for a dental care here because it is a school; but I want to emphasize that it is a Dental Assistant school that is well staffed by professionals and doctors who outshine any other 'children's dental office' that I may have visited in the past."





Therapeutic Services /

Pharmacy Technician

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
08/12/19 - 06/25/20

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$18.59 hourly
Projected Job Opening growth in California: 14% +
Source: www.onetonline.org

Medical Office /

Medical Assistant (1080 hours)

Program Includes: Prepare for employment in a medical office or clinic by taking Administrative Front Office and Clinical Back Office Procedures. (1080 hours, 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
08/12/19 - 05/21/20 Externship hours may vary

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$16.66 hourly
Projected Job Opening growth in California: 29% +
Source: www.onetonline.org

What do students say about the programs offered at HLP AE?



"After I completed my externship I was able to get a job 2 weeks later, I currently work in a retail pharmacy and I am so glad I went here and I recommend it to anybody."



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

Co-requisite: Basic Medical Terminology.

Covers ICD9 CM & ICD10 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. Current coding information prepares student for certification with AAPC, AHIMA and addresses HIPPA requirements.

Includes: Basic Medical Terminology.

Basic anatomy and medical language necessary for persons entering the medical occupations. Required for students enrolled in Medical Secretary/Ward Clerk program.

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 Staff 08/13/19 - 05/21/20
61620.013 T 3:30 PM - 5:30 PM Willow, 10 Staff 08/13/19 - 05/19/20

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$21.67 hourly
Projected Job Opening growth in California: 10-14%
Source: www.onetonline.org



Become a part of the growing health career workforce in California.

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.) Submit copy of CPR Card. Card is active within 1 year of enrollment to CNA. 3.) Criminal clearance will be done in HLPUSD before the class will start.

Cost: Total cost \$1,235 (includes registration \$1,110, ID badge \$6, book \$86 and uniform \$33). 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
08/12/19 - 10/24/19 - Class 1
11/04/19 - 01/16/20 - Class 2

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 Schedule may vary. Call the office for more info. Willow, 1-2
08/12/19 - 09/04/19

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 Schedule may vary. Call the office for more info. Willow, 1-2
09/10/19 - 10/15/19

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.**

09/06/19	Friday	9 AM - 1 PM	Willow, 1	D. Speegle
10/04/19	Friday	9 AM - 1 PM	Willow, 1	D. Speegle
11/01/19	Friday	9 AM - 1 PM	Willow, 1	D. Speegle
12/06/19	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: \$14.84 hourly

Projected Job Opening growth

in California: 15% +

Source: www.onetonline.org

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:

- Step 1:** Take the entrance exam - the Computerized TABE (\$45). Pre-register for a testing date in person at the Willow Center, 14101 E. Nelson Avenue, La Puente, CA 91746.
- Step 2:** Upon earning qualifying scores on the entrance exam, you will be invited to the second phase of the application process, the Pre-VN course. Official High School or HSE transcripts will be required.
- Step 3:** Upon completion and qualifying for the program, you will be required to submit a Live Scan background clearance. American Heart Association (AHA) for healthcare providers (BLS) certification will also be required.

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
- Health screening
- Meet all objectives of the Pre-VN module
- American Heart Association (AHA) for healthcare providers with AED. (BLS)

BLS is required for: Vocational Nursing (VN) PRIOR to registration and must be valid for the duration of the program.

Theory and clinical program prepares graduates for state licensing exam.

Cost: Name tag \$6, Insurance \$18 per semester, Fundamentals \$1000, VN 1 \$3250, VN 2 \$3250 (Total cost \$7542)

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

*See page 24 for TABE entrance exam dates.

VN Program Courses:

Pre-Vocational Nurse (Pre-VN) - 62100.013 **VN 1 - 62111.019**
VN Fundamentals - 62110.019 **VN 2 - 62211.019**

- | | |
|------------------------------|------------------------------|
| ■ Medical Surgical Nursing 1 | ■ Obstetrical Nursing |
| ■ Pharmacology 1 | ■ Advanced Nursing Skills 2 |
| ■ Nutrition | ■ Medical-Surgical Nursing 3 |
| ■ Psychology for Nurses | ■ Psychiatric Nursing |
| ■ Growth and development | ■ Geriatric Nursing |
| ■ Advanced Nursing Skills 1 | ■ Home Health Nursing |
| ■ Medical-Surgical Nursing 2 | ■ Professional Issues |
| ■ Pharmacology 2 | ■ Pharmacology 3 |
| ■ Pediatric Nursing | |

Location: Willow Center & various clinical sites

Time: Varies; some Saturdays included

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$25.77 hourly
Projected Job Opening growth in California: 17% +
 Source: www.onetonline.org

What do students say about the programs offered at HLP AE?



