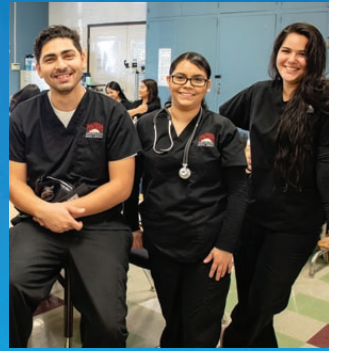


ENROLL IN A CLASS THIS SUMMER!



HACIENDA LA PUENTE ADULT EDUCATION

SUMMER 2019

(626) 934-2801 www.hlpae.com www.facebook.com/haciendadulteducation



WILLOW CENTER
DIBBLE CAMPUS
HUDSON CAMPUS

(626) 934-2801
(626) 933-8305
(626) 934-6761

14101 E. Nelson Ave., La Puente 91746
1600 Pontenova Ave., Hacienda Heights 91745
445 N. Glendora Ave., La Puente 91744

M-Th 8:00 A.M. - 7:00 P.M.
M-Th 8:00 A.M. - 7:00 P.M.
M-Th 8:00 A.M. - 7:00 P.M.

CATALOG OF CLASSES MAY 28 - JUNE 28, 2019

WELCOME

HACIENDA LA PUENTE ADULT EDUCATION (HLPAE) is a comprehensive school, serving more than 15,000 adult and high school students annually. The Adult School is a pre and post-secondary institution offering entry-level and advanced courses in technology, health, business, trades and service careers. We also offer English as a second language, basic academic skills, preparation for HSE, high school diploma, parent education and citizenship. Hacienda La Puente Adult Education is accredited by the Council on Occupational Education (COE) for post secondary training and to provide Title IV Financial Aid to qualified students and by the Western Association of Schools and Colleges (WASC) for secondary academic programs. HLPAE also receives other State and National accreditations for individual programs.

Hacienda La Puente Adult Education provides job training for adults with disabilities, a variety of courses for older adults, parenting classes, and a broad selection of special-interest courses. We offer 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

HACIENDA
LA PUENTE
ADULT EDUCATION
LEARNING UNLIMITED



BUSINESS CAREERS

REGISTRATION INFORMATION FOR CLASSES ON THIS PAGE: See back page.

Classes are 5-weeks (May 28 – June 27, 2019)

Intro to Computers and Microsoft Office

This course is designed for the novice who wishes to learn the basic operations of the computer. The intro portion will cover everything from the components and maintenance of the computer to creating documents and graphics using Microsoft Windows, continuing into basic Microsoft Office. Applications covered will include: Word, Excel, Outlook, Publisher, and PowerPoint. This is a lecture/hands-on and practice class. Student will need some computer knowledge.

63500.011 Intro to Computers M-Th 8 - 10 A.M. Willow, 100 R. Manriquez
63600.011 Microsoft Office M & W 1 - 4 P.M. Willow, 100 R. Manriquez

Basic Microsoft PowerPoint

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

63621.013 M-Th 8 A.M. - 10 A.M. Willow, 98 C. Barela

Microsoft Word

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

63641.013 M-Th 8 A.M. - 10 A.M. Willow, 100 C. Barela
63642.013 T & Th 5:30 P.M. - 8 P.M. Willow, 98 C. Hwang

Microsoft Excel

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

63611.013 M-Th 8 A.M. - 10 A.M. Willow, 98 A. Yoshioka
63612.013 M & W 5:30 P.M. - 8 P.M. Willow, 98 C. Hwang

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).

63410.012 T & Th 1 P.M. - 4 P.M. Willow, 99 R. Manriquez

TAKE A CLASS FOR \$40, OR THREE OR MORE CLASSES FOR ONLY \$100!

Microsoft Publisher

This course emphasizes on page layout and design rather than text composition and proofing. MS Publisher is ideal for creating logos, business cards, branded calendars or more complex items such as brochures and newsletters.

63104.019 M-Th 2 P.M. - 4:30 P.M. Willow, 102 C. Barela

Applied Office Skills

Experience the real world of an office. Learn how to work with time management, dealing with clients and customers, working as a team, and handling difficult situations. Students will create or edit assignments, exams, flyers, presentations, brochures and much more utilizing Microsoft applications and other on-line apps.