"I went to school here for my LVN. Let me tell you. The program was intense!!! But it was the best decision I've ever made!"

Nursing Services / Vocational Nurse (LVN) Degree

Associates Degree of Applied Science

Completion of the General Education classes listed below plus proof of a California State Issued LVN License will earn you the Associate's Degree of Applied Science. (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).

Medical Secretary / Ward Clerk Continuing Education

Medical Secretary prepares the student to work in the hospital as a Medical Secretary in a variety of Health related industries. Students will learn about the health care field culture and working with different departments, completing doctors orders, working with nurses, scheduling and working with Doctors and Nurses in the Health Care Industry and Electronic Health Record.

Cost: \$75 per session + enrollment in Medical Terminology (Online) \$75 per session. Students provide books.

Medical Secretary

61510.013	M/W	9 AM - 12 PM	Willow, 10	Staff
		08/12/19 - 05/21/20		

Medical Terminology

61520.013	T	3:30 PM - 5:30 PM	Willow, 10	Staff
		08/13/19 - 05/19/20		

Abnormal Psychology /

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:

- Step 1:** Take the entrance exam - the Computerized TABE (\$45). Pre-register for a testing date in person at the Willow Center, 14101 E. Nelson Avenue, La Puente, CA 91746.
- Step 2:** Upon earning qualifying scores on the entrance exam, you will be invited to the second phase of the application process, the Pre-VN course. Official High School or HSE transcripts will be required.
- Step 3:** Upon completion and qualifying for the program, you will be required to submit a Live Scan background clearance. American Heart Association (AHA) for healthcare providers (BLS) certification will also be required.



Prerequisites:

- Age 18, proof of 12th grade High School Diploma or High School Equivalent
- Pass the computerized **TABE** assessment with a 12.0 or higher on each section
- Health and Drug Screenings
- Meet all objectives of the Pre-PT (Transition to Health Careers) course
- American Heart Association (AHA) for healthcare providers with AED (BLS)

American Heart Association (AHA) for Healthcare Providers with AED. (BLS) is required PRIOR to registration and must be valid for the duration of the program.

Theory and clinical program prepares graduates for licensing exam.

Cost: Name tag \$6, Insurance \$18 per semester, Fundamentals \$1000 (non-refundable), PT 1 \$2500, PT 2 \$2500 (Total cost \$6042)

****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.

Psychiatric Technician Program Courses:

PT Fundamentals - 63111.019

PT 1 - 63110.019

PT 2 - 63210.019

- | | |
|----------------------------------|----------------------------------|
| ■ Fundamentals of Nursing | ■ Developmental Disabilities 2 |
| ■ Medical/Surgical Nursing 1 | ■ Mental Disorders 1 |
| ■ Pharmacology 1 | ■ Pharmacology for the MD client |
| ■ Nutrition Normal & Therapeutic | ■ Mental Disorders 1 |
| ■ Medical-Surgical Nursing 2 | ■ Geriatrics |
| ■ Developmental Disabilities 1 | ■ Leadership and Supervision |
| ■ Pharmacology for the DD client | |
| ■ Growth and Development | |

Instructor: Davila, Hernandez-Monsivais, Zemer, Staff

Location: Willow Center & various clinical sites

Time: Varies; some Saturdays included

Transitions to Health Careers (VN and PT)

This combined lecture and skills lab course is designed to introduce and expose students to the medical 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 suggested course for the VN Program, but a **MANDATORY** course for the Psychiatric Technician Program).

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$28.67 hourly
Projected Job Opening growth in California: 15% +
Source: www.onetonline.org



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.

Testing Fee:	\$45 - non-refundable.
Re-test Fee per section:	\$15 for 1 section missed \$45 for 2 or more sections missed

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



/haciendadulteducation
Follow us! & Like us!



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 & It's Significance, Firearms Safety/Firearms Range Qualifications (includes 38mm, 9mm, 40 cal. and 45 cal. is 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 (valid for 2 years) and SB-1626 School Police 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: \$13.32 hourly

Projected Job Opening growth

in California: 10% +

Source: www.onetonline.org



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

Food & Beverage Production & Preparation / Culinary Arts

Hacienda La Puente Adult Education is proud to announce our new state-of-the-art Culinary Arts Facility. Complete with new commercial-grade tools and equipment, our students will work with fine ingredients to create epicurean dishes each day of class. This program gives students the opportunity to learn foundational skills and techniques.

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 \$1,201, Books \$448, Supplies \$250, Tool kit \$245, Uniform \$235, Insurance \$18.

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

August 12, 2019 - July 2, 2020

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:

August 6, 2019 at 10 AM
October 10, 2019 at 10 AM
December 10, 2019 at 10 AM
March 10, 2020 at 10 AM

2016-2026
**Job
OUTLOOK**

Average California Hourly Wage: \$13.62 hourly
Projected Job Opening growth
in California: 18% +
Source: www.onetonline.org



Learn the in's and out's 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 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
08/12/19 - 05/21/20

COMPUTER REPAIR ORIENTATION:

December 12 from 11 AM - 1 pm in Room 107

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.)**

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: \$956 per semester (includes registration \$700, 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
08/12/19 - 05/21/20

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
08/12/19 - 05/21/20

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 M - Th 8:00 AM - 2:30 PM Willow, 112 G. King
08/12/19 - 11/21/19

2016-2026

**Job
OUTLOOK**

Average California Hourly Wage: \$25.79 hourly

Projected Job Opening growth

in California: 20% +

Source: www.onetonline.org



@HLPAdultEd

Check us out!



@hpadulted

Energy, Environment & Utilities / Information & Communication Technologies Transportation/Manufacturing & Product Development

Automotive Services / Automotive Service Master Level

Automotive Technician



HLPAE is a 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).

Module I: Brakes & Suspension & Steering

61110.019 M - Th 8 AM - 4 PM 08/12/19 - 10/17/19
Willow, Automotive Shop M. Rojas

Module II: Engine Repair & Transmissions

60130.019 M - Th 8 AM - 4 PM 10/20/19 - 12/19/19
Willow, Automotive Shop M. Rojas

Module III: Electrical & Electronic Systems

60140.019 M - Th 8 AM - 4 PM 01/06/20 - 03/12/20
Willow, Automotive Shop M. Rojas

Module IV: Engine Performance / Engine Electric

60150.019 M - Th 8 AM - 4 PM 03/16/20 - 05/21/20
Willow, Automotive Shop M. Rojas

** Please call to inquire on night classes.*



Average California Hourly Wage: \$20.97 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.*



Average California Hourly Wage: \$19.88 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.

Cost: \$750 per semester + insurance \$18 per term, books \$250 (Total \$1768)

60301.013 M - Th 5 PM - 8:30 PM Willow J. Gutierrez
08/12/19 - 05/21/20

** Please call to inquire on Day classes.*



Average California Hourly Wage: \$25.79 hourly

Projected Job Opening growth in California: 20% +

Source: www.onetonline.org



Continuing Education: Machine/ CNC Programming

Centerless Grinder Machinist and Basic CNC Programmer

Through a grant from the ARCONIC Corporation students will learn to operate a precision Centerless Grinder, 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
1st term: 08/13/19 - 10/31/19
2nd term: 11/05/19 - 02/13/20
3rd term: 02/18/20 - 05/21/20

Location: La Puente High School, Room 215
Instructor: R. Ringle



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



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 September 2, November 11, and November 25 - 29.