63206.019 M-Th 12:30 P.M. - 4 P.M. Willow, 104 A. Yoshioka

Intro to Maya 3D and 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.

63460.012 M & W 10:15 A.M. - 12:15 P.M. Willow, 99 R. Manriquez

Computer Lab

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

63109.019 M-Th 10 A.M. - 12 P.M. Willow, 98 A. Yoshioka
12:30 P.M. - 2 P.M. Willow, 100 C. Barela

Accounting Clerk/ Bookkeeper

Learn basic accounting concepts on verifying the accuracy of invoices and other accounting documents. Also on how to update and maintain accounting journals, ledgers, records and reports detailing financial business transactions both manually and electronically (QuickBooks). **Cost:** \$25. (Class excluded from the promotional prices above.)

Principles of Accounting with QuickBooks Pro
63301.013 T/Th 4:30 P.M. - 8:30 P.M. Willow, 100 R. Sibaja
Advanced Accounting
63302.013 T/Th 4:30 P.M. - 8:30 P.M. Willow, 100 R. Sibaja



Residential Customer

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Hacienda La Puente Adult Education
Hacienda La Puente USD
15959 E. Gale Avenue
P.O. Box 60002
City of Industry, CA 91716-0002

COSMETOLOGIST/BARBER



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, conditioning, hair coloring and bleaching. For perming, chemical relaxing or soft curl perm, you will learn safety and how to work with chemicals. Students will learn haircutting, clipper cutting, skin care, manicure, chemical relaxing, and more.

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

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.

Cosmetologist

M - Th	8 A.M. - 4 P.M.	Willow	G. Schuster/G. Yanez/R. Lopez-Nuñez		
60801.019	Level I	60802.019	Level II	60803.019	Level III

Barber

M - Th	1 P.M. - 8:30 P.M.	Willow	J. Valenzuela		
60821.013	Level I	60822.013	Level II	60823.013	Level III

SERVICES AVAILABLE TO THE PUBLIC:

Mornings: Tuesday-Thursday 9:30 A.M. - 1:15 P.M.

FREE HAIRCUTS AND SHAVES TO VETERANS!

HEALTH CAREERS

SCIENCE AND MEDICAL TECHNOLOGY

Medical Calculations

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

Cost: \$60.

61330.011	M-Th	3 P.M. - 6 P.M.	Willow, 108	L. Mozell
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CNA and MA Continuing Education

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.

Cost: \$20 per class (Includes all practice materials and CE certificate). *Non-refundable. Limited to 30 students.

Work Place Safety					
61450.119	Tue 5/28	9 A.M. - 1:30 P.M.	Willow, 108	Speegle	
Communication w/ Cognitively Impaired Clients					
61450.219	Tue 6/4	9 A.M. - 1:30 P.M.	Willow, 108	Speegle	
Care of Terminally Ill Patient					
61450.319	Tue 6/11	9 A.M. - 1:30 P.M.	Willow, 108	Speegle	
Care of Dying Patient					
61450.419	Tue 6/18	9 A.M. - 1:30 P.M.	Willow, 108	Speegle	
Developmental Disabled Patient					
61450.519	Tue 6/25	9 A.M. - 1:30 P.M.	Willow, 108	Speegle	
** BLS + \$10 card					

Introduction to Dental Assisting/ Dental Assistant Refresher Course

Receive entry level DA Certificate.

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

Cost: \$50

61060.019	M-Th	8 A.M. - 4 P.M.	Willow, 73	H. Pasiczynk
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ADVANCED PRIVATE SECURITY ACADEMY

BE READY TO SERVE AND PROTECT!

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

Orientations are held on Tuesday 9 A.M. at the Workforce Department (WILLOW CENTER).



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

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

Cost: \$2,050

60000.019	M - Th	8 A.M. - 4:30 P.M.	Willow, 6 & 7
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Security Officer Unarmed-Guard (Option 2 – 88 hours of training)

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

Cost: \$1,393

60010.019	M - Th	8 A.M. - 4:30 P.M.	Willow, 6 & 7
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Security Guard Basic (Option 3 – 40 hours of training)

Includes 40 hours of state mandated training for Guard Card.