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	08/19/19	Monday	6 PM - 9 PM
81200.213	09/09/19	Monday	6 PM - 9 PM
81200.313	10/07/19	Monday	6 PM - 9 PM
81200.413	11/04/19	Monday	6 PM - 9 PM
81200.513	12/02/19	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	08/20/19	Tuesday	6 PM - 9 PM
81100.213	09/10/19	Tuesday	6 PM - 9 PM
81100.313	10/08/19	Tuesday	6 PM - 9 PM
81100.413	11/05/19	Tuesday	6 PM - 9 PM
81100.513	12/03/19	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: \$70 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 \$6 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 08/21/19	Wednesday 6 PM - 8:30 PM
81300.213 09/11/19	Wednesday 6 PM - 8:30 PM
81300.313 10/09/19	Wednesday 6 PM - 8:30 PM
81300.413 11/06/19	Wednesday 6 PM - 8:30 PM
81300.513 12/04/19	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 08/21/19 - 09/11/19	Wednesday 7 PM - 8 PM
82100.213 09/18/19 - 10/09/19	Wednesday 7 PM - 8 PM
82100.313 10/16/19 - 11/06/19	Wednesday 7 PM - 8 PM
82100.413 11/13/19 - 12/11/19	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 08/14/19 - 09/18/19	Wednesday 5 PM - 6 PM
83110.223 09/25/19 - 10/30/19	Wednesday 5 PM - 6 PM
83110.323 11/06/19 - 12/18/19	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 08/14/19 - 09/18/19	Wednesday 6 PM - 7 PM
83111.223 09/25/19 - 10/30/19	Wednesday 6 PM - 7 PM
83111.323 11/06/19 - 12/18/19	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 09/13/19	Friday 8 AM - 6 PM
Test will be given at the end of the day.	
84100.119 10/18/19	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
09/13/19	Friday 4 PM - 6 PM
Registration and exam: 4:30 to 6 PM	
10/18/19	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 09/13/19	Friday 12:45 PM - 6 PM
84120.112 10/18/19	Friday 12:45 PM - 6 PM



/haciendadulteducation
Follow us! & Like us!



@HLPAdultEd
Check us out!



Tune into our Violin class this Fall!

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 24 students. Class subject to cancellation if minimum enrollment is not met.

Class Fee: \$120 per session payable upon registration.

Location: Willow, Ceramics Room **Instructor:** I. Montelongo

No classes this Fall, but will return in Spring of 2020!

Please check back then.

Salsa Dancing – Beginning

Learn how to dance salsa! Learn the basic steps of salsa, right and left turns, cross body, and more! In this class you will learn from the very beginning. No partner or experience necessary. **Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$35 per session payable upon registration.

Location: Willow, Conference Center **Instructor:** G. Gutierrez

83210.113	08/15/19 - 09/12/19	Thursday	7 PM - 8 PM
83210.213	09/19/19 - 10/17/19	Thursday	7 PM - 8 PM
83210.313	10/24/19 - 11/21/19	Thursday	7 PM - 8 PM

Salsa Dancing – Intermediate

Learn more salsa combinations, tricks, fancy turns, and moves. No basic steps taught in this class, students should know all the salsa basic steps taught in the beginning class. **Class subject to cancellation if minimum enrollment is not met.**

Class Fee: \$35 per session payable upon registration.

Location: Willow, Conference Center **Instructor:** G. Gutierrez

83211.113	08/15/19 - 09/12/19	Thursday	8 PM - 9 PM
83211.213	09/19/19 - 10/17/19	Thursday	8 PM - 9 PM
83211.313	10/24/19 - 11/21/19	Thursday	8 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	08/20/19 - 09/10/19	Tuesday	7 PM - 8 PM
83311.213	09/17/19 - 10/08/19	Tuesday	7 PM - 8 PM
83311.313	10/15/19 - 11/05/19	Tuesday	7 PM - 8 PM
83311.413	11/12/19 - 12/03/19	Tuesday	7 PM - 8 PM



@hpadutted

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.** There will be no classes on September 2, November 11, and November 25 - 29.

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.**

Healthy Cooking

Join us for this delicious class and learn how to create healthy dishes without giving up the flavor. Learn to prepare an array of delicious healthy dishes that are as easy on your waist as they are to prepare. In this class we will also touch on Gluten Free Cooking. 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 for all 4 classes.

Location: Willow, 16 Instructor: Staff
85111.013 08/21/19 - 09/11/19 Wednesday 5 PM - 9 PM

Traditional Mexican Cuisine

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

Class Fee: \$90 plus \$25 food supplies for all 4 classes.

Location: Willow, 16 Instructor: Staff
85109.013 09/05/19 - 09/26/19 Thursday 5 PM - 9 PM

Mediterranean Cooking

Want to add some spice to your life? Well, come join this class to learn how various spices and herbs are used around the globe can add kicks of flavor. In this class, you will leave knowing how to properly prepare rich meats, salads, chutneys, rice, fruit, and so much more from the Mediterranean Cuisine. This is a hands on class.

Class Fee: \$90 plus \$25 food supplies for all 4 classes.