Cost: \$725

60020.019	M - Th	8 A.M. - 4:30 P.M.	Willow, 6 & 7
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TRADE CAREERS

Computer Repair & Networking/Introducing Windows Server 2016

Basic learning of installation of Server components and identify the difference of other versions of Windows Server 8 and 12. Students will be involved with installation of Active directory, users account and part of security inside the server components. Finally the students will create their small network with clients to activate the advantages of the use of Server 16 and creating cloud ready with Windows Server 2016.

Cost: \$100.

60611.019	M - Th	8 A.M. - 1 P.M.	Willow, 107	S. Sengupta
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Major Appliance Service and Repair

Theory and practical training for job entry including refrigerators, washing machines, dryers, microwave ovens, and stoves. Learn to read wiring diagrams and sequence charts for appliance electrical diagnoses. Practical brazing of compressor. HLP AE is in partnership with Samsung, Best Buy and Whirlpool. (Regular full semester "Major Appliance Service and Repair" class will be offered in the Fall.)

Cost: \$100	Location: Willow, Appliance Repair		
60300.019	M - Th	8 A.M. - 4:30 P.M.	G. Cenicerros
Cost: \$25	Location: Willow, Appliance Repair		
60300.013	M - Th	5 P.M. - 8:30 P.M.	C. Muzquiz

Combination Welder

Call: (626) 934-2935. Students with no experience will be given introductory training in one of the following processes: SMAW (stick welding), GMAW (MIG welding), GTAW (TIG or Heli-arc welding), or FCAW (flux core welding). Students with some experience in one or more of these processes may practice at their own pace to improve their skill level. Returning students may continue their current area of practice. This will be a 100% 'hands on' class, with the exception of a two hour introduction to welding safety. Students must provide the following: Welding hood, welding gloves, welding jacket, leather work boots, and safety glasses. (Total hours: 870. Takes 3 to 4 semesters to complete.)

Cost: \$100.

60200.019	M - Th	8 A.M. - 4 P.M.	Willow	L. Archie
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Automobile Technician

HLP AE is a Bureau certified Automotive Maintenance and Repair Training institute. (NATEF Master Certification)

This course provides fundamental knowledge in performing General Maintenance, quick service and Heating and Air Conditioning of the Automobile. Other areas of instruction will be the practice of shop safety and care of tools and equipment. Emphasis will be in the use of heating, cooling system and air conditioning recovery and the certification thereof. The instruction will include re-cycling, use of testing equipment and diagnostic procedures for air conditioning service. Also covered will be the general maintenance and quick service of the automobile which includes tire servicing, shock absorbers and struts, oil changes, batteries and other services that pertain to general services on the automobile.

Cost: \$100

61110.019	M - Th	8 A.M. - 4 P.M.	Willow, Auto Shop	M. Rojas
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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: Free

60400.903	M - W	1:30 P.M. - 6:00 P.M.	La Puente HS, 215	Ringle
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Heating Ventilation and Air Conditioning

Learn entry level HVAC/R, theory and practical training. You will be given classroom instruction as well as hands on practice. Learn how to troubleshoot, repair and install air conditioning equipment. You will learn how to install compressors, condenser motors, blower motors and repair leaks in the air conditioning systems.

Cost: \$300.

60400.903	M - Th	5:30 P.M. - 9 P.M.	Willow, 112	J. Gutierrez
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Water and Distribution 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.

Cost: \$200.

60500.011	M - Th	1:30 P.M. - 5:30 P.M.	Willow, 112	G. King
6/3/19-6/27/19				

CHILD CARE PROFESSIONS

Child Development/Infant/Toddler Care and Development

Prerequisite: Programs & Principles or ECE units. Students will learn the importance of providing a stimulating environment that influences brain growth during the critical learning stages between birth and three years. Learn how to build trusting relationships, build a safe and healthy environment, respect cultures, become aware of new research in the Infant/Toddler field and design curriculum to enhance learning with the Infants and Toddlers. (72 hrs.) (3 ECE units/Title 22).