Location: Willow, 16 Instructor: Staff
85102.013 09/25/19 - 10/16/19 Wednesday 5 PM - 9 PM

All About Breakfast

Wake up! It's time for a breakfast treat! A perfect brunch menu should include something eggy, something salty and something sweet. It should be both pretty and tasty. And our menu will fill all those requirements, and more. Learn to put together the a brunch like none other that's perfect for celebrations, or just chilling with friends on a weekend morning-turned-afternoon. This is a hands-on class.

Class Fee: \$90 plus \$25 food supplies for all 4 classes.

Location: Willow, 16 Instructor: Staff
85122.013 10/03/19 - 10/24/19 Thursday 5 PM - 9 PM

Holiday Cooking Class

Learn all about the holiday classics and how to make them from scratch—no boxes here!!! After this class you will know how to make an amazing holiday dinner all from scratch. Including but not limited to stuffing, the best mashed potatoes you will ever have, turkey, casseroles, rolls, and so much more! This is a hands-on class.

Class Fee: \$90 plus \$25 food supplies for all 4 classes.

Location: Willow, 16 Instructor: Staff
85109.013 10/30/19 - 11/20/19 Wednesday 5 PM - 9 PM

Holiday Baking Class

Come take a bite out of the holidays!!! In this class, you will learn all about holiday desserts. Need to learn how to make a pumpkin roll, a great fresh pie, or how to make the best Holiday Cookie ever... This class won't disappoint. This is a hands-on class.

Class Fee: \$70 plus \$20 food supplies for all 3 classes.

Location: Willow, 16 Instructor: Staff
85124.013
11/07/19 - 11/21/19
Thursday
5 PM - 9 PM



Soups and Breads

In this class, you will learn 8 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: \$70 plus \$20 food supplies for all 3 classes.

Location: Willow, 16 Instructor: Staff
85112.013 12/04/19 - 12/18/19 Wednesday 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.

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.

Older Adults & Community Interest Programs

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 August 12, 2019. Proof of negative TB screening required.

Dibble - Older Adult Classes: Register in classroom during class, beginning August 12, 2019.

Community Interest Classes: Register at Willow Main Office Monday - Friday, beginning July 29, 2019. Bring a copy of your registration form and receipt to the first day of class.

La Puente Senior Center

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

Register in class beginning August 12, 2019.

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.

No class fee.

86000.042 M - Th 1 PM - 4 PM

C. Barela



Older Adult Programs At Dibble Campus

Register in class beginning August 12, 2019.

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.

86000.021 (Beginning) M & W 8:30 AM - 11 AM E1 I. Beltran
86000.121 (Advanced*) T & Th 8:30 AM - 11 AM E1 I. Beltran

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

Community Interest Classes

Register at the Willow Center Main Office, beginning July 29, 2019.

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
09/05/19-12/19/19

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

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.goodwillsoocal.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

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 13 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 Stripers & 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.

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.

Service Hours: Tuesday - Friday 9:30 AM - 1:15 PM
(1:15 PM is the last walk-in)

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 - 1:15 PM (1:15 PM is the last walk-in).** 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.

Turn to page 38 for Coupons >

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.

Check out all the services we provide at a low cost!

All services are carried out by our students to provide them with maximum training opportunities.

Major Appliance Service & Repairs

Offered at little to no cost! Call us today for your repair at 626-934-2936.

Cosmetology Services

Low cost services offered. No appointment necessary.
Cash only!
Tuesday-Friday, 9:30 AM - 1:15 PM

Barber Services

FREE haircuts and shaves to veterans!
Tuesday-Thursday, 2 PM - 7 PM



FREE Computer Repair and Home Network Advice

Child Development Mentor Training

Automotive Repair Oil Change Brake Inspections and other Diagnostics

Call us today at 626-934-2932.

Children's Dental Clinic

Children ages 2-18 who qualify for free or reduced lunch or do not have dental insurance can visit our dental clinic. \$20 per visit. Call 626-934-2894 for an appointment!

FREE Woman's Haircut

Coupon Expires 06/25/2020

FREE Manicure

Coupon Expires 06/25/2020

FREE Facials

Coupon Expires 06/25/2020

FREE Men's Haircut

Coupon Expires 06/25/2020



FREE Bumper to Bumper Inspection

Includes: brake inspection, windshield wipers, tires, belts, and battery and charging, scan computer for history codes.

Coupon Expires 06/25/2020



FREE Tire Rotation

Most vehicles; exclusions may apply.