Cost: \$40.
60713.013 M-Th 8:15 A.M. - 3:45 P.M. Willow, K3 S. White
6/17/19-6/27/19 K. Cota



CULINARY ARTS

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

Learn in a 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.

Advanced Baking and Pastry

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

Cost: \$100.
60914.019 M-Th 8:30 A.M. - 4:30 P.M. Willow, Culinary Arts M. Farage

EFFECTIVE PARENTING TECHNIQUES CLASSES

CLASSES AT DIBBLE CAMPUS:

Register at the Dibble Main Office. Call: (626) 933-8305
Ages: 5 - 17
75000.023 Tuesdays 6 P.M. - 8:30 P.M. Room D3
A certificate of completion may be requested after the student attends a minimum of 10 sessions and 25 hours of attendance.

PARENTING THE PRESCHOOLER:

Register at the front office. Classes are FREE
Ages: 2 - 5
71000.021 Mon & Wed 9 A.M. - 12 P.M. Room K-2
These classes are designed for parents, grandparents or guardians to participate with their child.

How to Register

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

ACADEMICS

English as a Second Language

FREE ESL CLASSES! LEARN ENGLISH!

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

Inglés Como Segundo Idioma

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

想學英語嗎? 來上免費課程!

細節請電: (626) 933-8305
ESL課程是為英語能力有限或英語非母語而想學怎麼說, 讀和寫英語的人所設。某一些學校有為上課的學生提供免費的幼兒照顧。
課程包括所有級別: 基礎識字班, 初級低班, 初級高班, 中級低班, 中級高班, 進級低班和進級高班。



All ESL Levels offered at:

DIBBLE CAMPUS

1600 Pontenova Ave., Hacienda Heights • (626) 933-8305
Register in Room K1
Monday-Thursdays 8:30 A.M. - 11:45 A.M.
Monday-Thursdays 12:15 P.M. - 2:15 P.M.
Monday-Thursdays 12:15 P.M. - 2:45 P.M.
Monday-Thursdays 6 P.M. - 8:30 P.M.

HUDSON ADULT LEARNING CENTER

445 N. Glendora Ave, La Puente • (626) 934-6761
Register in Room 8
Monday-Thursdays 8:30 A.M. - 11:45 A.M.
Monday-Thursdays 6 P.M. - 8:30 P.M.

WILLOW ADULT CENTER

14101 E. Nelson Ave, La Puente • (626) 934-2801
Register in Room 20
Monday-Thursdays 8:30 A.M. - 11:45 A.M.
Monday-Thursdays 6 P.M. - 8:30 P.M.

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 A.M. - 11:45 A.M.	Dibble, C2
40000.022/41000.022	M - Th	12:15 P.M. - 2:15 P.M.	Dibble, C2
40000.023/41000.023	M - Th	6 P.M. - 8:30 P.M.	Dibble, B2

Board of Education

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Program Administrator, Innovative Rehabilitation Services..... Magy Gharghoury
Program Administrator, Workforce..... Jorge Seccia
Administrator of Counseling Services..... Crystal Ontiveros
Administrator of Counseling Services..... Maria Tellez
Administrator of Counseling Services..... George Stransky

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

EARN A HIGH SCHOOL DIPLOMA. GET AHEAD!

DIBBLE CAMPUS (626) 933-8305

Monday-Thursdays ASE (Credit Recovery Online)	8:30 A.M. - 11:45 A.M. 21000.021 Dibble, Room E4
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Monday-Thursdays ASE (Credit Recovery Online)	3:30 P.M. - 7:00 P.M. 21000.023 Dibble, Room E4
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Monday-Thursdays ABE/HSE Preparation	8:30 A.M. - 11:45 A.M. 10100.021 / 27000.021 Dibble, Room E4
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Monday-Thursdays ABE/HSE Preparation	6:00 P.M. - 8:30 P.M. 10100.023 / 27000.023 Dibble, Room E5
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HUDSON ADULT LEARNING CENTER (626) 934-6761