Coupon Expires 06/25/2020

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

30



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

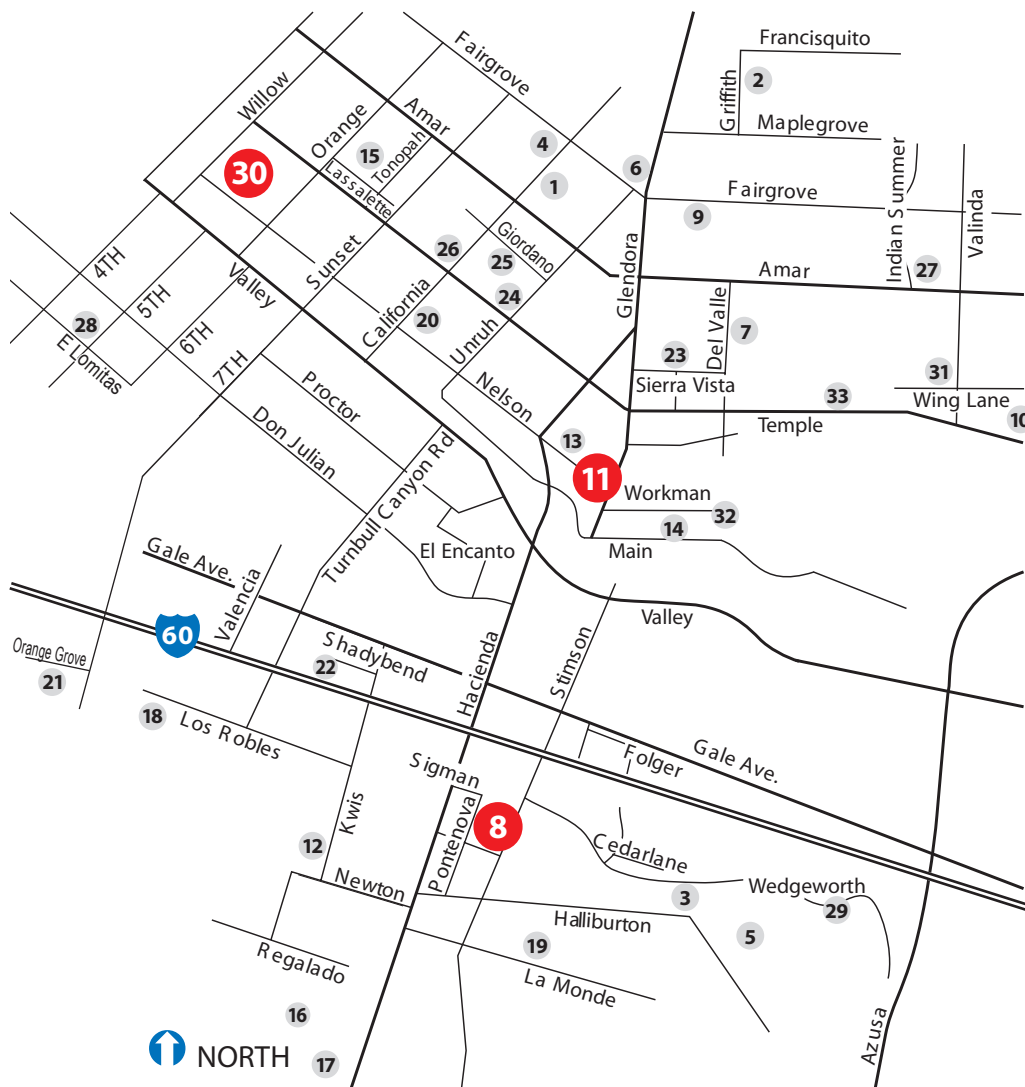
445 N. Glendora Ave. La Puente, CA 91744

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. **Valley Adult Campus**
14162 E Lomitas Ave., LP
29. **Wedgeworth Elementary**
16949 Wedgeworth, HH
30. **Willow Center**
14101 E. Nelson, LP
31. **Wing Lane Elementary**
16605 Wing Lane, LP
32. **Workman Elementary**
16000 Workman, LP
33. **Workman High School**
16303 E. Temple, LP



Hacienda La Puente USD

15959 E. Gale Avenue
P.O. Box 60002
City of Industry, CA 91716-0002

*****ECRWSEDDM*****

RESIDENTIAL CUSTOMER

DATED MATERIAL - PLEASE EXPEDITE

NON-PROFIT
ORGANIZATION
U.S. POSTAGE
PAID
INDUSTRY, CA
PERMIT NO. 4123

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