Monday-Thursdays ASE (H.S. Diploma Hybrid) ABE/HSE Test Preparation	8:30 A.M. - 11:45 A.M. 21000.031 10100.031 / 27000.031 Hudson, Room 1 Hudson, Room 1
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Monday-Thursdays ASE (Credit Recovery Online)	3:30 P.M. - 7:00 P.M. 21000.033 Hudson, Room 1
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Monday-Thursdays ABE/HSE Test Preparation	6:00 P.M. - 8:30 P.M. 10110.033 / 27110.033 Hudson, Room 2
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WILLOW ADULT CENTER (626) 934-2801

Monday-Thursdays ABE/HSE Test Preparation	8:30 A.M. - 11:45 A.M. 10100.011 27000.011 Willow, Room 21
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ASE (H.S. Diploma)	21000.011 Willow, Room 21
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Monday-Thursdays Vocational Academics	1:00 P.M. - 4:30 P.M. 10300.012 (VABE) 27300.012 (VASE) 30300.012 (VESL) Willow, Room 21
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Foreign Language/Spanish

Spanish 1A	M & W	6:30 P.M. - 8:00 P.M.	Dibble, D2
Spanish 1B	M & W	5:00 P.M. - 6:30 P.M.	Dibble, D2

EARN YOUR HIGH SCHOOL EQUIVALENCY (HSE) CERTIFICATE

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



OFFICIAL HSE TESTING CENTER

AT WILLOW ADULT CENTER (626) 934-2801

HSE Summer Testing Schedule – June 2019:
Tuesdays 9:30 A.M. - 3:30 P.M.
Thursdays 9:30 A.M. - 3:30 P.M.

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)

HiSET Exam or TASC Exam (Paper or Computer Based Testing)

- Exams are available in either paper or computer based formats.
- Exam registration, scheduling and payment can be completed at the Willow Center Main Office.
- Exams consists of five tests:
 - Language Arts – Reading
 - Language Arts – Writing
 - Mathematics
 - Science
 - Social Studies
- Test Fee:** \$100 (includes all five subtests and two free retakes)
Test Fee is non-refundable and testing must be completed within 12 months of registration.

GENERAL INFORMATION

School Calendar

Summer Classes Begin..... May 28, 2019
Summer Classes End..... June 28, 2019
Fall Semester Begins..... August 12, 2019

Mission Statement

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

Internet Web Site

Please visit **www.hlpae.com** for additional information not contained in this brochure on:

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

OLDER ADULTS & COMMUNITY INTEREST PROGRAMS

SENIORS, STAY ACTIVE! ENROLL IN A CLASS!

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

Dibble Campus

Register in classroom during class, beginning May 20, 2019.

Technology / Understanding & Using Computers

This class is designed for the first time computer user, but 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 M & W 8:30 A.M. - 11 A.M. Dibble, E1 I. Beltran
86000.121 (Advanced*) T & Th 8:30 A.M. - 11 A.M. Dibble, E1 I. Beltran
**Prerequisite for Advance Class: Student must have completed Beginning level and be recommended by teacher.*



Shadybend Campus

Register at Willow Main Office beginning April 29, 2019. Bring a copy of your registration form and receipt to the first day of class.

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: \$15
86100.042 Th 12:30 P.M. - 4 P.M. Shadybend, 5/6 Linda Lee

INNOVATIVE REHABILITATION SERVICES

ADULTS WITH DISABILITIES & CAREER TECHNICAL EDUCATION APPRENTICESHIPS

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

Building Trades & Construction / Mechanical Construction / Product Assembler

68100.019 M - F 8 A.M. - 12 P.M. & 12:30 - 4:30 P.M. Willow R. Palermo
68100.119 M - W 9 A.M. - 12:30 P.M. & Th 9 A.M. - 10 A.M. T. Seal
Delhaven Community Center

Hospitality, Tourism & Recreation / Custodial Building Maintenance

68200.019 M - F 8 A.M. - 12 P.M. & 12:30 - 3:30 P.M. Willow M. Roberts

Food Service & Hospitality / Fast Food Worker

68300.019 M - F 6:30 A.M. - 12:30 P.M. & 1 - 3 P.M. Willow D. Fore

Agriculture & Natural Resources / Ornamental Horticulture / Landscape Gardener - Nursery Manager

68400.019 M - F 8 A.M. - 12 P.M. & 12:30 - 4:30 P.M. Willow M. McIntyre

ADULT BASIC EDUCATION

Adult Basic Education: Life Skills & Functional Academics / Life Skills & Workplace Skills Trainings

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 A.M. - 11:30 A.M. E. Benavidez
Delhaven Community Center

HOW TO REGISTER FOR:

Career Technical Education

- Go to Willow during the dates and times listed below.
- Attend an orientation and assessment (*Plan to stay approximately two to three hours).
- After orientation and assessment, you will be given instructions on next steps.
*Psychiatric Technician and LVN students must complete the TABE assessment. Call (626) 934-2801 for dates and information.

ESL and Citizenship / High School Diploma/High School Equivalency

- Go to the campus of your choice during the dates and times listed below.
- Take an assessment test (Plan to stay approximately 1-2 hours). **Citizenship: please bring Permanent Resident Card.**
- After testing, you will be registered in an available class.
- High School Diploma students ONLY: Obtain official sealed transcript from your last school of attendance.**

SITE	Career Technical Education Programs	ESL / Citizenship High School Diploma or High School Equivalency
WILLOW CENTER Room #118 14101 E. Nelson Ave., La Puente (626) 934-2801 or (626) 934-2980	Tuesday through Thursday 9:00 A.M.	Monday/Wednesday 8:30 - 11:00 A.M., Room 20
	Monday/Wednesday 4:00 P.M.	Wednesday/Thursday 5:30 - 7:00 P.M., 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 A.M.
		Tuesday 5:30 - 7:00 P.M.
DIBBLE CAMPUS Room K-1 1600 Pontenova Ave., Hacienda Heights (626) 933-8330 or (626) 933-8305		Monday-Thursday 8:30 - 11:00 A.M.

POLICIES AND PROCEDURES:

- Students must go to the testing room 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 a given training will be recommended to speak to a counselor to discuss options that will assist potential students in reaching their career and personal goals.
- You must be 18 years of age or older to enroll in any program.
- Sorry, childcare is not available.
- Test time subject to change without notice.**

Career Technical Education Orientation Day Schedule

May 9, 2018, 9:00 A.M. - 12:00 P.M.
July 18, 2018, 9:00 A.M. - 12:00 P.M.

ENROLLMENT AND GENERAL INFORMATION

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

In order to be eligible to receive federal student aid for the 2018-19 summer session, only classes that are Title IV approved are eligible for financial aid. NO SPECIALTY CLASSES are eligible. Currently only Computer Repair, Combination Welding, and the Cosmetology Program for new enrollees, and continuing students who started on/or after January 22, 2019, may qualify for additional funding for the summer session. To be eligible for funding for the summer session, please fill out the 2018-19 Federal Application for Federal Student Aid (www.fafsa.ed.gov). Do not forget to use our School Pell Code (012522) when you apply. If you are a continuing Cosmetology student please go to the financial aid office to find out if you qualify for additional financial aid.

If you are planning to start school this Fall semester (August 2019) you will need to fill out the 2019-20 [Free Application for Federal Student Aid \(www.fafsa.ed.gov\)](#). Please apply as early as possible and do not forget to add our school Pell Code (012522) when submitting your application. (Please allow 3-5 days for your school to receive your electronic Student Aid Report (eSar) after you have submitted your FAFSA online).

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

- Valid California Driver's License or Identification
- Social Security Card
- High School Diploma or State recognized equivalent i.e. (GED, HiSET, or TASC) Original documents needed. If submitting High School Transcripts they must be sealed. Foreign High School Diplomas need to be translated and notarized. Please call the financial aid office for a list of approved agencies.
- NSLDS printout of prior financial aid history specifically for Pell Grant LEU (Lifetime Eligibility Used). Go to (www.nsls.ed.gov). You will need your FSA ID and password to access the NSLDS website. You can setup your FSA ID and password when first applying through the FAFSA site.

Note: a student defined as Dependent on the FAFSA will need to provide parent income information to determine a student's eligibility.

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

Attendance

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

Parking

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

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 minimum 3 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.

Fees

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

Refund Policy

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

Student Services

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

Services to Businesses

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

About this Catalog

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